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PLEASE READ THESE NOTES CAREFULLY BEFORE YOU APPLY

APPLICATION FORMS

There are different application forms so you need to make sure you have the correct one.

If your project is in more than one area of the region you can apply to more than one Committee using the same form.

Area Committee Discretionary Grant Criteria 2018/2019 – All Areas

To apply for an Area Committee Discretionary Grant you need to complete an application form:

**Area Committees application for up to one year (2018/2019 – up to £10,000)
(shortened form)**

**Area Committees application for up to one year (2018/2019 – £10,001 and over)
(detailed form)**

ELIGIBILITY

There are both Strategic Criteria and Local Criteria and some restrictions on the amount that you can apply for. **Please read the Strategic and the Local Criteria carefully for the Area(s) to which you are applying.** See Information Sheet 1.

DECISION-MAKING PROCESS

Applications are checked for compliance and are then scored by a Panel of officers from across the Council and Health and Social Care Partnership against a Scoring Framework which assesses the application's fit with the Strategic and Local Criteria in four sections – evidence of partnership working; support/demand/need; impact; and non-Council funding. The score is then presented to decision-makers.

The decision about awards from the Area Committee Discretionary Budget will be made by Area Committees or by a new approach called Participatory Budgeting. The Council will decide its approach as part of the Budget Development process in early 2018.

Applicants are sent a copy of the public report by email from Business Support, which details the score and recommended award in advance of the decision-making meeting.

CLOSING DATES

Please apply **at least 3 months before** you are likely to need the funding. It takes time to process your application. Our official date of receipt of your funding application is the date we mark it as 'complete' and accept it for consideration by decision-makers. If this date occurs after your event or activity has commenced or taken place, your funding application will be considered ineligible. If your event or activity commences/takes place before we have been able to present your funding application for consideration, it will be considered ineligible.

The first round of 2018/2019 applications will be decided in March 2018.

Applications for this round must be submitted on or before **5pm on Friday 12 January 2018**.

Further rounds and closing dates will be publicised on our website www.dumgal.gov.uk/grants in due course.

WHAT HAPPENS NEXT

Please email your completed form to grantapplications@dumgal.gov.uk

If you need help with the application process or have any questions, please contact:

Communities Business Management
Municipal Chambers,
Buccleuch Street,
Dumfries
DG1 2AD

Phone 030 3333 3000

Email grantapplications@dumgal.gov.uk

MONITORING AND SCRUTINY

Monitoring and scrutiny will be undertaken which is proportionate to the level of funding awarded. A Lead Officer may be allocated for applicants who receive over £10,000.

Monitoring will include an assessment of the effectiveness of the service or activity. There will be an End of Year report to each Area Committee on the outcome of all grants awarded.

Area Committee Grants – General

Description

Dumfries & Galloway Council allocates budget on **an annual basis** to a Discretionary Grant fund for distribution by our four Area Committees, which are:

- **Annandale and Eskdale**
- **Nithsdale**
- **Stewartry**
- **Wigtown**

Objectives of the Fund

Applications are invited from eligible organisations and individuals whose services and activities help our Council to deliver its Priorities. Our Council is interested in how your service, project or activity makes a difference in the community (an outcomes approach) or helps individuals to make a significant achievement.

Applicants must show how their project outcomes will link to our Council Plan Priorities and Commitments:

- **Build the local economy**
- **Provide the best start in life for all our children**
- **Protect our most vulnerable people**
- **Be an inclusive council**

You can find the detail of our Priorities and Commitments in our Council Plan 2017 – 2022 (see www.dumgal.gov.uk/article/15608/Council-priorities).

In addition applicants must demonstrate how their proposal links to the relevant Local Area Committee Grants criteria.

WHO CAN APPLY?

