

Argyll and Bute Council
Comhairle Earra-Ghàidheal Agus Bhòid

Customer Services
Executive Director: Douglas Hendry



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13 August 2019

NOTICE OF MEETING

A meeting of the **OBAN COMMON GOOD FUND** will be held in the **MUNICIPAL BUILDINGS, ALBANY STREET, OBAN** on **TUESDAY, 20 AUGUST 2019** at **10:00 AM**, which you are requested to attend.

Douglas Hendry
Executive Director of Customer Services

BUSINESS

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTES**
 - (a) Oban Common Good Fund 5th June 2019 (Pages 3 - 8)
 - (b) Oban Common Good Fund Special Meeting 12th June 2019 (Pages 9 - 12)
- 4. REVISED APPLICATION CRITERIA AND DISTRIBUTION GUIDANCE**

Report by Area Governance Officer (Pages 13 - 24)
- E1 5. ACTUAL INCOME EXPENDITURE REPORT**

Report by Simmers & Co (Pages 25 - 26)
- E1 6. UPDATE ON OUTSTANDING GRANT APPLICATIONS**

Report by Area Governance Officer (Pages 27 - 30)
- E1 7. END OF PROJECT MONITORING**
 - (a) MacDougall of Dunollie Preservation Trust (Pages 31 - 32)
 - (b) New Start Oban (Pages 33 - 34)

E1 (c) Oban and District Guides (Pages 35 - 38)

E1 (d) Oban Police Scotland Youth Volunteers (Pages 39 - 40)

E1 (e) Oban Youth Cafe (Pages 41 - 44)

E1 8. NEW APPLICATIONS

E1 (a) Argyll and Bute Rape Crisis (Pages 45 - 114)

E1 9. AUTHORISED SIGNATORIES

Report by Area Governance Officer
(Pages 115 - 118)

10. DATE OF NEXT MEETING

The Committee will be asked to pass a resolution in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the public for items of business with an "E" on the grounds that it is likely to involve the disclosure of exempt information as defined in the appropriate paragraph of Part I of Schedule 7a to the Local Government (Scotland) Act 1973.

The appropriate paragraph is:-

E1 **Paragraph 6** Information relating to the financial or business affairs of any particular person (other than the authority).

OBAN COMMON GOOD FUND

Councillor Kieron Green

Councillor Sir Jamie McGrigor

Councillor Jim Lynch

Councillor Elaine Robertson (Chair)

Contact: Karen Campbell, Area Governance Assistant – 01631 567855

**MINUTES of MEETING of OBAN COMMON GOOD FUND held in the LORN HOUSE, OBAN
on WEDNESDAY, 5 JUNE 2019**

Present: Councillor Elaine Robertson (Chair)

Councillor Kieron Green Councillor Sir Jamie McGrigor
Councillor Jim Lynch

Attending: Melissa Stewart, Area Governance Officer
Marri Malloy, Chair of Oban Community Council
Linda Battison, Oban Lorn Tourism Alliance (Item 4 only)

1. APOLOGIES

Apologies were submitted from Dugald Cameron.

2. DECLARATIONS OF INTEREST

Councillor Elaine Robertson declared a non-financial interest in Oban and Lorn Tourism Alliance, item 4 of agenda, due to her ongoing involvement with the Group. She left the room after hearing from Linda Battison about the application, and took no part in the discussion or in the decision making.

Councillor Jamie McGrigor declared a non-financial interest in the Argyllshire Gathering, item 9(b) of the agenda, due to his ongoing involvement with the Group. He left the room during the discussion and took no part in the decision making.

Councillor Jim Lynch declared a non-financial interest in Oban FM, item 9(f) of the agenda, as a Director of the organisation. He left the room during the discussion and took no part in the decision making.

3. MINUTES

The minutes of the Oban Common Good Fund held on 26th March 2019 were approved as a correct record.

E1 4. CONTINUED APPLICATION - OBAN LORN TOURISM ALLIANCE

Linda Battison of Oban Lorn Tourism Alliance attended to provide additional information in support of the application presented at the March Meeting at the request of the Trustees.

Having declared a non-financial interest Councillor Robertson left the room duration discussion on the merits of the application and Councillor McGrigor took the Chair.

The Trustees resolved in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the press and public for the following 14 items of business on the grounds that it was likely to involve the disclosure of exempt information as defined in Paragraph 6 respectively of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.

