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| **Dumbarton Common Good Fund** |
| **Application Form**  |
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**Please use this guidance to help aid the completion of the Dumbarton Common Good Fund application form.**

**Section 1 – Tell us about who is applying for funding**

Q1.1 Name of Organisation

Please tell us who is applying for the funding, including the name of the organisation, contact details, address, phone number and email address.

Q1.2 Please describe your organisation

Please tick if the organisation is either a not-for profit constituted group, charity or other. If other, please specify. If the organisation is a charity, please advise of the charity registration number.

Q1.3 Is the organisation constituted

Please tick if the organisation is constituted – a constituted organisation is an informal organisation with a written set of rules but is not the same as a charity. A charity is an organisation that applies for charitable status and is registered as a charity.

Q1.4 Does your application relate to an activity which will take place in Dumbarton?

This question determines whether your activity may qualify for common good funding.

Q1.5 Does your organisation promote political beliefs?

Please indicate by ticking yes or no if the organisation is involved in supporting any political parties or their activities are political.

Q1.6 If your staff and/or volunteers are working with children and/or vulnerable adults have they been suitably investigated, and their fitness for their duties properly established via appropriate Disclosure checks?

This question may not be relevant – please tick not applicable if this is the case. A Disclosure Scotland is needed if the volunteers are working with children and/or vulnerable adults. This is to ensure that volunteers have been suitably investigated and their fitness for their duties properly established via appropriate checks.

Q1.7 What is your organisation’s main aims/activities?

Please explain the purpose and aims of your organisation including a brief description of what your organisation does and/or provides for the recipients who benefit from it. Please include who will benefit e.g. young people, older people disadvantaged groups

Q1.8 Please detail if the project/activity contributes to any of the three external strategic priorities of West Dunbartonshire Council as set out in the Council’s Strategic Plan which can be accessed via this[**link**](https://www.west-dunbarton.gov.uk/council/key-council-documents/strategic-plan/) or on the Council’s website:

This question requires the applicants to detail if their activity is aligned with the Council’s strategic priorities. Please explain how the activity contributes to any of these points.

**Section 2 – Tell us what the money is for**

Q2.1 Is the application for less than £50,000 per annum?

Please tick YES if the application for funding is for less than £50,000.

Q2.2 Is the application for a one off activity or a recurring activity?

Please indicate whether the funding you are applying for is to fund a one off activity or to fund ongoing costs which will be recuring across multiple years. Note that any award will be made for a maximum of 3 years.

Q2.3 What will the organisation use the money for? Please include when you will plan to use the funds if successful?

Please use this question to indicate what the funding is required for. What the activity involves and how it will be implemented. Please also state if this is a new activity is for your group or if it has been done before.

Q2.4 Please confirm when the activity will commence?

Please indicate date activity will commence.

Q2.5 Please outline the long-term continuation of the activity and how this will be achieved? Including any plans for long-term sustainability of the activity.

Please detail which steps the organisation plans to take to allow continuation of the activity beyond the period of funding.

Q2.6 How does the activity promote inclusivity and equality?

Please detail the considerations and commitments the organisation has made to ensure inclusivity and equality for their activity.

Q2.7 Are at least 80% of the residents who will benefit from the award, residents of Dumbarton.

Please tick yes if at least 80% of the people who will benefit from the activity/activity are residents of Dumbarton.

Q2.8 Approximately how many people from Dumbarton will benefit from this activity?

Please tick the box that applies to the number of residents that will benefit from the funding.

**Section 3 – Tell us how much money you need for your organisation**

Q3.1. Please give us a breakdown of ALL costs for your activity and tell us how much you are requesting from us. (Please include VAT where applicable)

Please use this question to indicate and list all the costs of the items or activities associated with your activity. You should include all costs even if you are not asking for funding for them. The breakdown should include the total cost of each item including VAT. If you have received quotes these should be included with the application. Please use an additional sheet to detail costs if required.

Q3.2 How much are you requesting from Common Good Fund?

Please indicate how much funding you are seeking for the activity or activity from the Dumbarton Common Good Fund.

Q3.3 Have you considered and/or applied for other external funding in relation to this activity?

Please indicate whether you have applied to alternative funders in relation to this activity. Applicants who have applied for alternative funding successful or otherwise will score higher in the selection process.

Q3.4 Is the organisation planning to fund a proportion of the activity from alternative sources? Please tell us where the rest of the money will come from?

Please detail if you are applying for funding to any other organisation for this activity and what stage your application has got to. Also include in this question where the rest of the money will come from such as other funders, ticket income, fundraising, group funds, etc**.** This should include details of the source, amount and progress of each. It could be the organisations plan to fund some of the activity or generate income themselves please indicate in this question if this is the case.

Q3.5 Is the funding to be used to repay a loan or to pay for an activity that has already taken place?

Please tick YES if any awarded funding is to be used to replay a loan or pay for an activity that has already taken place.

**Section 4 – Your Financial details**

Q4.1 Does the company hold any unrestricted funds? If yes, please advise of the amount.

Please add if the organisation has any unrestricted funds available and the amount that is held. Please note this does not include reserves that are already earmarked for specific purposes.

Q4.2 Are your financial statements audited?

Please tick yes or no if the organisation has their financial statements audited from an external auditor. If no, please indicate a reason as to why. If yes, please detail who audits the financial statements.

Q4.3 Please give us your bank account details

Please advise of the organisations bank account details to allow payment of funds to be processed. A copy of the organisations most recent bank statement is required to be enclosed with the application.

Q4.4 Is this your only bank account/building society account?

Please tick yes or no if this is the only bank account/building society account that the organisation has. If No was ticked, please provide further details of the other accounts that the organisation has including their current balance.

**Section 5 – Declaration**

Q5.1 Declaration

Please sign the document adding the position you hold within the organisation.

Q5.2 Details of your Chairperson, Secretary or Treasurer

Please add the details of one of the above appointed people within the organisation.

**Section 6 – What to do now**

To ensure that the application will be considered and processed in a timely manner please include the following supporting documentation:

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| * A copy of the constitution or set of rules that your group has adopted.
* Your most recent annual accounts or statement of income and spending.
* A document giving us proof of your group’s bank or building society account. This document could be:
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|  | * a copy of your group’s most recent bank statement.
* if you’re a new group who has only just set up your account, a signed letter from your bank or building society on their headed paper showing your account name, number and sort code.
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