- Third sector organisations
- Constituted community groups
- Community Councils
- Sports clubs/groups
- Council Services (restrictions apply)

LEVEL OF GRANT FUNDING

Area Committees have different levels of maximum grant – please check the relevant Local Criteria

AREA COMMITTEE DISCRETIONARY GRANT CRITERIA 2018/2019 – ALL AREAS

To apply for an Area Committee Discretionary Grant in any area:

1. Applicants must be able to demonstrate:
 - fundraising activity that is being undertaken other than from the Council. Applicants will be more successful if they can show direct contributions to their proposal from other funding bodies; fundraising or sponsorship activity; and/or from your organisation's own funds
 - an exit strategy or plan for future years for the service or activity without this source of Council funding,
 - how services and activities being proposed by the applicant support the delivery of the Council's Priorities and Commitments.
 - how the proposed service or activity meets the specific award criteria of the Area Committee to which it is applying.
2. The application could also identify any partnership strategies or plans to which it contributes.
3. Third Sector groups and voluntary organisations must meet all of the following:
 - a. Be properly constituted
 - b. Have independently examined accounts
 - c. Are delivering a service or project in the relevant local area
 - d. Can clearly evidence within the application that other funding has been sought; and exhausted
 - e. Have returned satisfactory monitoring information relating to previously agreed awards
4. Applications must be for work which takes place within Dumfries and Galloway
5. Applications cannot be for fireworks or include Chinese lanterns and helium balloons.
6. You must usually spend any agreed funding within the financial year it is awarded.
7. Awards will normally expire on 31 March each year.

PLEASE ALSO READ THE ADDITIONAL LOCAL CRITERIA FOR THE AREA COMMITTEE YOU ARE APPLYING TO:

Annandale & Eskdale [[LINK HERE TO PDF ON WEBSITE](#)]
Nithsdale [[LINK HERE TO PDF ON WEBSITE](#)]
Stewartry [[LINK HERE TO PDF ON WEBSITE](#)]
Wigtown [[LINK HERE TO PDF ON WEBSITE](#)]

All organisations must enclose a signed copy of their constitution, memorandum & articles of association, or trust deed (the set of rules your organisation follows).

Please do not send the original documents.

Your constitution must be formally adopted (approved) at an annual general meeting (AGM) or an extraordinary general meeting (EGM) and be signed and dated by a minimum of two authorised signatories **on the day it was adopted**.

If you do not have a signed and dated copy of your constitution, you will need to have this adopted again.

We expect your constitution to tell us:

- who is allowed to manage the bank account (give people's positions not their names);
- what will happen to your assets if the organisation folds. This is called a dissolution clause and should state that assets remaining must be transferred to an organisation with similar aims and objectives (perhaps in the same geographical area) and not divided between members; and
- the minimum number of members that must go to committee meetings and annual general meetings ('quorum').

[Third Sector, Dumfries & Galloway](#) can help you to develop or amend your constitution. See Information Sheet 13.

All organisations must enclose a copy of your organisation's most recent set of certified (examined or audited) accounts.

These must be examined by an independent person who you reasonably believe has the ability and experience to examine them properly. **An independent person is someone who is not a member of your organisation.**

The person who examines and certifies your accounts as a true record does not have to be a qualified auditor or accountant. However, they do need to have relevant experience, for example, a bank official, post office worker or working with figures as part of their job.

The person who examines your accounts must certify them by writing a statement **on the accounts** to say that they are a true record, and sign and date this statement. We can't accept a statement which is written or typed on a separate piece of paper as proof of examination.

Below is an example of the statement we are looking for.

'Certified a true record of the accounts of ... for the year ended ... which are in line with the books and information received.'

Third Sector, Dumfries & Galloway may be able to offer you an independent accounts examination service, but please remember that you may have to pay a charge for this service. If you would like more information, please contact Third Sector, Dumfries & Galloway (see Information Sheet 13).

Your accounts must:

- show your organisation's name clearly at the top of each page;
- show the date your period of accounts is for at the top of each page; and
- be certified (examined by an independent person who must write a statement on the accounts to say that they are a true record, and sign and date this statement).

If your most recent accounts are still with your auditor or accountant and are not yet certified, please send us a copy of your certified accounts for the previous year. We will accept accounts dated up to two years before the date of your application.

If your organisation is new, please send us copy bank statements and your income and spending plans for your first year.

Please note that we may ask you to provide additional financial information if the Scoring Panel or Committee request this when considering your funding application

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Some funding applications must be supported by evidence of costs, such as copies of quotes, estimates or price lists etc. We have differing requirements depending on the type of application you are making.