Decision

The Trustees agreed to award up to £2500 subject to match funding being obtained.

Councillor Robertson returned to the meeting and resumed the Chair.

E1 **5. ACTUAL INCOME EXPENDITURE REPORT**

A financial statement detailing the current position Oban Common Good Fund was presented in order for the Trustees to set their budget for the coming year.

Decision

The Trustees agreed to set a budget of £47,000 in respect of financial year 2019/20.

(Ref: Financial Statement by David McGregor, Simmers & Co dated 5th June 2019, submitted).

E1 **6. DRAFT ANNUAL ACCOUNTS**

The Trustees considered a report on the annual accounts, provided by Simmers & Co.

Decision

The accounts were noted and it was agreed that the list of Trustees required to be updated.

E1 **7. UPDATE ON OUTSTANDING GRANT APPLICATIONS**

The Area Governance Officer providing the Trustees with verbal updates regarding the applications for L Smith, E Grant (Taynuilt Drumming), Phoenix Cinema, Bid 4Oban, Grab Trust, Police Youth Volunteers, Highlands and Islands Music and Dance and Oban and District Guides.

Decision

The Trustees noted the update provided.

(Ref: Report by Area Governance Officer dated 5th June 2019, submitted)

8. END OF PROJECT MONITORING

(a) **Oban Gaelic Choir**

The Trustees noted the end of project report.

(b) **Roses Charitable Trust**

The Trustees noted the end of project report.

E1 **9. NEW APPLICATION SUMMARY**

The Trustees noted the application summary for the new applications..

E1 **10. ARGYLL AND BUTE FAMILY MEDIATION**

The Trustees considered the application from the Argyll and Bute Family Mediation.

Decision

The Trustees agreed to award £1300 to Argyll and Bute Family Mediation covering the cost of Staff Hours to deliver training and for preparation and printing of training material and course work.

Having declared a non-financial interest Councillor McGrigor left the room for the duration of the following item.

E1 **11. ARGYLLSHIRE GATHERING**

The Trustees considered the application from the Argyllshire Gathering.

Decision

The Trustees agreed to delegate authority to the Area Governance Officer, in consultation with the Chair, to release up to £4000 subject to:

- (a) Production of the constitution and latest approved/audited accounts;
- (b) Receipt of confirmation of the total project costs; and
- (c) Clarification of other funding applications made

Councillor McGrigor returned to meeting.

E1 **12. CAMANACHD ASSOCIATION**

The Trustees considered the application from the Camanachd Association.

Decision

As the Camanachd Association had received a material award from the Oban Common Good Fund in 2018, the Trustees agreed to continue consideration of the application to the Development Day on 12th June 2019, in order to allow the Camanachd Association to submit their constitution and latest annual audited/approved accounts and to provide details of any extenuating circumstances in support of the application.

E1 **13. GLENCRUITTEN CATHEDRAL OF TREES**

The Trustees considered the application from Glencruitten Cathedral of Trees.

Decision

The Trustees agreed to award the £3000 to Cathedral of Trees to set up a Community Hub Workshop and Store.

E1 **14. OBAN BOWLING CLUB**

The Trustees considered the application from Oban Bowling Club.

Decision

The Trustees agreed to award £1500 to the Oban Bowling Club to promote 150th Anniversary of Club events.

Councillor Jim Lynch left the meeting for the duration of the following item.

E1 **15. OBAN FM**

The Trustees considered the application from Oban FM.

Decision

The Trustees agreed to fund the purchase of a new Public Address System for £4779.75 and requested that the Area Governance Officer explore legal options to ensure that the equipment could be returned to the community, if necessary, and that this arrangement be delegated to the Area Governance Officer, in consultation with the Chair to implement or otherwise to come back to Trustees for further consideration.

Councillor Lynch returned to the meeting.

E1 **16. OBAN GAELIC CHOIR**

The Trustees considered the application from Oban Gaelic Choir.

Decision

The Trustees agreed to award £800 towards the cost of the return transport from Oban to Edinburgh.

E1 **17. OBAN WINTER FESTIVAL**

The Trustees considered the application from Oban Winter Festival.

Decision

The Trustees agreed to award up to £4,000 in match funding to the Oban Winter Festival to purchase a marquee, lights, and costumes at the Winter Woods Event, to be released upon confirmation of exact costs and on submission of the latest approved/audited accounts.

