

Appendix 1

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| --- | --- |
| For Official Use Only |  |
| Date Received |  |
| Date Acknowledged |  |
| File Reference |  |
| Serial Number |  |
| Group Individual |  |
| Constitution Received |  |
| Accounts Received |  |
| Further Info Request |  |
| Further Info Received |  |
| Consultation concluded |  |
| Date of Decision |  |
| Committee/Delegated |  |
| Amount Awarded |  |
| Applicant Notified |  |
| Paid in Instalments |  |
| Signature of Officer |  |
| Signature of Manager |  |
| Info entered on database |  |

**COMMON GOOD FUND APPLICATION FORM**

**SECTION 1 – GENERAL INFORMATION**

|  |
| --- |
| 1. **Name of Common Good Fund(s) Applied To**

*(see Note 1)* |
| **Common Good Fund** |

|  |  |
| --- | --- |
| 1. **Amount Applied For**

*(See Note 2)* | £ |

|  |  |
| --- | --- |
| 1. **Project Name**
 |  |

|  |  |
| --- | --- |
| 1. **Contact Name &**

**Name of Organisation** |  |

|  |  |
| --- | --- |
| 1. **Contact Details**
 | **Address****Post Code****Daytime Contact Telephone Number** **E-Mail Address** |
|  |

|  |
| --- |
| 1. **Purpose of Grant Applied For (including benefit to Common Good of Community) *(Use separate sheet if necessary) (see note 3)***
 |
|  |

|  |
| --- |
| 1. **Please list any supporting information included with the application *(See Note 4)***
 |
|  |

**SECTION 2 – FINANCIAL INFORMATION**

|  |
| --- |
| 1. **Budget for Project *(See note 5)***
 |
| ***Expenditure***  |
| ***Item*** | ***Cost (£)*** |
|  |  |

|  |
| --- |
| ***Income*** |
| ***Source*** | ***Amount (£)*** |
|  |  |

|  |
| --- |
| 1. ***Other Applications for Assistance with Project (requests for assistance from Fife Council MUST be detailed (see Note 6)***
 |
| ***Organisation (Please state if award made or grant pending)*** | ***Amount (£)*** |

***SECTION 3 – LINKS WITH FIFE COUNCIL***

|  |
| --- |
| **Please list below any members of your management committee who are either Elected Members or Officers of Fife Council**  |
| ***Name*** | ***Position Within Organisation*** | ***Position within Fife Council*** |

On behalf of the above organisation, I hereby wish to apply for a grant from the

 ............................................................................... Common Good Fund.

 (Please insert)

I confirm that I am authorised on behalf of the organisation to bind it legally to the undernoted conditions of grant, should any grant be awarded. On its behalf, I agree to the following conditions:-