What we mean by evidence of costs These are copies of written quotes showing costs that remain valid at the time your funding is needed, or current pages/printouts from catalogues or websites for each of the items for which you are requesting funding. Please don't send us links to webpages as these will not be accepted.

If you are applying for funding towards an event that you hold every year, often the certified accounts (see Information Sheet 3) from the previous year will suffice if these include full details of the event income/costs. However, you must provide evidence to support costs of any new item for which you are requesting funding.

You may not apply for funding for anything that has already been bought or work that has already been carried out.

This is because 'retrospective' applications are ineligible (see our Eligibility Criteria for further details). For this reason, receipts and invoices are not acceptable evidence of costs. However, for annual events where costs are similar from year to year, copies of receipts and invoices can be useful evidence of previous costs.

Applications for running costs don't need to be supported by quotes or evidence of costs, other than a copy of the most recent set of certified accounts (see Information Sheet 3). If your organisation is new (formed up to 2 years before the date of the application) and you don't have a set of certified annual accounts yet, you may submit detailed income and spending plans instead. You may wish to present this information as part of a wider business plan.

If you are requesting funding for a capital project, or for purchase of any item costing £5,000 or more, you must attach a minimum of **two** comparable quotes for each relevant item to your funding application. For all other items you don't need to send quotes; but you may be asked to confirm that you have obtained these.

Sports Grants are available annually to sports clubs and organisations, as well as to talented individuals.

Annandale & Eskdale and Nithsdale Area Committees consider Sports Grants in their areas and our Council also makes funds available every year to two Sports Councils for distribution in grants. If you live or your club meets in Stewartry or Wigtonshire you will need to join or be a member of the local Sports Council before we can accept your grant application.

You must be participating in a [sport recognised by sportscotland](#).

Due to the range and number of sports activities, we may need more information than can be provided on the application form. If so, we (or the Sports Council) will contact you. Funding is usually limited to a maximum award of £500 and no more than 50% of the project costs. Area Committees and Sports Councils may, however, 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 using the application form for up to £10,000.

You should read the local Sports Grants criteria carefully. You must demonstrate how your proposal links to the relevant criteria.

Dumfries & Galloway Sports Club Accreditation Scheme

Any sports clubs with a junior membership wishing to apply for a Sports Grant must be accredited through the Dumfries and Galloway Sports Club Accreditation Scheme. All children that participate in sport have the fundamental right to be safe and the Sports Club Accreditation Scheme is about helping local clubs to be safe, effective, child friendly, and to promote this fact.

The Sports Club Accreditation Scheme is administered by the local authority and was endorsed by the Education and Community Services Committee of Dumfries and Galloway Council. This is an effective way to demonstrate to parents, schools and the wider community that your club has achieved nationally recognised Minimum Operating Requirements in child protection and other key areas.

Many sports clubs may already have the vast majority of these requirements in place and this scheme will recognise that. Many clubs who have been through sports governing body qualification processes will automatically receive local accreditation (e.g. football Quality Mark).

[Download the application form for Dumfries & Galloway Sports Club Accreditation Scheme.](#)

Contacting your local Sports Council For further details including application for membership (involves payment of a small fee), please contact:

Stewartry Sports Council

Secretary, Castle Douglas Community Centre, Cotton Street
Castle Douglas DG7 1AJ

Phone 01556 503806

Email sportscouncilsecretary@gmail.com

Website www.stewartrysportsCouncil.co.uk

Wigtownshire Sports Council

Secretary, C/o Millennium Centre
75 George Street, Stranraer DG9 7JP

Phone 07717 758638

Email sportscouncil@btinternet.com **Website** www.wigtownshiresportsCouncil.co.uk

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Organisations working with children, young people or vulnerable adults must ensure that in carrying out their activities, they meet the requirements of the Health and Safety at Work Act 1974 and the Protection of Vulnerable Groups (Scotland) Act 2007 (PVG).

For all activities involving children, young people and vulnerable adults, child and adult protection policies and procedures must be in place, with staff and volunteers being members of the PVG Scheme and having had appropriate criminal records checks carried out by [Disclosure Scotland](#).