E1 **18. OBAN VIKINGS**

The Trustees considered the application from Oban Vikings.

Decision

The Trustees agreed to award £3600 to the Oban Vikings to purchase team uniforms, shoulder pads and helmets, plus promotion for the new American Football Team, with the condition that the Oban Common Good Logo appears on the uniforms/helmets.

19. DATE OF NEXT MEETING

The next ordinary meeting of the Oban Common Good Fund will be held on Tuesday 20th August 2019 at 10am in Room 2 Municipal Buildings, Oban.

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**MINUTES of MEETING of OBAN COMMON GOOD FUND held in the CORRAN HALLS,
OBAN
on WEDNESDAY, 12 JUNE 2019**

Present: Councillor Elaine Robertson (Chair)

Councillor Kieron Green Councillor Sir Jamie McGrigor
Councillor Jim Lynch

Attending: Charles Reppke, Head of Governance and Law
Melissa Stewart, Area Governance Officer
Marri Malloy, Chair of Oban Community Council (Observer)

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Dugald Cameron.

2. DECLARATIONS OF INTEREST

There were no declarations of interest received.

The Trustees resolved in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the press and public for the following items of business on the grounds that it was likely to involve the disclosure of exempt information as defined in Paragraph 6 respectively of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.

E1 3. REVIEW APPLICATION CRITERIA

The Trustees reviewed the current application criteria.

Decision

1. The Trustees requested that officers build into the criteria wording around allocating small scale support funding for community organisations to assist with core operating costs where extenuating circumstances could be demonstrated.
2. To amend the wording at section 7 from “We would encourage those who benefit from the Oban Common Good Fund to acknowledge this support ...” by replacing the word “encourage” with “expect”.

(Ref: Oban Common Good Fund Criteria, submitted)

E1 4. REVIEW DISTRIBUTION POLICY

The Trustees reviewed the current Distribution Policy for the Oban Common Good Fund.

Decision

The Trustees agreed to:

1. Raise the single grant approval limit from £5000 to £6000 and clarify that unanimous approval is required by the members present at the meeting.
2. Continue consideration of whether remote participation should be permitted at future meetings of the OCGF.
3. Request that officers amend the policy to clarify that the material amount referred to within paragraph 7 of the policy refers to the single grant approval limit contained at paragraph 6 of the policy.
4. Amend paragraph 10 to read that the Trustees particularly welcome applications of up to £1000 to smaller groups.
5. Amend paragraph 11 to reflect that on good cause being shown that the Trustees may agree to extend the period during which the grant may be drawn down.
6. Alter the wording at paragraph 12(iii) from 'large scale' to "material".
7. Alter section 13 to reflect Live Argyll now have the management responsibility for leisure facilities.
8. Request that officers check with the Head of Strategic Finance whether paragraph 14 is necessary and to delegate authority to the Area Governance Officer, in consultation with the Chair, for this to be removed or amended on the basis of the advice received.

(Ref: Oban Common Good Fund Distribution Policy, submitted)

E1 5. REVIEW FORMAT OF FINANCIAL QUARTER REPORTING

Following on from a previous decision to simplify the format of the financial reporting received, the Area Governance Officer tabled a suggested format for consideration by the Trustees.

Decision

The Trustees agreed that the Area Governance Officer should liaise with the Oban Common Good Fund Accountant regarding providing 2 versions of the report, the existing format and a simplified version, for consideration by them at future meetings.

E1 6. PROMOTIONAL MATERIALS

The Trustees agreed to continue discussion of purchase of promotional materials to a future meeting.

E1 7. CAMANACHD ASSOCIATION

Having continued this application from a previous meeting the Trustees considered the extenuating circumstances outlined in respect of an application from the Camanachd Association.

Motion

To make an award of £4300 to the Camanachd Association.

Moved by Councillor Robertson, seconded by Councillor Lynch.

Amendment

To make an award of £3300 to the Camanachd Association.

Moved by Councillor Sir Jamie McGrigor, seconded by Councillor Green.

Decision

With an equality of votes (2 for the Motion and 2 for the amendment) the Chair gave her casting vote to the Motion and it was agreed to make an award of £4300, subject to a condition that the Oban Common Good Fund Logo be included on clothing and equipment.

