**Please read these notes before you complete the application form.**

**Eligibility**

The eligibility criteria is different between each of our Common Good Funds to reflect local needs and these may change from year to year. **Please read the criteria carefully for the Fund you are applying to.**

There are some things we **cannot** pay for and these include:

* Any event or activity that has already taken place or that you have already paid for before we confirm our funding;
* religious or political activities.

**Decision-making process**

Each application can only be considered by one Common Good Fund. Once an application has been considered, the decision of a Common Good Sub-Committee is final and the application will not be considered again by the same Committee. There is no appeals process but we try to give comprehensive feedback to unsuccessful applicants.

If your funding application is successful, you will be required to sign a form to state that you accept our award conditions before we make any payment to you.

**For assistance in completing your application form please refer to** [**Guidance Notes for Application Form**](https://sharepoint.dg.dgcouncil.net/services/ccs/CommonGoodsTrusts/Shared%20Documents/Review%20of%20Common%20Goods/Common%20Goods%20-%20A%20Useful%20Guide%20120319.docx). If you are unable to access the guidance notes please contact us for a copy.

On completion of the form you can either email or post your application to us at the details at the end of the form. Note you must sign and print off the declaration page (section 6) and scan or post it to us.

If you are completing the form manually please use black ink.

If you wish to enclose information to support your application, please do not send originals unless you have to. We can only return them if you ask us to and enclose a stamped addressed envelope.

**Note incomplete applications will not be considered by the awarding body.**

Please ensure you answer all the questions and the required documentation is submitted with the application to avoid disappointment. There is considerable advice for applicants on our website and from [Third Sector, Dumfries & Galloway](http://thirdsectordumgal.org.uk/). If you are still unsure what is required please contact Community Planning and Engagement Unit by email to CommonGoodApplications@dumgal.gov.uk or 030 33 33 3000.

**Equality Act**

Like other public bodies, the Council must meet the requirements of the Public Sector Equality Duty under the Equality Act and the Human Rights Act. We are keen therefore to promote an equality and human rights culture within any organisation we fund or support. We would therefore encourage you to embed equality and diversity practices within your own organisation and those with whom you work by fostering an accessible and inclusive working environment for all your staff and volunteers and ensuring that your services are accessible and users’ experiences and outcomes are positive.

**Closing dates**

Applications for Common Good funding will continue to be considered throughout the financial year. Decisions will be dependent on the current budgets.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Common Good Funds****Application for Financial Assistance** |

|  |
| --- |
| **For our use only** |
| Date received |       |
| Financial year |       |
| Reference |       |

 |  |

Please read the Guidance Notes before you start.

**If you would like some help understanding this or need it in another format please phone 030 33 33 3000 or email** **CommonGoodApplications@dumgal.gov.uk**

# Section 1 – About you and your organisation

1.1 What is your name (if you are applying as an individual) or your organisation’s name, as shown on your constitution (set of rules your organisation follows)?

|  |
| --- |
|       |

1.2 Which Common Good Fund are you applying to? **Name only one**.

|  |
| --- |
|       |

Tick to confirm that you have read and meet the relevant criteria for this Fund. [ ]

1.3 Who is the primary contact for this application? We will contact this person about your application and they should also sign the declaration in Section 6.

|  |  |  |
| --- | --- | --- |
| Your title (please tick): | **Mr** [ ]  **Mrs** [ ]  **Miss** [ ]  **Ms** [ ]  **Dr** [ ]  **Other** [ ]  |       |
|  |  |
| Your name: |       |
|  |  |
| **Your position in the organisation:** |       |
|  |  |
| Your address and postcode: |       |
|  |  |  |  |
| Your daytime phone number: |       |
|  |
| Your mobile phone number: |       |
|  |
| Your email address: |       |

We prefer to contact you by email. If you have provided an email address above, please tick to confirm you are happy to be contacted via email. [ ]