The term 'vulnerable adult' in relation to the Adult Support and Protection (Scotland) Act 2007 has been replaced by 'an adult at risk of harm'. These are adults, who are sixteen years of age or over, and because they are affected by disability, whether physical, mental or learning or infirmity, whether short or long term, are less able to protect their well-being, interests, property, finances or rights and who, at certain times and in certain situations, need support and protection. The adult can be at risk in these situations from the actions of others or by their own actions, such as self-harm or neglect.

If your staff or volunteers work with children or young people or adults at risk of harm, they must have a disclosure certificate. [You should register staff and volunteers as PVG Scheme members.](#)

You also need to check their references and qualifications.

Volunteer Scotland offers disclosure services to the voluntary sector – see www.volunteerscotland.net/disclosure-services.

For more information and assistance, please contact [Third Sector, Dumfries & Galloway](#) (see Information Sheet 13).

We expect your organisation to be able to demonstrate financial viability and the existence of effective financial management controls.

Reserves Policy

It is prudent for your organisation to have a written Reserves Policy. This is sometimes included in your annual accounts. If you have a separate, written policy, please provide us with a copy if you have not already done so. **If you don't have a Reserves Policy your funding application will receive a lower score.**

Your Reserves Policy should include:

- the level of reserves held;
- why they are held; and
- the amount and purpose of any designated funds, and the likely timing of any expenditure that has been set aside for the future.

The Scottish Council for Voluntary Organisations (SCVO) suggests a target of 3 months' operating costs should be held in reserve.

Restricted reserves are those which are held as a result of a legal obligation or commitment in relation to how they must be spent.

Free (unrestricted) reserves are not subject to any external legal requirement as to how they may be spent. However, organisations may have unrestricted reserves which have been designated for spending on specific things ('earmarked').

We expect your organisation's banking arrangements to meet our minimum requirements, as follows:

Your organisation's bank or building society account or accounts must be based in the UK and in your organisation's legal name (matching your constitution).

Your bank account must require at least two unrelated people to authorise all cheques and withdrawals (for example, we are unable to accept 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) as a signatory). If you do not have this arrangement in place with your bank, you can give us:

- a copy of a financial protocol that has been agreed by the voluntary management committee and has been signed and dated by at least two authorised signatories; and
- a copy of the minutes of the meeting where the financial protocol was agreed.

You must put the arrangement in place with your bank as soon as possible after signing the financial protocol. You can get a template financial protocol by contacting Communities Business Management.

We introduced this requirement to protect voluntary management committees and to reduce the risk of fraud.

There are certain financial arrangements that must be included in your constitution (see Information Sheet 2):

- who is allowed to manage the bank account (give people's positions not their names);
- what will happen to your assets if the organisation folds. This is called a dissolution clause and should state that assets remaining must be transferred to an organisation with similar aims and objectives (perhaps in the same geographical area) and not divided between members.

Two signatures must be required for each cheque. Cheques should never be signed until details of the payee and amount have been entered.

If your organisation decides that it needs to use a credit or debit card or online (internet) banking, you must put the necessary procedures in place to:

- a) limit the value of a possible loss that could arise from the actions of an individual acting alone; and
- b) ensure that all transactions are effectively reviewed by two cheque signatories.

Such procedures must be approved by your board and must state that non-compliance could result in dismissal.

You should carry out regular bank reconciliations. A bank reconciliation is the process of matching and comparing figures from account records against those on a bank statement.

Petty cash must be properly accounted for.

The following paragraphs form part of our Award Conditions, which you will be asked to sign before we release any funding to your organisation:

By accepting our funding your organisation agrees that our Council's external and internal auditors will have access to your organisation's key records and, if appropriate, your organisation's accounts and financial arrangements so that the auditors may follow the trail of public money from our Council through your organisation to its final destination.

Your organisation will also be required to agree that our Council's external and internal auditors will be entitled to seek any explanations which they consider necessary from your organisation's representatives. Our Council's external auditor will have access, through our Council, to your organisation's external auditor. Your organisation will be expected to provide whatever assistance is necessary to attain these ends.

Your organisation must retain all evidence concerning the expenditure of any funding provided by our Council for such period as may be required by law. This will not be for a period of less than 12 months after the date of termination of the funding or contract; and if required the organisation will make such evidence available to our Council's internal and external auditors. This evidence includes, but is not necessarily restricted to, bank statements, invoices, etc.

