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| **Dumbarton Town Centre Common Good Fund** |
| **Information Note** |

1. **Aim**

The aim of the Dumbarton Town Centre Common Good Fund budget is to provide an actual funding scheme to assist with regeneration activity in Dumbarton High Street and town centre. It is to be targeted to bring maximum support and investment into the town and to invest in the continued improvement of the town centre.

1. **Examples of who can apply**

* Third sector (voluntary and community) organisations
* Registered and unregistered charities
* Co-operatives
* Friendly societies
* Social enterprise companies
* Youth groups
* Individuals
* Local independent businesses

1. **Fund Criteria: What can we fund?**

We will fund capital works to the minimum sum of £1,000 per project that will:-

* Improve the appearance of Dumbarton town centre
* Attract people into Dumbarton town centre
* Create job opportunities within Dumbarton town centre
* Positively raise the profile of Dumbarton
* Promote awareness of Dumbarton’s rich history
* Contribute towards the development of a larger scale project with a longer term goal

This is a rolling programme and applications can be submitted at any time.

1. **Examples of Eligible Projects**

There are a wide range of project types which are eligible and you are encouraged to discuss your project with the Council’s Regeneration Team before applying. Your application could be for the acquisition, creation or enhancement of land, property, plant and equipment. It could, for example, be used to improve an existing building, create or improve a path or area of open space.

1. **What can’t we fund?**

Below is a list of the types of projects which cannot be funded.

* Projects that involve wholly revenue costs.
* Projects that don’t benefit Dumbarton town centre
* Costs already incurred before a grant is offered, including costs you incur when putting together your application
* Items or activities that mainly benefit an individual
* Repayment of existing loans or interest payments
* Activities that could bring the Fund into disrepute
* Activities promoting religious or political beliefs
* Administrative costs for groups that may already receive grant funding from the Council
* All of an organisations running costs or capital investments
* Travel costs for exchange visits or trips
* Projects that another organisation has a legal duty or right to provide
* Events to raise funds for charities
* Works for which an applicant has previously received funding from the Council in the past 3 years

1. **How to Apply**

An application form can be obtained from:

* West Dunbartonshire Council’s Regeneration Team

Housing, Environment and Economic Development

West Dunbartonshire Council

16 Church Street

Dumbarton

G82 1QL

* By emailing: [regeneration@west-dunbarton.gov.uk](mailto:regeneration@west-dunbarton.gov.uk)
* By downloading a form from the Council’s website <http://www.west-dunbarton.gov.uk/>

1. **Information required from Applicants**

You should 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 endeavour to process your application within 4 weeks. It should be noted that the timescale for processing significant funding requests may be longer.

When you send us your form, you must also submit the other documents which we need to assess your application. These include (where relevant):-

1. A copy of the constitution or set of rules that your group has adopted

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

c. A document giving us proof of your group’s bank or building society account. 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; or
* 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. This letter must show your account name, number and sort code.

d. Any plans, maps or drawings relating to an application for work on a building or land.

e. Two quotes for any work to be carried out or items to be purchased.

f. Any planning or other consents

g. A completed equalities monitoring form.

h. A completed ownership certificate.

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

1. **Assessment of Applications**

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.

The application will be assessed taking the following factors into account:

* the meeting of the Fund criteria as listed in section 4 above, where appropriate
* the degree to which proposals encourage active citizenship, civic action and volunteering and fill a local need
* the extent of local support
* what alternative sources of funding have been accessed

If the funding application is approved, a letter authorising the Common Good Fund financial assistance will be sent to the applicant.

