

## GUIDANCE NOTES FOR APPLICANTS FOR ASSISTANCE FROM CASTLE DOUGLAS COMMON GOOD FUND

### **SECTION 1 :**

Question 4b : Your application will be seeking funds to benefit the community. We need to know approximately how many people will benefit. If it is primarily your Membership only, please enter the appropriate number at Question 4a. Organising Committees who have no further membership should estimate at 4b how many people within the community will benefit from their proposal.

Question 6 : We **must** have a copy of your current constitution enclosed with your application, unless you have submitted one with an application for financial assistance within the last 3 years. Submitted constitutions are stored for applications in future years.

Question 7: We **must** have accounts appropriate to your organisation. These should show income and expenditure for the most recent past year and include a statement of any assets your organisation owns. Please note that while bank statements or copy passbooks are useful additions to this information, they are not acceptable substitutes for balance sheets. Accounts should be audited by an appropriate independent person. **However, if your organisation has been running for less than a year and you do not have Accounts or Balance Sheets at this stage you must submit a Bank Statement.**

Question 8 : A brief description is requested which explains what your organisation usually does. This is particularly required where your application is for a project which differs considerably from your normal activities. Please do not assume prior knowledge of the work your organisation is involved in when answering this question.

Question 9: Please be as specific as you can in answering this question. The answer should include any and all **types of savings and current accounts held by your organisation.** Free reserves are funds which are not committed.

Question 10: Please be specific in answering this question. State clearly the purposes you intend to use any free reserves for, including running costs, match funding your application etc.

### **SECTION 2 :**

Question 1: The title you supply will be used to identify your application. It should therefore give an outline description of what any grant awarded would be used for.

Question 2: Please insert the figure you seek in funding from the Common Good. Do not reply "As much as possible" or "Left to the Council's discretion". If your request comprises separate identifiable elements, it may be better to complete separate applications for each.

Question 5 : Please provide an answer to this question in under 50 words. Your project or application may involve more detailed elements but it is not possible to include lengthy descriptions on the many applications received in all Committee papers.

Now return the form to **Community and Customer Services Stewartry, Council Offices, Daar Road, Kirkcudbright DG6 4JG**. You may wish to enclose supporting information and where applicable, estimates or quotations are particularly welcome. However, please do not send us originals unless you have no other option. We can return them to you if you indicate clearly that they are to be returned.

Upon receipt of your application, we will write confirming its safe arrival therefore if you do not receive written confirmation within 14 days of posting, please contact us. We will write to you with the decision of Castle Douglas Common Good Fund Sub-Committee on your application.