Please note that we may ask you to provide additional financial information if the Scoring Panel or Committee request this when considering your funding application.

It is your responsibility to ensure your organisation has adequate insurance in place. This should include cover for any assets you buy or events and activities you run.

Some of the types of insurance you may need are as follows. There are many other kinds of insurance and you should take time to consider your organisation's individual requirements.

Public Liability Insurance

Even when every effort has been made to ensure that everything runs smoothly, an upset or mistake can still occur. Any organisation should always seriously consider taking out Public Liability Insurance to provide adequate protection against the unknown. Public Liability Insurance protects an organisation should a member of the public or any other third party suffer damage to property or injury to their person due to the negligence of any member of the organisation.

Employer's Liability Insurance

If an organisation has any paid employees then it is a legal requirement that they take out Employer's Liability Insurance with a limit of indemnity of £10 million. It can also be argued that organisations that "employ" volunteers on an unpaid basis should consider Employer's Liability Insurance. Some insurance companies consider a volunteer to be an unpaid employee.

Motor Insurance

If you own and operate a vehicle on the public highway you must effect Third Party cover as a minimum, as required by the Road Traffic Acts. Both staff and volunteers should check with their own car insurer that they can use their car when doing something on behalf of the organisation e.g. giving people a lift to the venue, carrying equipment belonging to the organisation, attending events/training on behalf of the organisation.

If you are awarded funding totalling £10,000 or more, you may be required to sign a contract with us.

The following is an example of the terms in our Council's current standard contract which relate to insurance:

You must make sure that your organisation has public liability cover of no less than two million pounds (£2,000,000); employer's liability of no less than five million pounds (£5,000,000); and the appropriate cover for buildings and contents. If your organisation operates out of a Council- owned facility, you will be responsible for insuring your own activities within the Council-owned facility and any liability that arises from those activities. This cover must stay in place for the period of the Contract and for any further period in which a claim could be raised. You will be asked to submit copies of the policies and premium receipts to your Lead Officer within 14 days of the start of each Contract year.

Your organisation, whether acting alone or with others, shall be liable for any expense, liability, loss, claim or proceedings arising in respect of personal injury or death of any person, or of loss or damage to property, arising out of, or in the course of, the Contract

unless the liability arises solely as a consequence of the negligence of the Council, whether acting alone or with others.

If your organisation has motor vehicles used in connection with the provision of the service, you must maintain appropriate and up-to-date vehicle and passenger insurance. You will be asked to submit copies of the policies and premium receipts to your Lead Officer within 14 days of the start of each Contract year. You will ensure that, where employees use their private cars to carry out the provider's business, they are adequately insured.

Insurance for Community Councils Dumfries & Galloway Council provides public liability insurance for local Community Councils (CCs) and the policy summary is available from www.dumgal.gov.uk/communitycouncils.

Should a CC have any doubt as to the appropriateness of its insurance cover, it may decide to withdraw from the 'blanket' scheme and make its own arrangements. In this case the CC must inform Communities Business Management immediately by email to community.councils@dumgal.gov.uk. It is for individual Community Councils to assure themselves over the level of cover that they have, and they must ensure they take out **extra insurance cover** for other activities not covered by the 'blanket' public liability insurance policy.

Insurance for village halls and community buildings

Some policies will include Hirer's Public Liability cover. This allows the hall committee to hold public liability cover, which extends to cover the public liability of those who hire the hall. This is intended to cover occasional activities and is useful as it avoids the need for hirers to arrange separate insurance for occasional activities. Hall committees will wish to clarify with their insurer how often an "occasional" activity has to happen for it to be regarded as "regular". Where activities are not run by the hall committee, but are run regularly in the hall, the hirers would be expected to hold their own public liability cover.

Building insurance covers the cost of repairing or rebuilding your village hall or community building if it is damaged.

Policies vary but normally you can claim if your property is damaged by natural events such as storms and floods; fire, smoke, explosions; vandalism; subsistence; car and lorry collisions; falling trees; water damage from leaking pipes; oil leaking from your heating system.

Make sure you have enough cover as being under insured can be a costly experience.

