

# COMMON GOOD FUNDS

## WHAT ARE COMMON GOOD FUNDS?

Common Good funds, held by Angus Council, are generally made up of property gifted to the former burghs by Royal Charter. There are various Common Good properties and facilities which generate income for the Common Good fund and the Council have a policy in place which sets out how that income can be used<sup>1</sup>. It is important to note that any income must be first used to maintain Common Good properties. However if there is sufficient income available, funding can be provided for projects that benefit people living in the former burghs, namely Arbroath, Brechin, Forfar, Kirriemuir and Montrose.

## WHO CAN APPLY?

Any non-profit making, constituted group or a partnership of various groups.

## WHO CAN'T APPLY?

Companies that aim to make a profit.  
Individuals

## WHAT CAN WE FUND?

We may be able to give you money if you can show that your project will do at least one of the following things:

- Promote opportunities for people to work, learn, and take parts in the arts, sport or culture
- Tackle problems such as poverty, ill-health or drug misuse and problems that prevent people from working, learning or taking part in their community
- Encourage children and young people to play a role in their community and offer a good start in life to help them become responsible adults
- Strengthen the community by encouraging local people to take responsibility for their community and care for the disadvantaged.

Your project could combine a range of different activities but must show direct community wide benefit.

## HOW MUCH CAN YOU GET?

The amount of Common Good funds available varies from one burgh to another but you should be aware that funding in Kirriemuir is extremely limited. The money you request should be realistic and give value for money, and we expect you to contribute something towards your project. This could be cash, or it could be something in kind such as time, materials, transport or use of premises. If your group has more savings than the amount of money your group is applying for, you should explain to us what you're planning to do with this money. If you have not set aside this money for anything in particular, it's not likely we'll give you funding. You can only make one application at a time.

## WHAT CAN'T WE FUND

- activities promoting religious or political beliefs
- travel costs for exchange visits or trips
- administrative costs for community councils over and above their annual grant from Angus Council
- events held to raise funds for charities even if those funds might be used for charitable purposes
- applications to cover **all** of an organisation's running costs or capital investments
- applications for projects which another organisation has a legal right or duty to provide
- one-off events
- projects that do not benefit the wider community

## HOW TO APPLY

You can get an application form:

- By phoning Angus Council's External Funding Team on 01307 474694 or ACCESS Line on 08452 777 778
- By e-mailing: [externalfunding@angus.gov.uk](mailto:externalfunding@angus.gov.uk) or [accessline@angus.gov.uk](mailto:accessline@angus.gov.uk)
- In person from any Access Office
- By downloading a form at [www.angus.gov.uk/externalfunding/commongood](http://www.angus.gov.uk/externalfunding/commongood)

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## **Fill in the Form**

Apart from the person filling in the form, you will need to get one other person to authorise it.

This should normally be the Chairperson, Vice Chair, Secretary or Treasurer of your group. By doing so, you are agreeing to keep to our conditions that are set out in the contract. This doesn't guarantee that you will get funding, but helps us to pay you more quickly.

Make sure you complete the application form as fully as possible. If we have to ask for any additional information, this delays your application. We need at least two months to process your application so make sure you send us your form in plenty of time. However, it should be noted that the timescale for processing significant funding requests may be much longer to allow the Council to consider the priority of the project in relation to other calls on the Common Good Fund.

When you send us your form, you must also enclose the other documents we need.

## **Send us the Form, Enclosing Your Extra Documents**

You can send your application by post to:

Assistant Funding Officer  
Economic Development  
Funding, Policy & Projects  
Angus House  
Forfar  
DD8 1AX

Or you can complete your application and e-mail it with any attachments to [externalfunding@angus.gov.uk](mailto:externalfunding@angus.gov.uk)

If you have any other information that you'd like to send to us to support your application, please do so.

You will need to send us the following:

1. **The constitution or set of rules that your group has adopted.** Your group must have this document to get a grant from us.

If you have already provided us with a copy of your constitution for a previous grant application and it has not changed significantly, you do not need to send us it again.