1. The organisation must have a bank account in the name of that organisation. There must be at least 2 authorised signatories to this account who are members of the Committee or other governing body of the organisation. The two signatories should not be related and all cheques must be signed by both.
2. The organisation must submit a written constitution and must notify Fife Council of any changes in the constitution or officers.
3. The organisation must make provision for the proper maintenance of financial records and accounts, which must be certified annually by an independent accountant or an independent responsible person. A copy of the organisation's latest audited accounts covering 2 years must be submitted with this application.
4. The organisation must be open to inspection by official representatives on request. The organisation will provide such financial or other information as the Fife Council may request including, where appropriate, two written quotations for the supply of goods or services that are the subject of this application. All requests for information, accounts, inspection and others shall be dealt with promptly by the organisation and in any event no later than 28 days of the date of request.
5. The grant must only be used for the purpose for which it was approved by the Fife Council. In respect of equipment purchased with grant assistance, organisations will be required to provide information on storage facilities and insurance arrangements.
6. The grant must not be used to publish such information as the Fife Council is prohibited from publishing under Section 2 of the Local Government Act 1986. Section 2 of the Act states that a local authority shall not publish any material which, in whole or in part, appears to be designed to affect public support for a political party nor material which appears to discriminate by reason of birth, race, sex, religion or any other condition or circumstance personal or social.
7. Payment of any grant awarded from the Common Good Fund will be made only on the production of satisfactory evidence that (a) the expenditure has been incurred or committed, as approved, e.g. copy invoice, receipt or order, and (b) a complete funding package has been secured in relation to the project as a whole.
8. In certain circumstances, particularly for grants over £1,000, the Council may impose additional conditions on a grant award, for example to ensure that a project is properly managed by a qualified technical consultant etc.
9. A percentage of successful applicants will be required to complete monitoring forms to assess the benefits of the activity for which a grant was awarded.
10. In the event of any breach of these conditions and/or the organisation ceasing to exist, the Council shall be entitled to immediate repayment of any grant monies and/or to take over ownership of any equipment bought with the grant immediately on serving notice to that effect.
11. All organisations working with children, young people or vulnerable adults should ensure that in carrying out their activities, they meet the requirements of the Health and Safety at Work Act 1974 and the Protection of Vulnerable Groups (Scotland) Act 2007. In particular, for all activities involving children, young people and adults at risk, a protection policy and procedures should be in place, with staff and volunteers being members of the PVG Scheme and having had appropriate criminal records checks carried out by Disclosure Scotland.

**Please confirm that you have:-**

|  |
| --- |
| ***Completed all questions in Section 1?*** |[ ]
| ***Completed all questions in Section 2?*** |[ ]
| ***Included your last 2 years annual accounts?*** |[ ]
| ***Included a copy of your Constitution?*** |[ ]
| ***Included 2 quotes? (if appropriate)*** |[ ]
| ***Included supporting information - para 1(g)?*** |  |

***Signed*** ………………………………………………………… ***Date*** ……………………………

***Position held in organisation*** …………………………………………………………………………..

***Please return this form to: Your local community planning support officer for your area:***

[***https://www.fife.gov.uk/kb/docs/articles/council-and-democracy/community-group-support-and-funding/community-support-contacts***](https://www.fife.gov.uk/kb/docs/articles/council-and-democracy/community-group-support-and-funding/community-support-contacts)

Any individual applying for a Common Good Fund grant should use this form omitting sections which are not applicable. However, it should be noted that any individual applicant must still be able to demonstrate how the application would benefit the common good of the inhabitants of the particular former Burgh.

Please note that, as part of the Fife Council's consultations on Common Good Funds, it is the Council's policy to consult with Community Councils on all aspects of an application, including financial information provided, prior to consideration of the application.

On receipt of the views of the consultees, applications for sums in excess of £5000 will be submitted to the next meeting of the appropriate Area Committee for a decision on the application. Decisions on applications for sums less than £5000 will be taken by the Community Manager (Communities and Corporate Development). This process normally takes between 2 and 3 months from receipt of an application to a decision being taken.

The above information will be used by Fife Council to enable it to carry out its statutory functions including the processing and determination of the application to which it relates. The information will be held by Fife Council to manage applications for grant funding and to prevent and detect fraud. All information is held in accordance with the Council’s Record Management policies and with its registered entry under the Data Protection Act 1998.

The information is also subject to the provisions of the Freedom of Information (Scotland) Act 2002. This means that the information may be disclosed to third parties as required by law.

**COMMON GOOD APPLICATION FORM NOTES**

**Note 1** Fife Council administer the following Common Good Funds:

|  |  |
| --- | --- |
| Levenmouth Area | Buckhaven & Methil, Leven |
| Glenrothes Area | Leslie, Markinch |
| Kirkcaldy Area | Kirkcaldy, Burntisland, Kinghorn |
| Cowdenbeath Area | Cowdenbeath, Lochgelly |
| North East Fife Area | Anstruther, Crail, Cupar, Elie & Earlsferry, Falkland, Newburgh, Pittenweem, St Andrews, St Monans, Auchtermuchty, Tayport and Newport |
| West Area | Consolidated Fund covering Dunfermline, Culross, Inverkeithing & Rosyth |

 ***Please Note: The level of funds available varies significantly between the different Common Good Funds***.

**Note 2 T**he grant applied for should normally be a maximum of 50% of the total project cost.

**Note 3**In considering grants from these Common Good Funds the Council must have regard to the common good of the inhabitants of that particular locality. Whilst the legislation gives the Council a great deal of discretion in this matter, when applications are considered the Council will be looking for an applicant to be able to demonstrate how the application would benefit the common good of the inhabitants of the particular former Burgh

All applications should therefore clearly state in what way they benefit the Common Good.

