

**Dundee City Council**

**Common Good Fund**

**Grant Application**

**2024/2025**

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| **Applicant Information** | |
| **Name of Applicant Group** |  |
| **Activity Title** |  |
| **Grant Requested (£)** |  |
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| **Guidance**  Common Good is a term synonymous with the creation of Burghs as trading counties. A Burgh became a trading county when the King licensed that Burgh to have markets, and at that time a Burgh Fund was set up and is now referred to as the Common Good Fund. As indicated by its name, the Fund is to be used for the common good of the City. Under Section 222 of the Local Government (Scotland) Act 1973, it stated that the then District Council in administering the Common Good Fund must "have regard to the interests of all inhabitants of the district".  It has been accepted as custom and practice that the Common Good Fund should not meet expenditure of a recurring nature other than supporting blood donation at the Caird Hall, and the annual Festival of Remembrance. With these exceptions applications to the fund should be one-off in nature and repeat applications will not be considered.  For 2024/25 **the focus** **of this year’s allocation of Common Good funding will continue to prioritise agencies supporting those who find themselves in need**.  To facilitate a fairer distribution of the fund, decisions on applications received will be made on a quarterly basis in May, August, November and February. Applications should therefore be submitted by the middle of the preceding month at the latest, to allow time for assessment to be carried out. On this basis, the **2024/25 Deadlines are; Monday 27th May, 26th August, 25th November and 17th February.**  In exceptional cases, applications that are time critical may be considered outside this cycle. Please contact [paul.davies@dundeecity.gov.uk](mailto:paul.davies@dundeecity.gov.uk) if this could apply to a potential application.  Bodies applying for an Award must be free of any political bias and must not use the Award to fund activities involving Political Campaigning. **Awards are generally in the range of £3,000 to £10,000**.  Conflict of interest is the term used to describe a situation where an individual has more than one interest in a decision, for example where a member of a board has an interest both as a member but also as a potential beneficiary of that board's decision. In making decisions which involve public money, it is important that all decisions are made in the public interest (and are seen to be made in the public interest) and not in the interest of any individual.  Individuals should be regarded as having an interest (financial or otherwise) in a project or activity or in the provision of services if:-   * Any spouse, partner or close relative has an interest in it; or * Any firm of which he or she is a partner has an interest in it; or * Any company of which he or she is a director, substantial shareholder or employee has an interest in it; or * Any organisation of which he or she is a management committee member, trustee, employee, voluntary worker or elected representative has an interest in it.   Bodies in receipt of an Award shall ensure that there is suitable publicity for the work / activity funded by the Award at the start, and in appropriate ways and at appropriate intervals thereafter. In such publicity, full recognition should be given to the value of the Award received. | |

## Checklist for the Common Good Fund Application Form

Before submitting your application form, please use the below checklist to ensure that your form is as fully completed as possible. Please also note that submitting an incomplete form can cause delays in processing or rejection of your application.

Have you:

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| Fully completed the information on the front of the form |  |
|  |  |
| Provided a response to all sections of the application form |  |
| (including indicating a section as ‘N/A’ where relevant) |  |
|  |  |
| Checked that your budget adds up properly? |  |
|  |  |
| Included appropriate, measurable outputs & outcomes? |  |
|  |  |
| Provided your groups accounts, where applicable? |  |
|  |  |
| Sourced and attached relevant quotes? |  |
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| Checked that the bank details are correct / complete? |  |
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| Signed the form and given accurate contact details? |  |

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| **Who is the grant for?**  (Name of Applicant Group / Department) |  | | | |
| **Do you receive any Dundee City Council funding? (If yes, list all below)** | | | | **YES / NO** |
| **Source of Funding and Contact** | | **Amount Funded** | **Recurring or One Off** | |
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| **Please give a description of what you want this grant for** (Expand this text box if required) |
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| **How many people will benefit from this project?** | | **MALE** |  | **FEMALE** |  |
|  | **WHOLE COMMUNITY (tick if applicable)** | | | |  |

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| **Please say why the project is needed** (Expand this text box if required) |
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| **What other sources of funding have you secured / tried to secure for this project?** (Detail below, including applications that are pending or that have been turned down) | |
| Source of Funding (detail if this funding is for more than 1 year, if applicable) | £ |
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| **What are the costs of your project and how much money is required?** Please give specific details (expand list / use an additional sheet if required) and provide quotes. | | |
| Cost Heading | Full Costs  (£) | Common Good  (£) |
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| **Totals** |  |  |

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| **What is the planned end date of the event/activity?** |  |

**Outputs & Outcomes**

It is expected that applicants will have evidence to support performance information when completing returns on the performance against target. Consideration of this should be given when outputs and outcomes are set out.

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| **Outcome:** | |
| **Purpose of activity / project within this Outcome:** | |
|  | **Target 2024/25** |
| Outputs |  |
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| Outcomes / Indicators: |  |
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| * **If reserves held are less than three months operating expenses please confirm this below** * **If your group holds reserves to the value of three or more months operating expenses, or you are requesting more than £5,000 in funding, then a copy of your group's annual accounts is required with this application. Please indicate if accounts are being submitted below** |
|  |
| **What other documents are you attaching to evidence the budget costs for this application?** (e.g. quotes, estimates, projected income and expenditure) |
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| **BANK DETAILS** | |
| **Name of Account** |  |
| **Name of Bank** |  |
| **Sort Code** |  |
| **Account Number** |  |

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| --- | --- |
| **Signature of Applicant 🡪**  (responsible for completing financial and activity reports) |  |
| **Name** (please print) |  |
| **Position in Organisation** |  |
| **Address** |  |
| **Date** |  |
| **Telephone Number** |  |
| **Email Address** |  |

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| **Please ensure bank details have been provided and the application is signed before submission** |

**All applications should be submitted electronically to** [paul.davies@dundeecity.gov.uk](mailto:paul.davies@dundeecity.gov.uk)

**For any enquiries please contact:-**

Email: [paul.davies@dundeecity.gov.uk](mailto:paul.davies@dundeecity.gov.uk)

Phone No: 01382 434624