1.4 What is the name of the event, project, activity or service you need funding for?

|  |
| --- |
|       |

1.5 Please give the date you need the funding by. If you need the funding for an event, please give the date (or dates) of the event and say where the event will be taking place.

|  |
| --- |
|       |

If you are **applying as an individual go to Section 2 Finance**. If you are applying on behalf of an organisation please complete the following questions

1.6 What are the aims and purposes of your organisation?

|  |
| --- |
|       |

1.7 Status – tick all that apply and provide details required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Voluntary organisation** | [ ]  | **Community Council** | [ ]  |
| **Registered charity** | [ ]  | **Community Interest Company** | [ ]  |
| Charity number |       | Company number |       |
| **Company limited by guarantee with charitable status** | [ ]  | **Scottish Charitable Incorporated Organisation (SCIO)** | [ ]  |
| Company number |       | Charity number |       |
| **Other** (please give details) | [ ]  |  |  |
|       |  |  |

|  |  |
| --- | --- |
| 1.8 How many members does your organisation currently have? |       |

Please provide details of any membership fee payable.

|  |
| --- |
|       |

Is membership of your organisation open to everybody? **Yes** [ ]  **No** [ ]

If ‘No’, who is allowed to be a member of your organisation?

|  |
| --- |
|       |

1.9 Provide the full names and addresses of the following people within your organisation.We may have to contact one or more for information. One of the following should sign part 2 of the declaration in Section 6.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Chairperson** | **Treasurer** | **Secretary** |
| **Name** |       |       |       |
| **Address 1**  |  |       |       |
| **Address 2** |       |       |       |
| **Town** |       |       |       |
| **Postcode:** |       |       |       |
| **Daytime phone number** |       |       |       |
| **E-mail address** |       |       |       |

**Section 2 – Finance**

2.1 What is the total cost of your activities in relation to this funding application (not including in-kind help such as goods or accommodation you do not have to pay for, and volunteers’ time) List the estimated costs of all items and services relating to this funding application. Be specific – for example, list individual items such as stationery, telephone calls, insurance, electricity, equipment and travel costs (use a copy of this sheet if necessary). **.**

Individual applicants should show costs **including** VAT.

**Is your organisation able to reclaim VAT? Yes [ ]  No [ ]**

If ‘Yes’, please show your costs **excluding** VAT.

If ‘No’, please show your costs **including** VAT.

|  |  |
| --- | --- |
| **Item** | Cost (£) |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|  | **£** |  |

|  |  |
| --- | --- |
| 2.2 How many people will benefit or take part in the activity? |       |

|  |  |  |
| --- | --- | --- |
| 2.3 How much do you want the Common Good Fund to contribute towards the total cost shown in question 2.1? | £ |       |

2.4 How are you funding the remainder of this project?

|  |  |  |  |
| --- | --- | --- | --- |
| What is the source of other funding | Amount available or applied for (£) | **Has this been confirmed? Yes / No** | **If Yes, what date was it approved.****If ‘No’ what date do you expect a decision** |
| \*Own or Organisations  |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| Total | **£** |  |  |  |

\* note this should not include volunteers’ time and other help that is not financial

**Please add together your totals at questions 2.3 and 2.4 and ensure that the sum equals your total at question 2.1.**

If you are **applying as an individual go to 2.6**.

2.5 If you are part of a national organisation that gives you a local budget, use the table below to tell us the total amount of your local budget and give details of the money that is set aside for a specific purpose.

How much money does your organisation have right now?

|  |  |
| --- | --- |
| **Amount (£)** | **This money will be used for the following purposes (if money is not set aside for a particular reason, please enter ‘No reason’)** |
|       |       |
|       |       |
|       |       |
|       |       |
| **£** |  | **Total** |

2.6 Have you received financial support from any Common Good Fund in previous years?

**Yes** [ ]  **No** [ ]  If ‘Yes’, how much did you receive, from which Fund and what was it for?

|  |  |  |  |
| --- | --- | --- | --- |
| **What the funding was for**  | **Source of funding** | **Amount (£)** | **Date your funding was approved** (if you knowthis) |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

**Section 3 – Your application in detail**

**Each of your answers in Section 3 should be no more than one or two paragraphs.**

3.1 Please describe the event, project activity or service to carry out using our funding. If you need funding for an event please say where it will be taking place.

|  |
| --- |
|       |

3.2 How will your project benefit the inhabitants of the former Burgh(s) of the Common Good Fund to which you are applying?

|  |
| --- |
|       |

3.3 What do you hope to have achieved by the end of your event or activity?

|  |
| --- |
|       |

3.4 Please tell us how you will work with partners?

|  |
| --- |
|       |

3.5 Please describe how your organisation is developing its project/services to become sustainable - answer only if you are applying on behalf of an Organisation

|  |
| --- |
|       |

3.6 Is there anything else you want to tell us in support of your application?

|  |
| --- |
|       |

**Section 4 – Checklist**

**Please tick the appropriate boxes below.**

|  |  |
| --- | --- |
| 4.1 The main contact named in question 1.3 has signed part 1 of the declaration in Section 6.If you are **applying as an individual go to Section 5 Bank Details**. If you are applying on behalf of an organisation please complete the following questions | [ ]  |
| 4.2 A different person has signed part 2 of the declaration in Section 6 -  | [ ]  |

4.3 We require a copy of your organisation’s constitution or memorandum and articles of association (the set of rules your organisation follows).

 I have enclosed a copy of our constitution [ ]

4.4 You **must** enclose your organisation’s most recent set of annual accounts. Your accounts must be certified (examined or audited) if your annual turnover is over £100,000.

|  |  |
| --- | --- |
| **Our organisation was formed within the past calendar year – no accounts available.** Tick this box, enclose a copy of your most recent bank statement and **go to Section 5**. | [ ]  |

|  |  |
| --- | --- |
| **I have enclosed a copy of my most recent set of annual accounts.** | [ ]  |
| Date of accounts enclosed: |       |

If your annual turnover is over £100,000, give the details of the person who examined your organisation’s most recent set of accounts. This person should not be a member of your organisation.

|  |  |
| --- | --- |
| Name: |       |
|  |  |
| **Address and postcode:** |       |
|  |  |
| **Daytime phone number:** |       |
|  |  |
| **Job title:** |       |
| **Experience and qualifications:**(if any) |       |

|  |  |
| --- | --- |
|  |  |

**Section 5 – Bank details**

Please provide your **bank or building society account** details in order that we can arrange to pay your funding electronically (by BACS).

|  |  |
| --- | --- |
| **Bank or Building Society Name** |       |
| **Address**  |       |
| **Sort code** |       | **Bank Account number****or Building Society roll number** |       |
| **Account name** |       |

**Section 6 – Declaration**

**Unless you are applying as an individual, two people must sign this page.**

**Make sure you understand the conditions of the declaration and that you have the appropriate authority from your organisation to sign it. The main contact named in question 1.3 must sign part 1 of the declaration. Another contact named at question 1.10 and who is not related to the main contact must sign part 2 of the declaration below.**

* As far as we know, the information in this form is true and accurate. We are authorised by the organisation to make this application and sign this declaration on their behalf. We understand that it may be a criminal offence to receive funding after giving false information, in which case you will cancel the funding and claim back any money we have received. We agree that you can check, with others, the information on this application form and any supporting documents. If you award funding based on the information in this form, we confirm on behalf of the organisation that the activities we carry out will be as described in this form. We agree on behalf of the organisation that you, or your appointed agents, can examine any documents necessary to show that the activities have been carried out. On behalf of the organisation we will meet all your funding conditions shown in the award letter you send us.
* We agree that our organisation has its own UK based bank or building society account in the legal name of the organisation applying, which requires at least two unrelated people to authorise all cheques and withdrawals (this means any spouse, civil partner, a person with whom the signatory is living; and any parent, grandparent, child, step-child, brother or sister of the signatory (and their spouse)).
* We agree on behalf of the organisation that if there are any changes to the activities not agreed in writing with you beforehand, or if the activities do not go ahead for any reason, you can claim back all or part of any funding you have paid, as appropriate.
* **We agree that if the application is successful we will acknowledge your funding contribution in all correspondence and publicity associated with our organisation, including letterheads, websites, e-mails etc. We will use your logo, preceded by the words, “Supported by”.**
* We agree that you may make the information we have given on this form available to the public, and you may use it for publicity purposes.