1. **Conditions**

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| **1** | All applications must be made by completing the relevant application form. |
| **2** | Applicants must clearly demonstrate in the grant application that the project will meet at least one of the following criteria:   * + Improve the appearance of Dumbarton town centre   + Attract people into Dumbarton town centre   + Create job opportunities within Dumbarton town centre   + Positively raise the profile of Dumbarton   + Promote awareness of Dumbarton’s rich history   + Contribute towards the development of a larger scale project with a longer term goal |
| **3** | The grant is for capital funding only and all applications must be accompanied by a minimum of two quotations detailing the costs of the works. |
| **4** | The onus will be on the applicant to inform the site owner of the proposed works, and obtain their written consent, prior to any works being undertaken. The applicant must certify that the owners consent has been obtained and submit written evidence of this with the application. Refer owner notification certificate in the application pack. |
| **5** | Where the works relate to buildings or the provision of new plant or equipment within a building, prior to work commencing, details of building insurance must be supplied to West Dunbartonshire Council to demonstrate that the property has adequate current insurance. |
| **6** | Where a project involves improvement of premises or requires possession of land, the applicant will require to be the owner or tenant (on a lease for 5 years or more) of the premises or land before an award will be released. |
| **7** | The applicant is responsible for obtaining any necessary permissions to implement the project. For example, planning permission, listed building consent or a building warrant may be required. Grant assistance will depend on all necessary permissions being in place. |
| **8** | The Council will not accept liability for any damages or injuries associated with projects or equipment for which funding support has been given. |
| **9** | If you are applying for activities that could incur public liability (e.g. events), you should provide evidence of your public liability insurance. |
| **10** | The council will not fund or support retrospective applications. The purpose of the application must not have started in any way prior to the approval of the award. |
| **11** | The applicant must inform the Regeneration Section at West Dunbartonshire Council when the works have been completed. |
| **12** | Monies must be expended and claimed according to the timescale detailed in the letter of award. Where a project exceeds the original timescales or remains substantially incomplete at the expected conclusion date, the council reserves the right to withdraw the offer. Applicants should request an extension of the period of award, in writing, and should indicate the reason for this. No guarantee can be given that any request for extension of this period will be granted. |
| **13** | Payment of the grant will be made on satisfactory completion of the project, inspection by the Council, and the submission of paid invoices/receipts and bank statements showing evidence of the expenditure. For revenue expenditure, a proportion of the funding (usually maximum of 50%) may be made as an initial payment and the remainder on project completion. In most cases, the Council will make payments by Bank Automated Clearing System (BACS) unless alternative arrangements are made through agreement with the Council |
| **14** | If costs incurred in any project are less than the amount approved by the Council, the remainder of the award must be returned to the Council. |
| **15** | If actual expenditure exceeds the amount of award, only the amount approved will be granted. |
| **16.** | All awards must be used for the purpose for which they were allocated. |
| **17** | If the organisation that has received an award is disbanded, then goods, equipment or facilities purchased from the award will revert to the Council. If the goods, equipment or facilities have been lost, stolen or damaged and not replaced, all monies obtained from their insurance will revert to the Council. |
| **18** | If the project is one that involves and is dependent upon contribution from a number of bodies, payment of award will not be made until the Council is satisfied that such contributions are forthcoming. |
| **19** | The Council will require you to give due recognition of the Council’s contribution by using the West Dunbartonshire Council logo on all relevant publicity material. |
| **20** | All financial records in connection with any project that receives funding support must be available for inspection if required by an officer from the council or by the council’s internal or external auditors. Please do not dispose of any records for at least three years from payment of the final award instalment. |