**Note 4** To assist consideration of individual applications applicants are asked to ensure that all sections of the application form attached are completed. This information is essential to ensure proper consideration of each application and failure to provide this information may result in a delay in consideration of your application.

**Note 5** This section should indicate broadly the budget by way of detailing groups of expenditure and sources of income. An example is given below:-

|  |
| --- |
| 1. **Budget for Project *(See note 5)***
 |
| ***Expenditure*** |
| ***Item*** | ***Cost (£)*** |
| Hire of equipmentHire of VenuePublicityTOTAL | £300£50£30£380 |

|  |
| --- |
| ***Income*** |
| ***Source*** | ***Amount (£)*** |
| Ticket salesGrants Applied for (see 2(b) below)TOTAL | £200£180£380 |

**Note 6** This section should detail the external agencies to which applications have been made stating whether or not the award has been made or is still to be considered. An example is given below:-

|  |
| --- |
| 1. **Other Applications for Assistance with Project** *(see Note 6)*
 |
| ***Organisation (Please state if award made or grant pending)*** | ***Amount (£)*** |
| Fife Council Community Grants Scheme (Approved)Common Good Fund (Pending) | £100£80 |

All applications for assistance from Fife Council **MUST** be detailed in this section.

Evidence of funding to cover the whole cost of the project must be provided.

**GENERAL NOTES**

**What is a Common Good Fund?**

Broadly speaking it is a fund administered by a local authority relating to a particular former Burgh. When administering the Fund, the local authority must have regard to the interests of the inhabitants of the area to which the common good formerly related. (The Local Government (Scotland) Act 1973, s 222(2)).

**What does a Common Good Fund consist of?**

Common Good Funds can be made up of a number of assets. Today the assets of Common Good Funds in Fife fall into the following categories and income for the funds is derived from the sources as shown:

|  |  |
| --- | --- |
| **Type of Asset** | **Type of income** |
| Property | Rentals |
| Investments | Investment income |
| Cash (also known as the Revenue Balance) | Interest |

Properties held on Common Good Accounts usually fall into 4 categories:

1. Land which is specified by the Charter creating the Burgh;
2. Land gifted to the Burgh for the benefit of the inhabitants of the Burgh in some way;
3. Property used by the Council to carry out the necessary administrative functions of the Council, &
4. Land used by the public from time immemorial.

However not all land owned by the former Burgh Councils is Common Good land and sometimes Councils treated land as Common Good land despite the fact that the powers used to acquire land were not related to Common Good Funds.

The generation of separate sums of money for specific common good funds arose historically from Common Good properties and rights and possibly individual gifts.

**What are Common Good Funds used for?**

Grants are available from Common Good Funds subject to funds being available and to applicants being able to demonstrate how their application will benefit the community in general.

Income is also used in some cases to maintain Common Good properties. This will depend on a number of factors such as the use made of the property, whether or not a rental income is received, the terms of any lease etc.

**Fife Council General Principles in Relation to Common Good Fund Applications**

The Council has approved a set of criteria against which applications will be assessed. These are:

1. The capital base of a Common Good Fund in real terms should be maintained.
2. No applications for running costs on a recurring basis should be approved.
3. No grants for individuals for personal benefit should be approved.
4. Common Good Fund grants should normally meet a maximum of 50% of the costs of any project

The Council can however approve applications contrary to the above principles in exceptional circumstances.