

Your Ref:

Our Ref: FR/HK2605

26 May 2017

To all Community Councils  
via their main contacts

**Communities Business Management**

Municipal Chambers

Buccleuch Street

DUMFRIES DG1 2AD

Any enquiries please

email [community.councils@dumgal.gov.uk](mailto:community.councils@dumgal.gov.uk)

Dear Community Councillors

### **DISCRETIONARY GRANTS FOR FINANCIAL YEAR 2017/18**

I am pleased to advise your Community Council that applications may be submitted for Community Council discretionary grants for the financial year 2017/18 (1 April 2017 to 31 March 2018).

I attach a short Annual Monitoring Form which asks how your Community Council spent its discretionary grant for last financial year (2016/17). The form explains what your Community Council needs to do in order to be eligible for a discretionary grant. Your grant will be considered on receipt of the completed form and the following:

- Satisfactory accounts for the financial year 2016/17 certified by an independent examiner;
- BACS form, if any change since last year (**enclosure 1**);

In addition, minutes of all Community Councils should be submitted to Dumfries & Galloway Council per the timescales as detailed in section 12.5b of the Scheme of Establishment of Community Councils. The email address for submitting minutes is [community.councils@dumgal.gov.uk](mailto:community.councils@dumgal.gov.uk). Community Councils who do not submit their minutes within the timescale may not receive their grant until these minutes are being received on a regular monthly basis.

Can I please also request that you inform Dumfries and Galloway Council of any changes to new members, existing members, co-opted members and office bearers as soon as possible as detailed in the "Checklist of Good Practice" which I have attached for your information.

Your / ...

[www.dumgal.gov.uk/communitycouncils](http://www.dumgal.gov.uk/communitycouncils)

Your form and enclosures will be considered and, if the eligibility criteria have been met, your discretionary grant will be paid by BACS directly into your Community Council's bank account as soon as possible.

The completed form and enclosures should be emailed to the Community Councils' shared mailbox ([community.councils@dumgal.gov.uk](mailto:community.councils@dumgal.gov.uk)) by no later than **31 December 2017**. Late applications cannot be considered as we need to allow sufficient time to process the applications before the budget closes and grants cannot be paid from the following year's budget.

If you have any questions please contact the Community Councils' shared mailbox.

Yours faithfully

*Fiona Ritchie*

Fiona Ritchie  
Business Support Assistant  
Communities Business Management

Encs: Annual Monitoring Form  
Enclosure 1: BACS form  
Community Councils: Checklist of Good Practice