***[](http://intranet.west-dunbarton.gov.uk/media/3015/wdc-logo-colour-cmyk.eps)***

**Local Place Plan Assistance**

**Community Grant Application Form**

Start-Up Funding Grants, up to £500, are available to assist groups meet the essential expenses which are likely to arise during the preparation of a local place plan. This could include: engagement event costs; online engagement costs; printing posters, leaflets, plans etc. Any constituted group which is preparing a local place plan for an area within the West Dunbartonshire Council planning authority is eligible for this small grant. Please contact us at [ldp@west-dunbarton.gov.uk](mailto:ldp@west-dunbarton.gov.uk) if you wish to discuss your grant application, local place plan or other support requirements.

**Please complete this form electronically and submit by email**

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| 1. **Information on your organisation/ group** | | | | | | | | | | | | | | |
| **What is your group’s name?** | | | | | | | | | | | | | | |
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| **Address and contact details of the organisation/group applying for funding** | | | | | | | | | | | | | | |
| Address: | |  | | | | | | | | | | | | |
| Post Code: | |  | | Telephone: | |  | | | | | | | | |
| Email: | |  | | | | | | | | | | | | |
| **Who should we contact?** | | | | | | | | | | | | | | |
| Title: |  | | Name: | |  | | | | | | | | | |
| Position in organisation: | | | | |  | | | | | | | | | |
| If this person has specific communication needs, please provide details | | | | |  | | | | | | | | | |
| Does your group/organisation have a bank account in the name of your group (with at least 2 unrelated signatories)? | | | | | | | Yes | |  | | No | |  | |
| 1. **Information about your Local Place Plan** | | | | | | | | | | | | | | |
| **Please tell us about your group**  We would like to know a bit about your organisation and your members. Where are you based? Who are your members? Where, when and how often do you meet? What do you do? (up to 250 words). | | | | | | | | | | | | | | |
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| **What area are you preparing a local place plan for?** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Is your group a Community Council or a community-controlled body within the definition given in section 19 of the Community Empowerment (Scotland) Act 2015 | | | | | | | | Yes | |  | | No | |  |
| Will your Local Place Plan relate to the development or use of land and buildings? | | | | | | | | Yes | |  | | No | |  |
| Have you spoken to the Development Planning and Place team about your local Place Plan? | | | | | | | | Yes | |  | | No | |  |

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| 1. **Your application for funding** | |
| **What stage are you at with your local place plan?**  Please tell us about what you have done to date to prepare your local place plan, what you intend to do next and how this funding will support this activity. (up to 250 words). | |
|  | |
| **Please tell us about what engagement you intend to undertake to support the preparation of your local place plan?**  We would like to know things like the age groups you will work with, which communities and if you will be targeting any particular interest groups. Also tell us how having this funding will help to deliver this engagement (up to 250 words). | |
|  | |
| **Please provide the following financial information on your proposal.** | |
| Amount requested (max. £500): | **£** |
| **Have you received assistance from any other organisations or funders, please provide details?** | |
|  | |
| **Please provide a breakdown of expected expenditure which this grant will support.**  Please give as much information as possible on what you intend to spend the funding on. If you have received quotes, please attach these to your application. | |
| **Example: Venue Hire for Community Consultation** | **£350** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
| **What are your timescales for the project?**  Please provide details of when you intend to start spending the funding and when you anticipate the money to be spent by. | |
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| 1. **Additional Support** | | | | |
| Do you need assistance to form a community body. | Yes |  | No |  |
| Would you like to be contacted to arrange a start-up meeting? | Yes |  | No |  |
| Do you need the Council to provide you with printed maps of your area? | Yes |  | No |  |
| Will you need assistance to prepare maps showing the local place plan boundary or proposal sites? | Yes |  | No |  |
| Do you have training needs that will help you complete your local place plan, please provide details? | Yes |  | No |  |
|  | | | | |
| Would you like to have a pre-validation check meeting? | Yes |  | No |  |
| Are you aware of other assistance you are likely to need as you prepare your local place plan? Please provide details: | Yes |  | No |  |
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| 1. **Declaration** |
| Political neutrality. To enable the Council to comply with the provisions of the Local Government Act 1986 (as amended), the organisation/individual must give a positive assurance that its activities do not involve publicity which promotes or poses a view on a question of political controversy which is identifiable as the view of one political party. |
| I confirm that the information set out in this Application Form and any accompanying documents are correct. |
| I confirm that if a grant is awarded on the basis of this Application Form, the funds will be used in accordance with the purposes set out in this proposal. |
| I confirm that if there are any significant changes to the proposal or the project/initiative, West Dunbartonshire Council will be informed immediately. |
| I confirm that the organisation will comply with any monitoring and evaluation requirements including the provision of receipts or audited accounts as required by West Dunbartonshire Council. |
| Any funding awarded to the organisation on the basis of this Application Form will be subject to Standard Terms and Conditions of grant. |

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|  | **Signed:** |  |  | **Print name:** |  |
|  | **Designation:** |  |  | **Date:** |  |
|  | | | | | |
| **(Please note: this form should be completed by a lead contact for the project or office bearer).** | | | | | |

Completed forms must be returned by Noon, Monday 2nd of September to:

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

Or if you wish to speak to a member of the team please contact:

* [matthew.spurway@west-dunbarton.gov.uk](mailto:matthew.spurway@west-dunbarton.gov.uk)

Depending on take up, there may be subsequent funding rounds in November (2024) and February (2025).