2. **Your most recent yearly accounts or statement of income and spending.**

This means an estimate of where you will get money from to run your group, from things like membership fees, fundraising and grants. Tell us how much money you expect to get, as well as your expected costs for the next year. This could include things like the cost of hiring your building and buying equipment, or travel costs

3. **A document giving us proof of your group's bank or building society account.**  
This account must be in the name of your group, and at least two people must sign each cheque or withdrawal. These people should not be related.

This document could be:

- a copy of your most recent bank statement in the name of your group
  - a copy of your building society passbook, with the pages showing your group's name, account number and current balance (this must have an original stamp and signature from your building society); or
  - if you're a new group who's only just set up your account, a signed letter from your bank or building society on their headed paper. This letter must show your account name, number and sort code.
4. **Any plans, maps or drawings related to an application for work on a building or land.**
5. **Two quotes for any work to be carried out or items to be purchased etc**
6. **A copy of your Child Protection Policy where appropriate.** *((for further information, please go to the Additional Notes section 3 at the end of this Guidance Note)*
7. **A full budget breakdown including anticipated income for events**

If you have any other information that you'd like to send to us to support your application, please do so.

## WE ASSESS YOUR APPLICATION

We will check your application form and additional documents to see if it is complete. If your application is not complete, we will contact you to get the missing information, and may have to send the form back to you. An incomplete form will certainly cause a delay, so use the checklist to make sure that you've sent us everything we need.

Once we are happy your application is complete, we will send you a letter of acknowledgement within five working days telling you the reference number for your application. You should use this reference number in any correspondence with us.

Our officers will assess your application, and they may contact you to get more information. They will look at how your group is set up, how well your application fits Common Good aims, and the funding that you have asked for. A recommendation is then presented to the local elected members from your burgh for further consideration before being submitted to Angus Council's Corporate Services Committee.

## WHAT HAPPENS ONCE WE MAKE A DECISION

Angus Council's Corporate Services Committee takes decisions on Common Good Fund applications based on the information you have given us. We aim to let you know their decision as quickly as possible. .

If your application is successful, we will send you a letter telling you how much the funding is and when we will pay it. You must spend the money within one year of the date on our award letter, and complete an end-of-project report. We will also ask for copies of receipts where funding is for the purchase of equipment, materials etc.

If your application is not successful, we will write to you telling you the main reasons why.

### **YOU CAN APPLY AGAIN**

We welcome applications from groups who've had funding from us before. Once you have spent your funding and we have received your end-of-project report, you can apply again. However we consider each application individually, so there's no guarantee that we will give you more funding.

If we turned down your application, you can apply again. We will always write to you telling you the reasons why your application was not successful.

### **PLEASE READ THIS SECTION CAREFULLY**

**You must read, understand and accept this section before you apply to us.**

All our decisions on applications are final.

- Once we have paid out funding, we are not committed to give you any more funding for the same project.
- The application form does not necessarily give all the information we need to make a decision on your application. We can ask you for extra information.
- Do not try to influence the success of your application by approaching any of our staff or elected members after you have submitted your application.
- We may use the name of your group and its project in our own publicity material and may ask your group to participate in a photo call.
- By authorising the form, you agree that all the information is true and that the enclosed documents are current, accurate and approved or adopted by your group.

## APPLICANT'S CHARTER

### We aim to:

- be easy to contact for a wide range of organisations and communities, large and small, and make special efforts to give all groups the same chance to apply for funding
- give funding that reflect the culture and ethnic origin of groups and communities across Angus
- be open and responsible, fair and balanced in the way we do things; and
- offer equal opportunities in all areas of our funding.

### We will:

- monitor and assess what we do, to make sure that we are providing the best service we can
- answer all questions quickly, professionally and politely
- assess all applications against the Common Good fund criteria; and
- make sure that everyone who applies for a grant is treated fairly, whatever their race, colour, nationality, age, religion, ethnic origin, sex, sexuality, marital status or disability.

### Being polite and helpful

We aim to be efficient, polite and supportive in everything we do. We can assist you to fill in your application form.

### We want your comments and suggestions

We are committed to giving you helpful information in the best way possible. If you have any comments or suggestions about how we could do things better, please let us know.

*Note 1: (please refer to Council Report No 555/04 for more information)*