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ARGYLL AND BUTE COUNCIL**OBAN COMMON GOOD FUND****CUSTOMER SERVICES****20 AUGUST 2019**

REVISED APPLICATION AND DISTRIBUTION CRITERIA

1.0 EXECUTIVE SUMMARY

This report is prepared in response to the review of the Oban Common Good Fund application and distribution criteria which took place on 12 June 2019 and invites the Trustees to note the new guidance as contained at Appendix one of this report.

ARGYLL AND BUTE COUNCIL

OBAN COMMON GOOD FUND

CUSTOMER SERVICES

20 AUGUST 2019

REVISED APPLICATION AND DISTRIBUTION CRITERIA

2.0 INTRODUCTION

- 2.1 This report invites the Trustees of the Oban Common Good Fund to note the revised application and distribution criteria following consideration of these documents on 12th June 2019.

3.0 RECOMMENDATIONS

- 3.1 That the Trustees note the revised application and distribution criteria contained at Appendix one.

4.0 DETAIL

- 4.1 The Trustees last reviewed the application and distribution criteria on 21 May 2015 and had agreed at this time to keep this under review going forward.
- 4.2 Changes to the distribution criteria in terms of the material amount had been suggested in March 2018 and the intention to hold a development session was noted at this time. It was agreed to ensure that all Trustees could be present and due to a period of absence of one of the Trustees there was some delay in setting a date.
- 4.3 Officers kept this under review and it was eventually determined to run the session on 12 June 2019. The decisions of the Trustees are contained within the minutes of the meeting of 12 June 2019 which is included elsewhere on the agenda for approval. From these it can be noted that certain decisions were delegated to officers to pursue and it was agreed with the Chair that a final version of these be taken to this meeting for noting. For comparison the old criterion can be viewed at Appendix 2.

5.0 CONCLUSION

- 5.1 The new application criteria and distribution criteria reflect the decisions made by Trustees at their meeting on 12 June 2019. It is suggested that these are noted by trustees in their final format as contained within appendix 1 to this report.

6.0 IMPLICATIONS

- 6.1 Policy – None, no material changes were made to the criteria
- 6.2 Financial – The material amount has been revised and increased in line with inflation
- 6.3 Legal - None
- 6.4 HR - None
- 6.5 Equalities - These proposals have no adverse impact on equal opportunities
- 6.6 Risk - Regular review and update minimises the risk of challenges to decisions
- 6.7 Customer Service - None

Executive Director with Responsibility for Governance

13 August 2019

For further information contact: Melissa Stewart, Area Governance Officer
Tel: 01546 604331

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OBAN COMMON GOOD FUND CRITERIA

The following criteria apply to all applications for financial assistance from the Oban Common Good Fund:-

1. The Common Good Fund requires to be administered having regard to the interests of the inhabitants of the town of Oban. Accordingly, applications must clearly demonstrate that the purpose of the grant is to provide a service or facility that will meet a local need or directly benefit the residents of Oban. The Members of the Fund must be satisfied that any and all disbursements from the Fund meet this requirement, and their decisions in this regard are full and final.
2. The Common Good Fund is not an alternative to mainstream Council Grants Schemes and normally applications to the Fund will only be considered once other sources of funding (where applicable) have been applied for and determined.
3. Subject to 1 and 2 above, applications will be considered from individuals and properly constituted voluntary or charitable organisations for funding towards 'one-off' projects. Applications for routine operational costs / core funding will not normally be considered although small scale support funding for community organisations may be considered where extenuating circumstances can be demonstrated. Regular applications from organisations will only be considered where such applications form part of a defined development plan or growing project.
4. Applications will only be considered if they include a copy of the most recent audited or approved accounts of the organisation. Accounts can only be approved by someone independent of the applicant organisation. This person's name and address must be supplied.
5. Applications will not normally be accepted in respect of projects on which work has already started, or in aid of expenditure towards which applicants have already made a commitment or paid.
6. Applications relating to a wider area than that covered by the Fund will not normally be considered unless the applicant can specify, to the satisfaction of the Fund Members, how any grant will meet a local need or directly benefit residents of Oban.
7. Applicants must enclose, along with the completed application form, the following information (where applicable):
 - A copy of the most recent audited or approved accounts
 - Contractor's estimates
 - A copy of the organisation's constitution
 - Any planning or other consents (which must have been already obtained)

All successful applicants will be required to complete an End Of Project Monitoring Form to ensure that any monies awarded are used appropriately, in accordance with the Fund criteria and giving a level of information which enables trustees to be satisfied that this has happened. The submitted information must outline the amount of funding, any match funding, project details and outcomes, including the number and breakdown of people who benefitted from the award.

