**Local Place Plan Grant Fund (the “Fund”)**

**What is it?**

A non-repayable grant of £500.

A grant scheme for communities who are in the process of developing a Local Place Plan. Information on Local Place Plans is available at [Dumfries and Galloway Council (dumgal.gov.uk)](https://www.dumgal.gov.uk/local-place-plans). The Local Place Plan Grant is funded the UK Government through the UK Shared Prosperity Fund.

* If your application for a grant is successful, you will receive an offer letter which should be signed on behalf of the Community Body in acceptance of the grant and returned to us within seven days of receipt. The grant will be paid by BACS on receipt of a signed grant offer letter and a copy of the board/Community Council minutes confirm agreement to the grant.

To be eligible to apply to the Fund, the following criteria must be met:

Applicants

All applicants must have already submitted an Expression of Interest in developing a Local Place Plan.

All applicants must be active in our Council’s area and spend any agreed funding such that it benefits people in communities in our Council’s area.

A third Sector organisation/community group requires to have a constitution and appropriate governance and financial arrangements in place.

Individuals, un-constituted groups or organisations and political or campaigning groups are not eligible for funding. Religious groups will not be ordinarily eligible, unless broad community benefit can be demonstrated.

Applicants must provide the following as part of their application:

• Constitution or memorandum and articles of association

• A recent bank statement(s) covering a period of 3 months

• Most recent annual accounts

• Organisational policies where relevant (e.g. equal opportunities, health & safety, child protection, environmental)

Location

You must be a group or organisation that is representing a community in Dumfries and Galloway.

Priorities

Funding must be towards activities which support community-led Local Place Plan development, for example:

* Community Consultation and Engagement costs.
* Facilitation costs.
* Design and Printing costs.
* Venue hire.
* Other costs associated with developing your Local Place Plan.

**Please note copies of quotes need only be submitted with the application if already received for the project.**

Costs

The Local Place Plan Grant Fund provides a:

* Standard grant of £500

All costs must be:

* Best Value – Applicants must demonstrate that project costs are value for money and provide evidence to support this
* Actual – funds will be paid out on the actual amount incurred by the organisation up to the maximum contractually agreed amount

The following costs are ineligible for support:

* Costs formally committed to by the Community Body or spent prior to the project start date
* Costs incurred or invoiced after the project end date
* Costs involved in winding up an organisation
* Bad debts, fines, financial penalties, and expenses of litigation
* Payments not supported by invoices and/or documents proving expenditure
* Recoverable VAT
* Alcohol
* Staff cost

Monitoring and Evaluation

Project sponsors will be required to have quarterly monitoring meetings with the Place Team Officer to check the progress of the project and Spend. It is also a requirement that Proof of expenditure, including a copy of relevant bank or credit card statements/card receipt detailing grant expenditure in line with application project costs should be provided along with each monitoring report. .

Use of Funds

Organisations must use the full grant for the purposes specified. Organisations may be requested to repay all or part of the grant to the Council within 30 days in the following circumstances:

a) if it is not used for the purpose(s) for which it was awarded;

b) the organisation ceases, or abandons, proposals to carry out the activities for the purposes specified;

c) if any information provided by the organisation is subsequently found to be false or misleading; and

d) if the organisation transfers the undertaking to any other person(s) or organisation(s) without the prior written consent of the Council.

In the event of a refusal or delay by the organisation in making the requested repayment in any of these circumstances, the Council will consider legal action to recover such money as it considers in all the circumstances should be repaid.

If the organisation does not spend its entire budget allocation, they must advise the Council of this and return the unspent amount to the Council within 30 days after the end of the funding period or contract, or of ceasing to operate.

Please note applicants who have accessed funding from the Borderlands Place Plan Grant Fund **will** **not** eligible to apply for grant funding from this Fund.

**FILLING IN YOUR APPLICATION FORM**

• Please click on the relevant boxes and type your answers in full.

• Fill in the whole form.

• Please don’t state ‘See attached’ or ‘See Section…’ as an answer to any question.

• Please don’t attach additional papers or continuation sheets other than the supporting evidence required.

• Explain in full any technical or specialist terms that you use. Please avoid the use of abbreviations.

• When you’ve finished the form, please sign the declaration page.

• Applications should be emailed or posted to the address below.

• Please avoid submitting printed originals unless you have to – if you do please enclose a stamped addressed envelope for their return.

• We can’t process your application or submit it for consideration until you have provided all the necessary documents and all sections on the form are completed, so please use the checklist to make sure you’ve done this.

• You should keep a copy of the completed application form and any documents to support your application in case you need them in the future.

Contact us

If you are unsure whether you are eligible to apply, please contact us via LPPFund@dumgal.gov.uk