

**COMMON GOOD FUND: APPLICATION FORM FOR GRANT FUNDING**

Thank you for applying for Common Good Funding. By completing and signing this application form, you are noting all the content in the information and guidance notes and agree to all the requirements outlined in these.

**INFORMATION and GUIDANCE NOTES**

* East Lothian Council administers the assets of four Common Good Funds for Dunbar, Haddington, Musselburgh, and North Berwick. The area of each Common Good Fund is defined by Burgh maps from 1973 and **only residents or organisations that live or operate within these areas can apply for Common Good funding**. Click here to view the boundary maps: [East Lothian Common Good Boundary Maps](https://www.eastlothian.gov.uk/downloads/download/12849/common_good_map)
* Applications must be submitted at least **one month in advance of the meeting** at which the application will be considered. Meeting dates can be found using the following links to the Council website:

Dunbar: [Dunbar Common Good Committee Meeting Dates](https://www.eastlothian.gov.uk/meetings/committee/114/dunbar_common_good_committee)

Haddington: [Haddington Common Good Committee Meeting Dates](https://www.eastlothian.gov.uk/meetings/committee/115/haddington_common_good_committee)

Musselburgh: [Musselburgh Common Good Committee Meeting Dates](https://www.eastlothian.gov.uk/meetings/committee/113/musselburgh_common_good_committee)

North Berwick: [North Berwick Common Good Committee Meeting Dates](https://www.eastlothian.gov.uk/meetings/committee/116/north_berwick_common_good_committee)

* The amount of Common Good grant money available varies between the four funds; please apply for what you need and the Committee will decide the amount of any award.
* Applicants may be asked to provide additional information to support their application or to attend a Common Good committee meeting to provide further information.
* Applications will not be accepted from East Lothian Council (ELC) officers unless they are formally representing a community group as an appointed office bearer of that group. Applications will not be accepted from an Elected Member of East Lothian Council, even if they are an appointed office bearer of a group or organisation.
* Applications cannot be made retrospectively for events/projects that have already taken place or for a financial commitment to purchase goods or services that has already been made.
* Applications that benefit only an individual, or do not demonstrate the benefits to a wide range of people in the Common Good area/community, will be assessed as not meeting the criteria for Common Good funding. Full details of the application criteria can be found at: [Common Good - What Can and Cannot be Funded](https://www.eastlothian.gov.uk/info/210560/your_council/12253/common_good_funds/2)
* Should an event or purchase not proceed, we will seek to recover the full amount of any grant that has been awarded. It is the responsibility of the applicant to ensure that event cancellation insurance, or some other means of recovering any outlays, is in place; applicants might be asked to provide evidence of this before grant funds are released. The applicant must advise ELC immediately an event or purchase does not go ahead.
* Where the applicant will be purchasing goods or services, or having work carried out by a contractor, two quotations must be provided.
* Successful applicants will be requested to provide feedback and evidence on how they have used the funding, and to actively promote the fact that they have been supported by Common Good funding. Failure to do so may jeopardise the outcome of any future applications for Common Good funding.
* If you require further information about the application process, please email your questions to [meetings@eastlothian.gov.uk](mailto:meetings@eastlothian.gov.uk)

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| Please indicate the Common Good Fund you are applying to | |
| Dunbar |  |
| Haddington |  |
| Musselburgh |  |
| North Berwick |  |

All questions in this form are numbered. Should you run out of space in a handwritten application, please continue on a separate sheet and number the question(s) you are answering

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| Applicant/organisation details | |
| **1**. Name of Applicant |  |
| **2.** Organisation |  |
| **3.** Position in organisation |  |
| **4.** Email address of applicant |  |
| **5.** Daytime telephone number/s |  |
| **6.** Postal address of applicant |  |
| **7.** Website address (if applicable) |  |
| **8.** Please give a brief summary of the history of your organisation, including when it was formed, links to any parent body, and any other relevant information. |  |
| **9.**  What are the aims and objectives of your organisation, including its current role within the community, types of services provided, and the general benefits it brings to people in the local community? |  |

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| Payment details (for use if application is successful) | |
| **10.** Name and address of bank |  |
| **11.** Name of account holder |  |
| **12.** Sort code (6 digits) |  |
| **13.** Account number (8 digits) |  |