Sum Insured Insurance is the calculated cost of rebuilding your property from scratch. **It is not the same as the property's market value which may be higher or lower.** The cost of rebuilding will increase over the years so an index-linked policy is better as the sum insured is updated to reflect the changing costs in rebuilding. In addition, a new survey should be carried out every few years to recalculate the sum insured.

Further information is available from the Scottish Council for Voluntary Organisations (SCVO) website at www.scvo.org.uk/information/financial-services/insurance/

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There are European Community rules governing the State Aid which individual member states may give to businesses and organisations. Dumfries & Galloway Council Area Committee funding operates under an element of the State Aid rules known as de minimis which allows member states to give small amounts of aid to organisations without notifying it to the European Commission in Brussels.

Any organisation which sells or charges for goods and services (at any level) is defined as an 'undertaking' and must keep to State Aid regulations. State Aid regulations apply to all types of aid (help) provided by organisations in the public sector, for example:

- local authorities;
- the Government;
- government agencies such as Scottish Natural Heritage and Scottish Environment Protection Agency; and
- organisations providing aid on behalf of the Government, such as Big Lottery Fund.

Aid includes things such as:

- grants;
- preferential contracts (contracts that do not have to go through a 'tendering process', which is a process of inviting organisations to make an offer by public advertisement, then assessing offers and choosing a successful bidder);
- subsidies (grants from the Government); and
- in-kind contributions such as accommodation, travel and professional help, for example legal work and so on, which is either free or has been donated or paid for by another organisation.

Under the State Aid regulations, organisations which are 'undertakings' can receive up to the sterling equivalent of €200,000 (£175,270 as at October 2017) in any continuous three-year period. This is called 'de minimis' funding. As the provider of this State Aid Dumfries and Galloway Council must check that this limit is not exceeded when new aid is given. Organisations can receive public-sector aid for specific purposes or activities under schemes approved by the European Commission, and this does not count towards their 'de minimis' allowance. You can get details of '**approved schemes**' and their terms and conditions from the Scottish Government State Aid Unit website at www.stateaidscotland.gov.uk.

Public-sector organisations are responsible for reporting funding they provide under approved schemes to the Scottish Government, and also making sure that the aid they provide does not take an organisation over their 'de minimis' allowance. The sterling value of public-sector aid is converted to euros using the official exchange rates for the year and month in which the aid was approved.

If your organisation has received any State Aid in the past three years it could be de minimis aid, notified aid or a mixture of both. Dumfries and Galloway Council will need to check this to determine how much is de minimis and whether or not it will have any effect on the financial assistance for which you are applying.

Top tips and things to avoid!

The application form and process is designed to be simple, but here are a few ideas to make it easier:

Make sure you have the correct funding application form before you start. There are different application forms depending on who you are and the amount of grant you are requesting so you need to make sure you have the correct one. You also need to make sure you have the form for the appropriate financial year, because the forms change each year. Our financial year runs from 1 April to 31 March.

If you apply for an event that takes place in March 2018 you should use the form for 2017/18. For an event in April 2018 you should use the form for 2018/19. For an event in April 2019 you need to wait until the 2019/2020 application form is available (autumn 2018).

Phone Communities Business Management on 030 3333 3000 if you are unsure.

Read the Criteria, Guidance Notes and Information Sheets carefully before you start. Each Committee sets its own criteria and these may change from year to year. The application form changes each year. If you don't read the criteria and guidance you may miss something important.

Project fit. Make sure you can show how you will meet our Council's Priorities and Commitments, the Eligibility Criteria and local Area Committee or Sports Grants Criteria.

These are available from our website and may change from year to year.

Plan ahead. Take careful note of our closing dates (as shown in the Guidance notes). It is advisable to apply **at least 3 months before** you are likely to need the funding. It takes time to process applications and timetable them for consideration by committee.

Make sure you fill in the whole form. This might sound obvious but we do receive applications where questions have been missed out. Customers should note that our application forms are used by a wide range of people and groups carrying out a diverse range of activities. You may feel that some questions are not relevant to you but we do need you to answer them. Funding from our Council is public money and we are required to ask these questions for the purposes of '[Following the Public Pound](#)'.