We would expect those who benefit from the Oban Common Good Fund to acknowledge this support in any publicity material or event

OBAN COMMON GOOD FUND

DISTRIBUTION POLICY

Management of the Fund

1. Members will agree an annual budget to quantify the likely level of financial assistance available for distribution in each financial year.
2. The Fund should aim to distribute all of its expected income in each financial year, subject to the receipt of sufficient appropriate grant applications.
3. The Capital Fund is to be held in perpetuity and no distribution is permitted therefrom without the prior consent of Argyll and Bute Council as parent body.
4. Members will consider making a transfer of funds from the Revenue to Capital Account at such time as it is felt that the value of the Capital Funds has, or is likely to, diminish in real term value due to the economic climate. Advice will be sought from the Funds Investment Managers at that time.
5. Transfers to the Capital Account -are not permitted at any other time.
6. A single grant approval should not distribute more than £6,000 at any one time unless extenuating circumstances prevail. In such instances, all Members appointed to deal with applications to the Fund who are present at the meeting where the application is being considered are required to favour the grant application and a detailed minute of the approval shall be kept.
7. Where an application is approved, and is above the material amount outlined in paragraph 6 above, the applicant will be notified that further applications during the subsequent two years would not be considered unless extenuating circumstances prevail at that future time.

Applications to the Fund

8. Members meet quarterly to review applications for financial assistance.
9. A limit of one application from any single body will be considered in each financial year.
10. The Trustees particularly welcome applications of up to £1,000 to smaller groups.
10. The committee shall not approve any retrospective applications (i.e. where an item of equipment has already been purchased, a member of staff employed, or a project either capital or revenue in nature commenced) where it can be shown that the applicant was aware of a funding deficit at the time of commencement.
11. Grants awarded will be valid for a period of 9 months, after which the offer of grant will lapse and will be considered to be withdrawn. On good cause being shown the Trustees may extend the period during which the grant may be drawn down. An applicant not drawing down an approved grant before the above period may re-apply.

12. Applications are reviewed against the Oban Common Good Fund Distribution Criteria as follows:-

- (i) In accordance with the terms of the Local Government (Scotland) Act 1973 (Section 222, paragraph 2), the Council shall, in administering the Fund, have regard to the interests of the inhabitants of (the former burgh of) Oban.
- (ii) Applications for contributions towards recurrent revenue costs will not normally be considered. Applications may be considered, however, for funding to support start-up revenue costs, with the purpose of supporting an applicant prior to the applicant securing recurrent funds. In any case, revenue funding will not be considered for a period exceeding 6 months.
- (iii) Where significant (those over the material amount set out in paragraph 6 above) applications are considered, it is expected that other funding sources are detailed at the time of application. In such cases, grants may be approved on the basis that sufficient funds from other bodies will be secured prior to the release of any grant from the Oban Common Good Fund. Should the nature of the project change due to an overall funding shortfall, the applicant should re-apply to the Oban Common Good Fund stating the nature of the change.

13. Where an applicant is seeking funding to offset, either in whole or in part, the cost of hiring a Live Argyll facility, the Members will consider the application on the basis of the above criteria. Should the applicant wish to hire a Live Argyll facility for the purpose of fund-raising, the purpose of the fund-raising activity will be considered as the applicants aims, and tested using the aforementioned criteria.

14. A grant will be released upon receipt of written confirmation and copy invoices from the applicant. This documentation should be sought as follows:-

- I. For goods or services, a copy of receipted invoice(s) provided.
- II. Capital project completed, copy of receipted invoice(s) provided or written evidence of progress from Quantity Surveyor.
- III. For goods or services, a copy of invoice(s) provided. (where applicants cashflow doesn't allow for invoice settlement in advance of claim)
- IV. Where a material sum is approved for a revenue project, half of the grant should be paid at the mid-point, with the remainder paid at the end of the period for which the support was approved.

15. For each grant approved, confirmation should be required from the applicant to verify that the funds have been made available for the purpose for which they were awarded. Should this not be the case, the committee will make every attempt to recover the funds.

