DUMFRIES & GALLOWAY COUNCIL
THIRD SECTOR FUNDING – ELIGIBILITY CRITERIA

1.0 ALL POTENTIAL APPLICANTS SHOULD NOTE THE FOLLOWING:

1.1 Applicants must be third sector organisations – see definition at section 4.1 – and in some cases individuals may apply.

1.2 Applicants should not rely on Dumfries & Galloway Council to provide all of the funding they need and organisations should aim to become self-sustaining over time. Applicants should apply for match funding to other funding bodies; approaching Third Sector, Dumfries & Galloway (see Information Sheet 13) for assistance to develop applications and source the most appropriate funding for their project or service. Applicants must demonstrate that they have made every effort to identify funds from other sources (see Information Sheet 12). www.dg4community.info is a web-based fund search facility which you can also use to find information to help you source match funds.

1.3 Retrospective funding will not normally be awarded. Our Council will not pay for goods or services that have already been purchased or provided.

1.4 Applications for religious or political activities will not be considered.

1.5 Each application may be considered by one Area Committee or Sports Council only, although if your organisation is carrying out work in more than one area of the region you can apply to more than one Area Committee or Sports Council. Once an application has been considered, the decision of Elected Members or Sports Council committee is final and the application will not be considered again, either by the same or another committee. There is no appeals process but we try to give comprehensive feedback to unsuccessful applicants.

1.6 Applicants receiving total funding of £10,000 or more must enter into a contract with our Council.

2.0 PROJECT FIT/OUTCOMES

2.1 Our Council is interested in how your service, project or activity makes a difference in the community (an outcomes approach). We ask that applicants show how their project outcomes will link to the broad Priorities of our Council (below) and to the specific priorities of the relevant Area Committee (at http://www.dumgal.gov.uk/index.aspx?articleid=1555).

2.2 Applications are invited from third sector organisations whose services help our Council to deliver its Priorities. For further information on our Council's Priorities see http://www.dumgal.gov.uk/index.aspx?articleid=8841. Applicants must be able to demonstrate that they address at least one of the following:

- **Building the local economy**
- **Provide the best start in life for all our children**
- **Protect the most vulnerable**
- **An Inclusive council**

2.3 In addition, applicants must demonstrate that they meet their particular Area Committee criteria. Area Committees each set their own criteria in addition to 'Third

Sector Funding – Eligibility Criteria', which may be viewed at http://www.dumgal.gov.uk/index.aspx?articleid=1555.

3.0 AREA COMMITTEE DISCRETIONARY BUDGETS INCLUDING SPORTS APPLICATIONS

3.1 The four Area Committees consider applications from third sector organisations working in their area for core and project funding for one year. Individuals as well as groups may apply for Area Committee funding. The Service Manager Area Framework is delegated to approve applications of up to £1,000 in total and to report awards and monitoring of spend to the Area Committee.

3.2 Funding is available to sports clubs and organisations, as well as individuals of talent, who are members of ('affiliated to') their local Sports Council. Sports applications must be submitted on the application form for **1 year up to £1,000**, or on the application form for **individuals for 1 year up to £500**. Sports awards are usually a maximum of £500, however Sports Councils may award up to £1,000 in exceptional circumstances. If your sports club or organisation needs funding totalling more than £1,000 you may apply to your local Area Committee. There are additional guidelines for sports applicants which may be viewed at http://www.dumgal.gov.uk/index.aspx?articleid=1240.

4.0 TO BE ELIGIBLE FOR FUNDING ASSISTANCE FROM DUMFRIES & GALLOWAY COUNCIL, THIRD SECTOR ORGANISATIONS MUST:

4.1 Fall within the Local Government Management Board definition of a third sector organisation: Independent voluntary or community groups that are non profit distributing organisations formed by people who have come together of their own free will to respond to issues regarding the quality of life for fellow citizens. Third sector organisations may or may not be registered as a charity and they will normally be run by unpaid voluntary management committees which are elected by their members. Organisations can be single tier, i.e. the only members are the committee/board/trustees; or they can be two tier, i.e. they have a wider membership from which committee/board/trustees are elected. Community Councils are eligible to apply for funding assistance.

4.2 Be active in our Council's area.

4.3 Spend any agreed funding such that it benefits people in our Council's area.

4.4 Contribute to the achievement of our Council's Priorities and its policies as per section 2.0.

4.5 Assist our Council in the fulfilment of its statutory or discretionary powers and duties.

4.6 Submit a written, compliant constitution. See Information Sheet 2.

4.7 Have a properly elected management committee.

4.8 Submit independently certified accounts. See Information Sheet 3.

4.9 Have a UK based bank account in the name of your organisation. See Information Sheet 7.

4.10 Be able to demonstrate financial viability and the existence of effective financial management controls. See Information Sheet 7.

4.11 Agree that financial information will be made available to our Council (officers, internal and external auditors) so that the trail of public money from Dumfries & Galloway Council may be followed through the external organisation to its destination. See Information Sheet 7.

4.12 Be able to demonstrate that your organisation is actively pursuing funding from other appropriate sources in addition to our Council. See Information Sheet 12.

4.13 Be able to demonstrate a need for the financial support being requested, having regard to any free reserves available, or be able to explain why reserves are held. See Information Sheet 7.

4.14 Be able to demonstrate a satisfactory performance record in the delivery of the service provision being offered.

4.15 Be able to demonstrate that duplication in the roles of existing organisations, networks or bodies and geographical area of operation is minimised.

4.16 Demonstrate that the following are in place: sound governance arrangements; appropriate performance management systems; performance evaluation and reporting arrangements; appropriate employment, equal opportunities and complaints policies; staff vetting procedures.

4.17 If awarded funding totalling £10,000 or more, produce an exit strategy to demonstrate reducing dependence on Dumfries & Galloway Council funding, or an updated business plan incorporating a development strategy.

4.18 Sign acceptance of award conditions and contract as required.

5.0 GUIDANCE NOTES

'Third Sector Funding – Eligibility Criteria' must be read in conjunction with the criteria for the Area Committee or Sports Council to which you are applying and the guidance notes and information sheets for the application form you are using.

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