|  |  |
| --- | --- |
| **Name of your organisation as at question 1.1.** |       |

|  |  |  |
| --- | --- | --- |
| Part 1 - The main contact named in question 1.3 signs Part 1  |  | Part 2 An office bearer listed at question 1.10 who is not related to the main contact named in question 1.3 signs Part 2 |
| \*Your signature |  |  |  |
| Your name |       |  |       |
| Position in organisation |       |  |       |
| Date |       |  |       |

\* Note signatures must be signed in blue ink so we can clearly see this is an original signature

**Protection Notice**

Dumfries and Galloway Council acts as Data Controller for the purposes of the Data Protection Act 1998. We are fully registered under the Act and ensure we comply with the protections the Act affords you. This notice explains how the information you supply will be used, and how you can remove it from our records. Please read this carefully.

**How will the information we collect be used?**

We require you to provide certain information so that we can adequately assess your funding application. We may also wish to pass your details to others who have specialist knowledge required to deal with your application. So that we can do this we may be required to pass your details to third parties who carry out these services for us.

**May we share your personal details with our partners? Yes [ ]  No [ ]**

We may also wish to use your information to send you marketing information. This may include information on programmes, services, and products we provide such as seminars and training opportunities that may be of interest to you. If you would like to receive marketing information, please indicate your preferred format for the marketing communications. Please tick the relevant box(es):

|  |  |  |  |
| --- | --- | --- | --- |
| **Telephone [ ]**  | **Mail [ ]**  | **Email [ ]**  | **Do not contact [ ]**  |

We would also like to use your information to customise our products and services to serve you better, by providing more tailored products and services and to help us understand your needs better e.g. though internal research, data analysis and market research. So that we can do this we may pass your details to other parties who carry out surveys, questionnaires and customer evaluations for us. If you would like to be contacted for market research in the following formats please tick the relevant box(es):

|  |  |  |  |
| --- | --- | --- | --- |
| **Telephone [ ]**  | **Mail [ ]**  | **Email [ ]**  | **Do not contact [ ]**  |

We would also like to pass your details to others who we feel may be able to provide you with information or services which may be of use to you. If you would like to receive marketing information from our partners in the following formats please tick the relevant box(es):

|  |  |  |  |
| --- | --- | --- | --- |
| **Telephone [ ]**  | **Mail [ ]**  | **Email [ ]**  | **Do not contact [ ]**  |

**How you can request that information about you is removed**

If at any time you wish your details to be removed from our database please contact Community Planning and Engagement Unit by e-mail CommonGoodApplications@dumgal.gov.uk or you can call us on 030 33 33 3000. When you contact us please tell us your full name; the name of your organisation; and your address including postcode.

**Please email your form and documents to:**

CommonGoodApplications@dumgal.gov.uk

If posting, send applications as follows:

**Annan, Dumfries, Lochmaben, Lockerbie to** Common Good Applications, Community Planning and Engagement Unit, Municipal Chambers, Buccleuch Street, Dumfries DG1 2AD

**Castle Douglas, Kirkcudbright, Stranraer, Whithorn, Wigtown to** Common Good Applications, Community Planning and Engagement Unit, Council Offices, Daar Road, Kirkcudbright, DG6 4JG

**Phone** 0303 333 3000

**Do not post a printed application form if you have sent your application by email – please send us the signed declaration page only.**

## Please do not staple, ring-bind or fold this form.