

# DUMBARTON COMMON GOOD FUND

## NOTES OF GUIDANCE FOR APPLICANTS

### 1. Aims of the Fund?

The fund has been established to provide money to encourage and support one-off community activities within Dumbarton.

### 2. Who may apply?

Constituted non-profit making Community groups.

### 3. What can the Grant be used for?

A grant is awarded only for a specific activity.

### 4. How are applications assessed?

The fund is competitive, and applications are considered on individual merit. Those groups which make the most convincing arguments for funding will be the most likely to succeed. Consideration will be given to a range of factors. Regard may be had, for instance, to the number of local people involved in, and benefiting from the activity, relative to the amount of grant being requested. A group's own fund-raising efforts may be recognised and encouraged.

### 5. How much is available?

The total amount of funds available each year is limited. Grant levels, although not fixed to an upper or lower level will therefore also be restricted. Value for money will be a main factor, and applications for larger amounts may have less chance since smaller grants allow more groups to be assisted.

The Fund may make a grant conditional upon additional matters being produced to their satisfaction.

### 6. Are there any types of application unable to get a grant?

Yes:

Activity to take place outwith Dumbarton.  
Application made by an individual alone.  
Activity which is not charitable in law.  
Applications supporting any political party or from any applicant whose activities are political.  
Applications from organisations which already receive substantial grant assistance from the local authority and other sources.

#### Specifically Grants will not be given for:-

- unspecified expenditure
- repayment of loans
- retrospective funding
- projects which will not start before the financial year for which applications are sought.

The Fund will not normally provide grant to replace funding withdrawn by another agency.

Repetitive applications from a successful applicant will not normally be considered.

### 7. How to apply

Complete all questions on the form attached, writing clearly and if possible in black ink, attach your constitution or aims and objectives, and a copy of your most recent accounts. Check the form is signed, and return it to the Council as soon as possible. Remember to keep a copy for your records.

The Fund normally meets only once a year to consider applications for grant. Successful applicants are notified of the result in writing soon afterwards.

### 8. When to apply

Application forms are available in February and March of each year, and should be returned no later than 31st March.

## CONDITIONS OF GRANT

### General

1. The grant can only be used for the purposes outlined in your application.
2. You must only spend the grant on the purpose for which it is granted.
3. The Fund's liability is to pay the grant to the organisation. All other liabilities or claims are the responsibility of your organisation.
4. After the grant has been awarded the Fund may ask your organisation to give information or details of financial records.

**If you are asked for this information you must provide it.**

5. You must normally spend your grant within 12 months from the date it was approved. If the details of your project change you must let us know when you accept the grant or as soon as circumstances change from the original proposal.

**A statement of all expenditure must be submitted to the Fund once the project is completed. If the project lasts for more than 6 months, you must send a statement of expenditure for that 6 month period.**

6. If you spend less than the amount of the grant award the surplus must be repaid to the Dumbarton Common Good fund.
7. Your organisation must have complete control of the project.
8. Any group receiving a grant should recognise the support of the Fund in all publicity material.
9. Other conditions may also be set by the Fund.