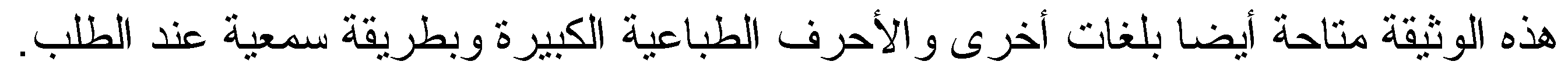
1. **Other Issues to Consider**

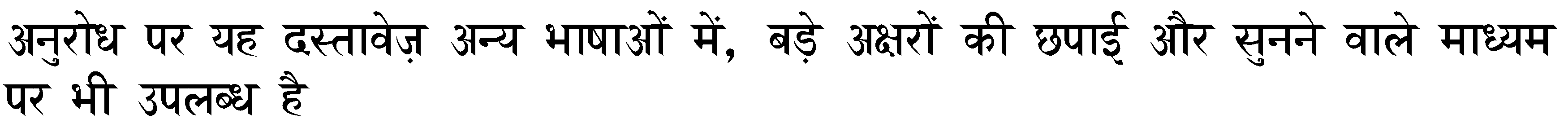
* **Projects working with children, young people or vulnerable adults.** If you are applying for a project to work with children, young people or adults who are vulnerable (because of their circumstances or problems) you must have a policy that explains how you will make sure they will be safe. This is a legal requirement for any funding going towards such activities. You must also be able to show in your application that your policy will be put into practice. It is your responsibility to have acceptable safeguarding policies and procedures for children, young people and vulnerable adults in place. WDC may ask to inspect funded activities at any time if a grant is offered.
* **Insurance and safety.** Depending on the type of project, you may need public liability insurance. It is your responsibility to ensure you have adequate insurance in place. This should include cover for any assets you buy or events and activities you run using our grant. We may ask to look at these policies prior to awarding the grant.
* **Equal opportunities.** The Council is committed to fulfilling the three key elements of the general equality duty as defined in the Equality Act 2010:-
  + Eliminating discrimination, harassment and victimisation
  + Advancing equality of opportunity between people who share a protected characteristic and those who do not
  + Fostering good relations between people who share a protected characteristic and those who do not”

Projects should be compatible with commitment to equality and fairness.

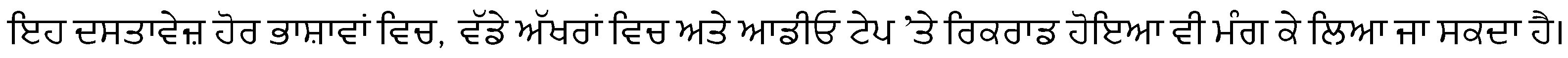
* **Data Protection**. West Dunbartonshire Council is committed to sharing good practice and promoting examples of service delivery that meet the needs of communities. The Council reserves the right to use details of the project for publicity for the programme and share information with any parties appointed to monitor and evaluate the effectiveness of this funding*.*
* **Freedom of Information**. The Council may be required to make any application or project proposal for this funding available for public scrutiny under the Freedom of Information (Scotland) Act 2002. The Applicant should make the Council aware of any parts of its application or project proposal, which may prejudice its interest if it were made public.

**This document is also available in other languages, large print and audio format on request.**

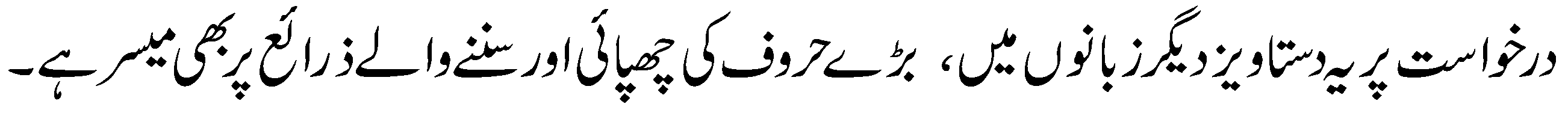
**Arabic**

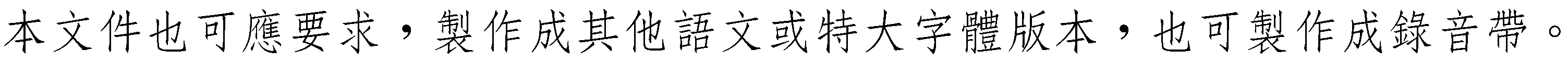
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**Punjabi**

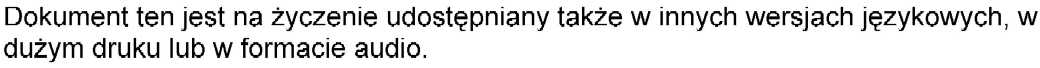
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**Urdu**

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**Chinese (Cantonese)**

**Polish**

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**Phone; 01389 737524 or**

**Email** [**Communications@west-dunbarton.gov.uk**](mailto:Communications@west-dunbarton.gov.uk)