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

**Eligibility**

**Please read the criteria carefully for the allocation of financial assistance from the Stranraer Common Good Fund.**

There are some things that cannot be funded from the Stranraer Common Good Fund. 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.

The criteria to be applied to any application for funding can be found at [[link].](https://www.dumgal.gov.uk/article/15152/Common-Good-Funds)

**Decision-making process**

Each application for funding can only be considered by one Common Good Fund in Dumfries and Galloway. 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 appeal process but we try to give comprehensive feedback to unsuccessful applicants.

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

**For assistance in completing your application form please refer to** [**Criteria 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 application form, you can either email or post the application form to us to the contact detailed at the end of this application form. Note you must also print off and sign the declaration in Section 6 and scan or post it to us.

If you are completing the application 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 application forms will not be considered by the Stranraer Common Good Fund Sub Committee.**

Please ensure you answer all the questions, and the required documentation is submitted with the application form 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 what is required, please contact Community Planning and Engagement Unit by email to CommonGoodApplications@dumgal.gov.uk or by telephone at 030 33 33 3000.

**Equality Act**

Like other public bodies, Dumfries and Galloway Councill must meet the requirements of the Public Sector Equality Duty under the Equality Act 2010 and the Human Rights Act 1998. We are keen therefore to promote an equality and human rights culture within any organisation that we fund or support. We 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, ensuring that your services are accessible, and users’ experiences and outcomes are positive.

**Closing dates**

Applications for funding from the Stranraer Common Good Fund will be considered twice a year in June and October. Decisions will be dependent on the current budgets.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Stranraer Common Good Fund Application for Financial Assistance** |

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

 |  |

Please read the Criteria before you start to complete the application form.

**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. What is your organisation’s name, as shown on your constitution or certificate of incorporation ?

|  |
| --- |
|       |

Tick to confirm that you have read and meet the Criteria to receive funding from the Stranraer Common Good Fund. [ ]

1.2 Who is the primary contact for this application? We will contact this person about the 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. [ ]

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

|  |
| --- |
|       |

1.4 Please give the date you need the funding by. If you need the funding for an event (see guidance note 10), please give the date (or dates) of the event and say where the event will be taking place.

|  |
| --- |
|       |

1.5 What are the aims and purposes of your organisation?

|  |
| --- |
|       |

1.6 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 |       |
|

|  |  |
| --- | --- |
| Charity number | (If a registered charity)  |
|  |  |

Other(please give details) | [ ]  |  |  |
|       |  |  |

|  |  |
| --- | --- |
| 1.7 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?

|  |
| --- |
|       |

1.8 Please 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 (if not a company)**  | **Secretary** |
| **Name** |       |       |       |
| **Address 1**  |  |       |       |
| **Address 2** |       |       |       |
| **Town** |       |       |       |
| **Postcode:** |       |       |       |
| **Daytime phone number** |       |       |       |
| **E-mail address** |       |       |       |

If your organisation is a limited company, please provide details of the directors and their names, addresses, telephone numbers and email addresses .

**Section 2 – Finance**

2.1 As the Stranraer Common Good Fund is a fund of last resort (see Criteria note 4), please confirm details of previous applications

|  |  |  |
| --- | --- | --- |
| Funder  | Application Total  | Date of application  |
|  |  |  |
|  |  |  |
|  |  |  |

2.2. What is the total cost of your event, project, activity, or service in relation to this application for funding (not including in-kind help such as goods or accommodation that you do not have to pay for, and volunteers’ time) Applicants should evidence the use of local businesses /companies/performers (see Criteria note 6) where possible and list the costs of all items and services relating to this application for funding. 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** | **Company/Organisation**  | Cost (£) |
|       |  |       |
|       |  |       |
|       |  |       |
|       |  |       |
|       |  |       |
|       |  |       |
|  | **£** |  |

|  |  |
| --- | --- |
| 2.3 How many people will benefit from or take part in the event, project, activity, or service? |       |

|  |  |  |
| --- | --- | --- |
| 2.4 How much do you want the Stranraer Common Good Fund to contribute towards the total cost shown in question 2.2 of the event, project, activity, or service? | £ |       |

2.5 How are you funding the remainder of this event, project, activity, or service? (see Criteria notes 5, 8,9)?

|  |  |  |  |
| --- | --- | --- | --- |
| 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 other organisations  |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| Total | **£** |  |  |  |

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

**Please add together your totals at questions 2.4 and 2.5 and ensure that the sum equals your total at question 2.2**

2.6 How much money does your organisation have right now?

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. Please also include any funding your organisation receives from Dumfries and Galloway Council.

|  |  |
| --- | --- |
| **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** |

2.7 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**  |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

**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 be provided using our funding. If you need funding for an event, please say where it will be taking place.

|  |
| --- |
|       |

3.2 How will your event, project, activity, or service benefit the inhabitants of Stranraer?

|  |
| --- |
|       |

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

|  |
| --- |
|       |

3.4 Please tell us how you will work with any partners?

|  |
| --- |
|       |

3.5 Please describe how you are developing your organisation, project or service to become more sustainable.

|  |
| --- |
|       |

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. | [ ]  |
| 4.2 A different person from the person who signed part 1 of the declaration in section 6 has signed part 2 of the declaration.  | [ ]  |

 4.3 I have enclosed a copy of our constitution/ memorandum and articles of association [ ]

 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 our 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) if your application for funding from the Stranraer Common Good Fund is approved.

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

**Section 6 – Declaration**

**Two people must sign this declaration on behalf of the organisation. The persons signing the declaration on behalf of the organisation must be authorised by the organisation to**

**Make sure that you understand the conditions of the declaration and that you have the appropriate authority from your organisation to sign the declaration on its behalf.**

**t. The main contact named in question 1.3 must sign part 1 of the declaration. Another contact named at question 1.8 and who is not related to the main contact must sign part 2 of the declaration.**

* The information in this application form is true and accurate. We are authorised by the organisation to make this application and to sign this declaration on its 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 funding that the organisation has already received. We agree that you can check the information on this application form and any supporting documents with others. If you award funding based on the information in this application form, we confirm on behalf of the organisation that the event, project, activity, or service that we carry out using the funding provided by the Stranraer common Good Fund will be as described in this application 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. The organisation will meet all your funding conditions shown in the award letter that you send us.
* We confirm 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 event, project, activity, or service not agreed in writing with you beforehand, or if the event, project, activity, or service does not go ahead for any reason, you can claim back all or part of any funding that you have already paid, as appropriate from the organisation.
* **We agree that if the application is successful, we will acknowledge the funding contribution made from the Stranraer Common Good Fund 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.
* We confirm that the organisation is not an ‘enterprise’ as defined in section 7 of the Subsidy Control Act 2022.

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

|  |  |  |
| --- | --- | --- |
| Part 1 - The main contact named in question 1.2 signs Part 1  |  | Part 2 An office bearer listed at question 1.8 who is not related to the main contact named in question 1.2 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.

**Privacy Notice**

Dumfries and Galloway Council acts as a processor of personal data for the purposes of the Data Protection Act 2018. Details of how Dumfries and Galloway Council deals with personal data can be found at www.dumgal.gov.uk/privacy.

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

CommonGoodApplications@dumgal.gov.uk

If posting, send the application forms FAO Alison Johnston, 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 form by email – please send us the signed declaration only.**

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