**Dumfries & Galloway – Regionwide Community Fund**

**Information and Guidance**

**Fund priorities:**

* Skills Development
* Community
* Environment
* Culture & Heritage
* Community Led Tourism
* Affordable Housing
* Community Transport
* Digital Connectivity
* Poverty & Inequalities
* Working Towards Net zero
* Cost of living

**Useful links and general sources of support on funding:**

* [Advice is available from your Ward Worker](https://www.dumgal.gov.uk/article/16447/Ward-working)
* [Third Sector, Dumfries & Galloway](http://thirdsectordumgal.org.uk/)
* [www.fundingscotland.com](http://www.fundingscotland.com/)

**Who can apply and how much can you apply for?**

* Constituted groups in Dumfries and Galloway, with a bank account in their name can apply for a minimum of **£500** up to a maximum award of **£5,000**
* Joint bids are allowed, to a maximum of 4 groups applying to fund the same project
* Only one application will be accepted per organisation

**Dumfries & Galloway Region Wide Community Fund cannot be used for:**

* Core costs for existing work (though it can support start-up costs for new projects)
* Retrospective funding – the Fund will not pay for goods or services that have already been purchased or provided
* Promotion of politics or religion
* Grants for individuals

**How to apply**

Completed applications should be submitted by **12 noon** on **Monday 22nd April 2024** to **grantapplications@dumgal.gov.uk**

**Contact**

If you have any problems submitting an application, contact;

James.parker@dumgal.gov.uk or 07880 740112

**Privacy**

Your information will be handled by Dumfries and Galloway Council. To view the Fund’s Privacy Statement visit the Council’s [Privacy webpage](https://www.dumgal.gov.uk/privacy) or contact any of the details above.

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| **Dumfries & Galloway****Region Wide Community Fund** |

|  |
| --- |
| **For internal use only** |
| Date received |  |
| Reference |  |

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**Section 1 – About you and your organisation**

* 1. Please give your organisation’s name, as shown on your constitution (set of rules your organisation follows).

1.2 Please give us contact details for this application. This will be the main person we will contact about your application and they should also sign the declaration in Section 5.

**Contact name:**

**Contact position in the organisation:**

**Contact address and postcode:**

**Contact phone number:**

**Contact e-mail address:**

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, please give the date (or dates) of the event and say where the event will be taking place.

1.5 Is this a joint application working with other groups? (groups also applying to this fund for this project) If so, tell us which other groups.

**Section 2 – Finance**

2.1 Please outline the total cost of your activities in relation to this grant application. List the estimated costs of all items and services that will be incurred in carrying out the activity for which you are applying for a grant. Volunteers or in-kind goods don’t need to be included here. Please tick to indicate that you have obtained quotes for each relevant item and are able to provide copies of these if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | Mark each item to be funded by this application | Mark to show that quotes are available on request | Cost (£) |
|  |  |  | **£** |
|  |  |  | **£** |
|  |  |  | **£** |
|  |  |  | **£** |
|  |  |  | **£** |
|  |  |  | **£** |
|  |  |  | **£** |
|  |  | **Total** | **£** |  |

2.2 How much are you applying to the Region Wide Community Fund for? You may request a minimum of **£500** up to a maximum of **£5,000**.

**£**

2.3 Please tell us where any other money will come from. ‘Your own money’ means funds raised or earned by your organisation, or donations received from the community or general public. If you apply for or receive grant funding from other organisations, these must be listed separately. It is essential that you tell us about all other funding applications relative to the activities for which you are requesting funding.

|  |  |  |  |
| --- | --- | --- | --- |
| Source of other funding | Amount available or applied for (£) | **Has this been confirmed? (Please put ‘Yes’ or ‘No’)** | **If ‘Yes’, please give the date this was approved.** |
| **Your own money**  | **£** |  |  |
|  | **£** |  |  |
|  | **£** |  |  |
|  | **£** |  |  |
|  | **£** |  |  |
| Total | **£** |  |  |  |

**Section 3 – Your application in detail**

3.1 Using the headings below, and in no more than **150 words per box** please describe the event, project, activity or service you plan to carry out using this funding. If you’d like to attach relevant pictures with this application, please use a maximum of 3.

**Applications will be scored against the following, so please clearly cover:**

**Fund priorities you support and how** – (see objectives on guidance page above)

**Evidence of impact and longevity** – (how do you know the work will have the desired results and be sustainable longer term)

**Evidence of need** – (how do you know the work is needed/wanted)

**Any partnership working** – (who you are working with to deliver your activities – other organisations, volunteers etc.)

Please disclose any public sector funding received or applied for by your organisation in the past 3 years

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* -
* -
* -
* -
* -

Note that successful applicants will be required to provide copies of the following:

* Most recent bank statement – or 3 recent bank statements if annual accounts were certified more than 12 months before the point of application
* Formally adopted Constitution / Governing document

And also answer the following questions:

**Constitution / Governing Document**

* Is your Governing Document formally adopted and signed by two authorised signatories? **Yes / No**
* Does your Governing Document specify which office bearers can manage your organisation’s bank account(s)? **Yes / No**
* Does your governing document specify a quorum for committee meetings and the AGM? **Yes / No**
* Does your governing document include a dissolution clause that sets out what would happen to assets if your organisation folds? **Yes / No**

Providing this information along with your application will minimise any delays in the payment process if you are awarded funding.

**Section 4 – Organisation’s Bank details**

Give details of the bank or building-society account we should pay your funding into. We prefer to make payments electronically (by BACS), so we need your account details.

**Name of bank or building society:**

**Address of bank or building society:**

**Sort code: Account number:**

**Account name:**

**Section 5 – Declaration**

**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 1.2 must sign part 1 of the declaration. Another person who is a member of your organisation and who is not related to the main contact must sign part 2 of the declaration.**

* 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.
* We confirm that our organisation has its own UK based bank or building society account in the legal name of the organisation applying.
* 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 any publicity.
* We agree that the information given in this form can be used for contact purposes, and non-personal information given may be made available to the public and may be used for publicity purposes.

**Please give the name of your organisation as in question 1.1**

**Part 1 - The main contact named in question 1.2 must sign in blue ink so we can clearly see this is an original signature.**

**Signature: Date:**

**Name:**

**Position in organisation:**

**Part 2 - A member of the applying organisation who is not related to the main contact named in question 1.2 must sign in blue ink.**

**Signature: Date:**

**Name:**