Make sure you have all the supporting documents in place before you apply. Don't make an application unless you can provide copies of your constitution, most recent accounts, quotes or estimates, or similar supporting evidence – use the checklist provided.

Check your figures. It is a good idea to check and double check your budget to make sure it all adds up. Also give clear and specific details of what you are applying for – don't just put 'equipment'!

Make sure you pay the correct postage. If you don't pay enough, Royal Mail will keep your item. Our Council is unable to pay to collect underpaid items.

Phone us on 030 3333 3000 if you need any advice. Ask for Communities Business Management. We are always happy to help – it is better that you speak to us if you are not sure about something.

These are the most common reasons for delays and returned applications.

Reason for return	Solution
The application does not qualify	Read our Eligibility Criteria and the relevant Area Committee or Sports Grants criteria on the funding pages of our website at www.dumgal.gov.uk/grants . Make sure the relevant Committee still has funds available (see website). Make sure your constitution (set of formal rules) and accounts meet the criteria (see Information Sheets 2 and 3). Phone us on 0303 333 3000 if you need advice.
The wrong application form has been used	Make sure you have the correct form for the relevant financial year, level of funding requested and type of applicant (organisation or individual) – see our Eligibility Criteria and the funding pages of our website at www.dumgal.gov.uk/grants .
The application has not been fully completed	Make sure you have filled in all sections of the form, and you have all of the signatures we have asked for.
The supporting documents have not been attached	Look closely at the checklist included with your application form to make sure you have provided all the information we ask for.
The application has not been signed	Make sure your application is signed in blue ink in all the appropriate places.

Activity

What the funded organisation did – the activities and services delivered, the work undertaken, the things that happened.

Outcome

The difference or change that happens as a result of the activity or service.

Outcomes can be numbers, such as the number of people who have reduced their debt.

Outcomes can also be qualitative, such as improved parenting skills.

Outcome is not everyone's favourite word but it is here to stay. Most funders and funded organisations want to know what difference they make. For reporting purposes it is helpful to set and then report on one or more types of change or difference – in other words outcomes reporting.

Targets

A target is the defined level of achievement which an organisation or project sets itself to achieve in a specific period of time. A funded organisation might set a target at the start and then report on whether and to what extent the target was met. They might set targets for activities or outcomes (or both).

Aim

Usually a statement of why an organisation or project exists and the broad effect that it wants to have, or a summary of the overall difference it wants to make. It is helpful to have an aim (or aims) at the planning or funding application stage, even though an aim can be something that might take a long time to achieve.

Output

This usually means the same as an activity but sometimes can have a more specific meaning. For example the activity might be to provide training and the output might be the number of people who attended the training. But a lot of the time output and the activity mean the same thing. You might choose to use the word activity or the word output but not both.

Objectives

This is a common word but is used by different funders and funded organisations to mean different things. For example

- The objective is to increase household recycling [this is an **outcome**] OR
- The objective is to run a lunch club [this is an **activity**] OR
- The objective is to reach 100 people with our campaign [this is a **target**].

Impact

Impact means the difference or change an action has. Some people use it to mean a longer term change; and others use it to mean the exact opposite – the immediate effect of an activity. For example: I run a parenting class. The outcome is that parents have improved parenting skills. The impact is that in the long run, children grow up with fewer problems. OR: I run a parenting class. The immediate impact is that parents understand the value of bedtime routines. The outcome is that parents have improved parenting skills.

Milestones

Milestones are usually a well defined step on the way to success. But the nature of milestones can vary. For example if an organisation helps people into work the milestones might be: Recruit unemployed people to project/provide training for them (these are activity milestones). OR: Client completes a personal action plan/client makes a job application/client receives a job offer (indicators of progress towards a successful outcome)

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Third Sector, Dumfries & Galloway

For assistance with funding searches, application development and much more, organisations may wish to approach [Third Sector, Dumfries & Galloway](#) (see Information Sheet 13). A full list of the support that Third Sector Dumfries and Galloway can provide to organisations from Getting Started to Growing Your Business and Generating Income can be found at <http://thirdsectordumgal.org.uk/resources>

Third Sector Community

This is an online community which you can join to get access to news, funding opportunities and events. For information and to sign up go to <http://thirdsectorcommunity.org.uk/>. See also Information Sheet 13.