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2. The Common Good Fund is not an alternative to mainstream Council Grants Schemes and normally applications to the Fund will only be considered once other sources of funding (where applicable) have been applied for and determined.
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4. Applications will only be considered if they include a copy of the most recent audited or approved accounts of the organisation. Accounts can only be approved by someone independent of the applicant organisation. This person's name and address must be supplied.
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7. Applicants must enclose, along with the completed application form, the following information (where applicable):
 - A copy of the most recent audited or approved accounts
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 - A copy of the organisation's constitution
 - Any planning or other consents (which must have been already obtained)

All successful applicants will be required to complete an End Of Project Monitoring Form to ensure that any monies awarded are used appropriately, in accordance with the Fund criteria and giving a level of information which enables trustees to be satisfied that this has happened. The submitted information must outline the amount of funding, any match funding, project details and outcomes, including the number and breakdown of people who benefitted from the award.

OBAN COMMON GOOD FUND

DISTRIBUTION POLICY

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3. The Capital Fund is to be held in perpetuity and no distribution is permitted therefrom without the prior consent of Argyll and Bute Council as parent body.
4. Members will consider making a transfer of funds from the Revenue to Capital Account at such time as it is felt that the value of the Capital Funds has, or is likely to, diminish in real term value due to the economic climate. Advice will be sought from the Funds Investment Managers at that time.
5. Transfers to the Capital Account -are not permitted at any other time.
6. A single grant approval should not distribute more than £5,000 at any one time unless extenuating circumstances prevail. In such instances, all Members appointed to deal with applications to the Fund are required to favour the grant application and a detailed minute of the approval shall be kept.
7. Where an application is approved, and is above the material amount, the applicant will be notified that further applications during the subsequent two years would not be considered unless extenuating circumstances prevail at that future time.

Applications to the Fund

8. Members meet quarterly to review applications for financial assistance.
9. A limit of one application from any single body will be considered in each financial year.
10. The Trustees particularly welcome funds of up to £1,000 to smaller groups.
10. The committee shall not approve any retrospective applications (i.e. where an item of equipment has already been purchased, a member of staff employed, or a project either capital or revenue in nature commenced) where it can be shown that the applicant was aware of a funding deficit at the time of commencement.
11. Grants awarded will be valid for a period of 9 months, after which the offer of grant will lapse and will be considered to be withdrawn. An applicant not drawing down an approved grant before the above period may re-apply.
12. Applications are reviewed against the Oban Common Good Fund Distribution Criteria as follows:-

- (i) In accordance with the terms of the Local Government (Scotland) Act 1973 (Section 222, paragraph 2), the Council shall, in administering the Fund, have regard to the interests of the inhabitants of (the former burgh of) Oban.
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 - (iii) Where significant (large scale) applications are considered, it is expected that other funding sources are detailed at the time of application. In such cases, grants may be approved on the basis that sufficient funds from other bodies will be secured prior to the release of any grant from the Oban Common Good Fund. Should the nature of the project change due to an overall funding shortfall, the applicant should re-apply to the Oban Common Good Fund stating the nature of the change.
13. Where an applicant is seeking funding to offset, either in whole or in part, the cost of hiring an Argyll & Bute Council facility, the Members will consider the application on the basis of the above criteria. Should the applicant wish to hire an Argyll & Bute Council facility for the purpose of fund-raising, the purpose of the fund-raising activity will be considered as the applicants aims, and tested using the aforementioned criteria.
14. Where a grant is approved to support an applicant's capital expenditure, an accountants certificate shall be provided to ensure the correct treatment of the grant in the applicant's accounts.
15. A grant will be released upon receipt of written confirmation and copy invoices from the applicant. This documentation should be sought as follows:-
- I. For goods or services, a copy of receipted invoice(s) provided.
 - II. Capital project completed, copy of receipted invoice(s) provided or written evidence of progress from Quantity Surveyor.
 - III. For goods or services, a copy of invoice(s) provided. (where applicants cashflow doesn't allow for invoice settlement in advance of claim)
 - IV. Where a material sum is approved for a revenue project, half of the grant should be paid at the mid-point, with the remainder paid at the end of the period for which the support was approved.
16. For each grant approved, confirmation should be required from the applicant to verify that the funds have been made available for the purpose for which they were awarded. Should this not be the case, the committee will make every attempt to recover the funds.

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of Schedule 7A of the Local Government(Scotland) