

COMMON GOOD FUNDS APPLICATION FORM



(for External Funding Team use only)
Reference Number:

Please read the guidance notes before completing this application form

1. Tell us about your group

Name of your Group

Contact details

Title	First name	Surname
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This should be someone who knows about the project.

Address Details

Phone (daytime)
E-mail address

Please include the full postcode.

If applicable please give the main address of your organisation

Address Details

Phone (daytime)
E-mail address
Website
Are these premises licensed? <input checked="" type="radio"/> Yes <input type="radio"/> No

Please include the full postcode.

2. Please describe your group.

Is your group (please tick):

- A not-for profit constituted group A charity

If a charity, what is the registration number given to your organisation by the Office of the Scottish Charity Regulator?

3. When did your group start?

Month	Year
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When did it first start meeting or running activities or projects?

4. How many committee members are involved in running your group?

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You must have at least three people on your group's management committee.

5. Have all volunteers in your group been checked through Disclosure Scotland? (where appropriate)

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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? (please refer to the Guidance Notes for further information).

6. If your project involves sport, please answer this question. If not, go to question 7.

Is your group currently affiliated to Angus Sports Council?

- Yes No

Organisations applying for funding for a sports related project must be affiliated to Angus Sports Council and ideally be a member of the Angus Club Excellence (ACE) awards scheme (please refer to the Guidance Notes for further information)

7. If your project involves work on a building or on someland, please answer this question. If not go to question 8.

Who owns the land or the building that you plan to work on?

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If you need planning permission for your project,

Do you have any of the following? (Please tick).

- Lease agreement. Tell us how long the lease is for: _____
- Planning permission (please include copy of approval letter)
- Written permission from the owner

make sure that you have it before you apply to us. If you don't have planning permission, it is unlikely that we'll give you funding. You will also need to send us copies of any plans, maps etc.

Tell us what the money is for.

8. What are your main activities?

Tell us briefly what your group does.

9. What will you use the money for?

Please explain if this project is different from what you normally do. Is this project something new for your group or is it similar to what you've done before?

10. When are you planning to start and end your project?

We can't give funding for activities that have already taken place. Please make your application at least two months before you need to start.

11. Tell us how much money you need for your project.

11a Please give us a breakdown of costs for your project and tell us how much you are requesting from us.

Item or activity	Total Cost	Amount requested from Common Good
	£	£
	£	£

Remember to include VAT where it applies.

Please list all the items or activity associated with your project. You should list all costs even if you are not asking to fund all the items. Please use another sheet if

11c Please tell us about any non financial contributions your group is making to this project.

This can "in-kind", such as volunteers' time or the use of a building.

12. What difference do you hope this project will make to people?
Please describe the people who will benefit.

Explain who you hope will benefit and in what way. e.g. young people, older people, disadvantaged groups. We'd like to know if they have any particular needs

Where do most of these people live?

Tell us the name of the town, burgh, village where most of the people live.

How many people will benefit?

Please give a number. An estimate is fine if you can't be exact.

13. How does this project link to other similar projects in your area?

Tell us about any similar projects or activities in your area and how your project relates to them.

14. If it is intended that this project continue beyond the period of Common Good support, how will it be funded?

15. Please give us your bank account details.

Account name

Bank or building society name

Bank or building society address

You must send an original bank statement with this application. We will return this to you.

If you have a passbook account, you can send a copy of the pages of your book. The checklist at the back will tell you exactly what we need.

This must be eight digits long.

Building society accounts only.

Authorisation.

Protection of your personal information (information about individuals only, not organisations)

Your name and contact details will be used by Angus Council (the data controller for the purposes of the Data Protection Act 1998) in order to contact you in relation to this application. Your name and contact details will be held securely by the Council and will be treated as confidential except where the law requires it to be disclosed.

16. This must be the name of the person named in question 1.

I confirm that, as far as I know, all the information on this application form is true and correct. I understand that you may ask for more information at any stage of the application process.

This must not be the same person as the one in question 17.

17. Details of your Chairperson, Vice Chair, Secretary or Treasurer.

<input type="text" value="Title"/>	<input type="text" value="First name"/>	<input type="text" value="Surname"/>
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This must be a different person to the one in question 16.

Please include the full postcode

What to do now

Before you send us your application, check that you have done everything

- You have answered all the questions on the application form.
- The main contact from question 1 has authorised question 16.
- The Chair, Vice Chair, Secretary or Treasurer of your group (not the main contact) has authorised question 17, agreeing to the contract.
- You have made a copy of this application to keep for reference.