Funding for Individuals

[The Holywood Trust](#) can help individual young people search for funding for their activities.

Funding Scotland

Find funding for your charity, community group or social enterprise using the free online search engine at www.fundingscotland.com. From small grants to funding for big capital projects, Funding Scotland can help you track down the funding you need to make a difference in your community. There are over 900 records of funds which help Scottish projects.

[Funding Scotland](#) lists funders with a track record of supporting projects in Scotland. It includes grants, loans, prizes and other support. It is a valuable resource for charities, community groups, social enterprises and voluntary organisations of all shapes and sizes. It does not include funding opportunities for individuals or businesses.

This website is owned and maintained by the [Scottish Council for Voluntary Organisations](#), the umbrella body for Scotland's third sector.

Third Sector, Dumfries and Galloway is the voice for organisations that exist for a social purpose, whose aim is to improve the lives of the people and communities of Dumfries and Galloway.

It provides a single point of access for support, advice and training to local third sector organisations – voluntary organisations, charities, social enterprises, co-operatives, credit unions and mutuals operating in and across the region.

Third Sector, Dumfries and Galloway uses its links with various third sector organisations, social enterprises, public and private sector institutions to provide support across a variety of areas:

- governance and legal structures;
- funding;
- volunteer development;
- organisational growth.

A full list of the support that Third Sector Dumfries and Galloway can provide to organisations from Getting Started to Growing Your Business and Generating Income can be found at <http://thirdsectordumgal.org.uk/resources>

If your organisation needs support please contact:

Operations Manager
Third Sector, Dumfries & Galloway 16 Queensberry Street
Dumfries DG1 1EX

Phone 0300 303 8558

Email info@thirdsectordumgal.org.uk

Website <http://thirdsectordumgal.org.uk>

Freedom of Information

From 1 January 2005 we and all public authorities in Scotland must act in line with the Freedom of Information (Scotland) Act 2002 – FOISA for short. This raises some issues that you should be aware of.

The main point is that we can release any information we produce or receive to someone asking for information under FOISA, and this information may then be made public.

Personal information and some types of business information do not have to be made public. Individuals also have other rights under laws like the Data Protection Act. Usually, we must pass on information if someone asks to see it.

For detailed information about how we are dealing with freedom of information, go to www.dumgal.gov.uk and search on 'FOI'. This will also direct you to other relevant information.

If you have a particular question about FOISA, you can also phone our Information Management Unit on 0303 333 3000.

Data Protection

Our Council is committed to protecting fully the rights of individuals by ensuring that all personal data it holds is relevant, accurate, secure, and used fairly and lawfully.

The Data Protection Act 1998 places obligations on organisations that use personal information and gives individuals certain rights. The Act states that those who record and use personal information must be open about how the information is used.

Dumfries & Galloway Council fully endorses and adheres to the Principles of Data Protection as detailed in the Act.

When signing the declaration in our funding application forms, you are agreeing that we may make the information you have given on the form available to the public, and we may use it for publicity purposes.

The following information will not be made public:

- personal and contact details such as addresses, phone numbers and email
- bank details

We will, however, share the information on your form with relevant stakeholders such as members of our scoring panels, Elected Members of our Council (Councillors) and Sports Council committee members.

Communities Business Management

Use of Council's corporate identity

Successful grant recipients must ensure that Dumfries & Galloway Council's financial support is acknowledged in all correspondence and publicity associated with your organisation or funded activities, including letterheads, websites, e-mails etc. You are required to use our Council's logo, preceded by the words, "Supported by". You must adhere to this guidance for using our logo. You must provide us with copies of documents, emails or links to webpages showing our logo.

The logo is available on request from Communities Business Management or the Council Graphics Team.

Positive graphic to be used on white or light coloured background.



Reversed graphic to be used on dark background



Please DO NOT stretch or squash the Council's graphic



Please DO NOT stretch or squash the Council's graphic



Minimum size of graphic 25mm



← 25mm →

The logo is available on request from Communities Business Management (phone 01387 273897, email grantapplications@dumgal.gov.uk) or the Council Graphics Team. For further advice on how to use the logo please call the graphics team on 01387 274191 or email Graphics@dumgal.gov.uk