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| **Statement on Data Protection** |
| This short form Privacy Notice is provided for the purposes of the General Data Protection Regulation (GDPR) and is provided for all West Dunbartonshire Council services.  We will use your personal details (known as Personal Data) to provide you with the service(s) which you or someone else (with your consent) have asked us to provide as part of a contract or where we are under obligation to do so (public task or legal obligation). We will also use your personal details for purposes of crime prevention and crime detection and/or when required by law and will share it with other public bodies for that purpose.  For a fuller description of how we handle your data please see our [**Privacy Notice**](http://www.west-dunbarton.gov.uk/privacy/privacy-notice/)**.** |

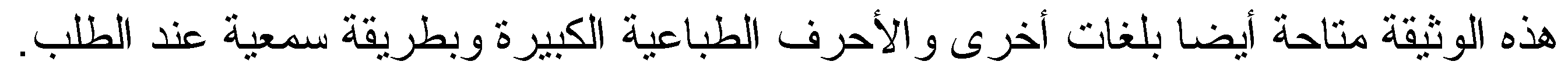
**Check List**

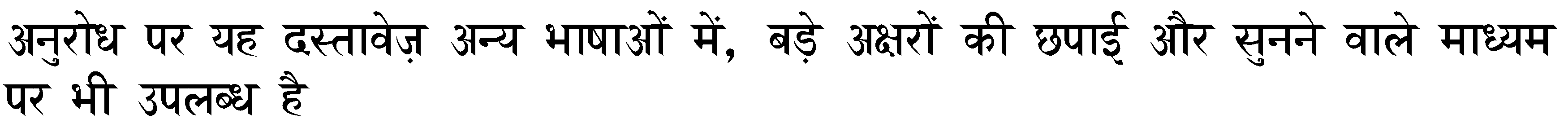
Please include, where possible, the documents listed below alongside your application at the time of submitting.

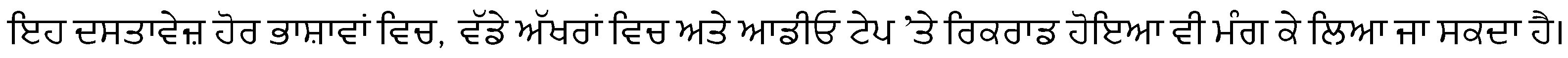
If your group is in the process of setting up a constitution and/or bank account, please include details of this.

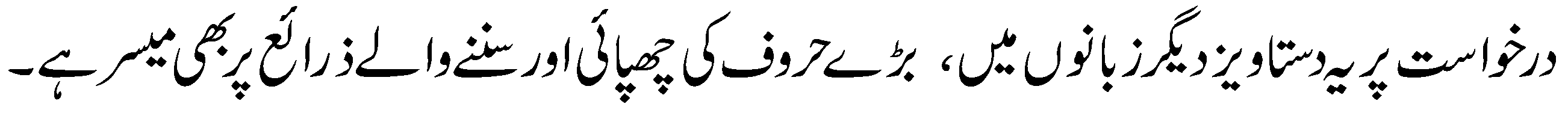
|  |  |  |  |  |
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| **Have you included the following documents with your application?** | | | | |
| A copy of your group’s constitution or governing document. | Yes |  | No |  |
| A copy of a recent bank statement from your group’s bank account. | Yes |  | No |  |
| A copy of your public liability insurance, should your activities require it. | Yes |  | No |  |
| Information related to other funding your group has received towards this project. | Yes |  | No |  |
| Any quotes you have received for work to be supported by this funding | Yes |  | No |  |

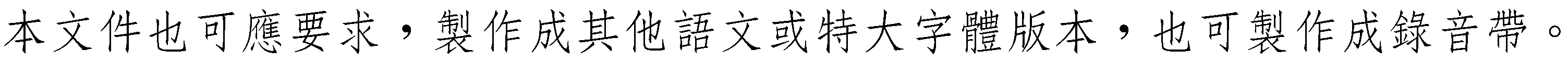
This document is also available in other languages, large print and audio format on request.

Arabic

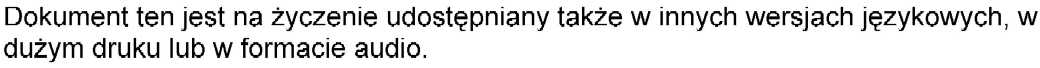
Hindi

Punjabi

Urdu

Chinese (Cantonese)

Polish



**British Sign Language**

BSL users can contact us via [contactSCOTLAND-BSL](http://contactscotland-bsl.org/), the on-line British Sign Language interpreting service.

🕿 01389 737527

* West Dunbartonshire Council, 16 Church Street, Dumbarton, G82 1QL
* Regeneration@west-dunbarton.gov.uk