Check that you have enclosed all the documents we need.

1. Copy of your constitution or set of rules (only if have not previously provided us with a copy or if it has changed significantly)
2. A dated copy of your most recent annual accounts.
and
An income and spending estimate for the next 12 months.
3. A copy of your most recent bank or building society statement.
or
A copy of the pages in your passbooks showing your group's name, account number and current balance, stamped and signed by your building society
or
A letter from your bank on their headed paper with your group's account details
4. Copies of any plans, drawing, maps etc
5. Copy of planning permission if appropriate
6. Two quotes
7. A copy of your Child Protection Policy if appropriate (*for further information on this please refer to the Guidance Notes*)
8. A budget breakdown including estimated income for events

Now send your application with all the documents to:

Senior External Funding Officer
Economic Development Division
Angus Council
County Buildings

Market Street
Forfar DD8 3WD

Or e-mail your application and documents to:

externalfunding@angus.gov.uk

We aim to make a decision on your application within two months. But we can only do that if your application is complete so please check it before you send it to us.

Contract

If this application is successful, your group must keep to the conditions in this contract. The person named in questions 1 and 16 must be authorised by the group to agree to this contract on its behalf. This is an agreement between the group and Angus Council. In the following conditions, your group is referred to as we and Angus Council is referred to as you .

We understand and agree to the following

1. The information we have given on this application is true, and we confirm that the enclosures are current, accurate and adopted or approved by the organisation.
2. We will use any funding awarded for exactly the purpose set out in this application unless otherwise agreed. We will not make any major change to this project without first receiving your agreement in writing. We understand that we can change the project slightly without asking your permission first. We will not spend any of the award money on things that you have specifically excluded. We will explain any changes in full in the end of project monitoring report that we will complete at the end of the project.
3. We will adhere to any specific conditions of funding as stated in the funding offer letter
4. We will not sell or get rid of any equipment or other assets which we have bought with the funding within three years without first receiving your agreement in writing. If we sell any equipment or assets, we may have to pay you part of the money we receive for them. The amount we repay will be in direct proportion to the share of the project costs that came from you. If our group closes down during this period, we will not sell or get rid of any equipment or assets without first receiving your agreement in writing.
5. We will not use the funding to pay for goods or services which we buy or order before we receive the award letter confirming the funding.
6. We understand that you will not increase the funding if we overspend.
7. We will spend the monies awarded within one year of the date of the award letter.
8. If we do not spend all the money, we will return any unspent amount over £50 to you as soon as possible.
9. We will show the funding separately in our accounts as a "restricted fund" and will not include it under general funds.
10. If we receive funding for a project, we understand that you will not automatically fund any later projects.
11. We will not change the sections of our constitution which relate to purposes, paying members of the governing body, distributing assets or admitting members without first receiving your agreement in writing during the period of the project.
12. We will tell you in writing about any changes to our bank or building society account.
13. We will keep to any relevant legislation that affects the way we carry out our project.
14. We confirm that all staff and/or volunteers are suitably investigated and their fitness for their duties is properly established. In addition where staff and/or volunteers have access to children or to vulnerable adults we confirm that all necessary levels of Disclosure Scotland checks have been carried out.
15. You can use our name and the name of our project in your publicity materials and on the Angus portal www.angusahead.com.
16. We will acknowledge common good funding with appropriate wording and through the use of Angus Council's logo in all media releases and in all publicity materials we produce including annual reports. We will supply copies of these documents if you ask.

17. We will monitor the success of the project and complete the end of project monitoring report form within one year of the date of the offer letter and provide evidence of expenditure and publicity.
18. We will keep all financial records and accounts, including receipts for items bought with the funding, for at least three years from receiving the funding and make these available to you if you ask us. We understand that this does not release us from our legal responsibility to keep records for longer periods.
19. You may hold back funding or ask us to repay money, in whole or in part, if:
 - we fail to keep to this contract in any way
 - the application form was completed dishonestly or the supporting documents gave false or misleading information
 - we do not follow equal opportunities practice in employing people, recruiting new members and providing our services
 - any member of our governing body, staff or volunteers acts dishonestly or negligently in their work for us where this impacts on the use of the funding awarded
 - we do not complete the project in one year
 - we fail to complete the end of project monitoring form within one year of receipt of funding, or
 - we close down, become insolvent, go into administration, receivership or liquidation (sequestration) or make an arrangement with our creditors.