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| Common Good Application - Details | |
| **14.** How much are you applying for?  If your application is successful, what is the latest date by which you would require to receive the funds? |  |
| **15.** What is the total cost of the project/event/asset you are applying for? |  |
| **16.**  Is this application in respect of a one-off project?  If you answered no, please provide details of related past/future event/s or project/s. |  |
| **17.** If the application relates to an event or events, what is/are the event date/s? |  |
| **18.** What will the money be used for? Please provide a detailed breakdown of all costs. Individual item costs, if applicable, must equal the total amount being applied for.  Two quotations must be included for all goods, services and work to be done by a contractor |  |

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| Benefits to the Wider Common Good Community |
| **19.** Please provide a detailed explanation as to how this application will **benefit the wider community and residents** within the Common Good boundary area. This explanation need not be restricted to, but must cover, the following points:   * Who do you expect will benefit from the project/event/facility/asset? * How many people will be able to access/use this project/event/facility/asset? * What restrictions will there be on who can use the project/event/facility/asset (e.g. age limits, limits on the number of users)? * What will the costs be for people (including membership fees) who are using the facility or accessing the project/event? * If you have a membership scheme, how many members are there? Please provide data by membership category if applicable. * How will you demonstrate or measure the benefits to the community of this facility/project/event/asset? * What is the commercial nature of your application? Please provide details of any profit-making elements and/or any funds that will be raised, e.g. from entry fees or the sale of tickets. |

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| Further event/project details | |
| **20.** How much funding towards the project/event has already been raised by the applicant’s own efforts (eg. through fundraising/use of reserves)? |  |
| **21.** Please give details, including the amount, of any other funding you have applied for, either from elsewhere in East Lothian Council or from other sources, along with the decision/s on these applications (granted/not/granted/pending)  Where you are awaiting the outcome of other funding applications, please indicate the date that you anticipate receiving a decision on these applications. |  |
| **22.**  How will you proceed if you receive only part funding from the Common Good fund?  Please provide information on the basis of receiving 75%, 50% and 25% of the funding you have applied for. |  |
| **23.** How will the project/event proceed if you do not secure any funding from the Common Good Committee? |  |
| **24.**  If your financial position (latest accounts/financial statement) shows that you have funds that would allow you to proceed/part proceed without Common Good funding, please explain why these funds are not being used? |  |
| **25.**  Is the application for an event that potentially might not go ahead (e.g. due to bad weather or low numbers)?  If yes, please provide details as to how you would intend to repay the funds that you have been awarded. |  |
| **26.**  Have you previously received a grant or grants from a Common Good Fund for this or any other purpose?  If yes, please provide the date/s, amount/s granted, and the purpose/s of the award/s. |  |
| **27.** Have you been in receipt of any other funding from East Lothian Council for this or any other purpose?  If yes, please provide date/s, amounts, and purpose/s. |  |
| **28.** If your application relates to an asset, do you/will you own the asset outright? If not, please provide details of ownership and your interest in the item.  Please provide details of any lease arrangements.  Please provide details of any ongoing maintenance obligations and costs, and explain how these costs will be met. |  |
| **29.** Is Planning Permission or a Building Warrant required in relation to your application?  If yes, please provide details of any planning implications including any planning consent received (including the reference number)/applied for/still to be applied for. |  |
| **30.** Are there any Health & Safety implications in relation to your application? If yes, please provide details. |  |

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| Document checklist. You **MUST a**ttach the following to your application form: | |
| Copy of the organisation’s signed and dated Constitution |  |
| Copy of the organisation’s most recent year and prior year accounts/financial information |  |
| Copy of two estimates where goods or services are to be purchased or where work is to be carried out by a contractor |  |

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| Please note: | |
| Applicants should refrain from canvassing any Elected Member of East Lothian Council about their application as this could preclude the Member from voting on your application.  **31.** Have you discussed your application with any of the Local Councillors, or had any contact with one of the Local Councillors regarding this application? **YES / NO**  If yes, please provide details of any information/advice you received and any actions that were agreed. | |
| I confirm that the information on this form is correct and that all sections have been fully completed. | |
| **Signature** |  |
| **Please print name** |  |
| **Date** |  |

**Incomplete application forms will be returned with the request to complete any missing information. This may result in the application being finalised too late for the next meeting of the Common Good Committee.**

Applications that are received by email will receive an automated receipt advising that applications will be reviewed four weeks before the next Common Good committee meeting date. Paper applications will be acknowledged as soon as possible and will also be reviewed four weeks before the next Common Good meeting**.**

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| Please email your completed form, together with any scanned or PDF versions of your supporting documents to commongood@eastlothian.gov.uk.  Alternatively, paper copies can be posted to:  Committees Team  Democratic Services  John Muir House  East Lothian Council  Haddington  East Lothian  EH41 3HA |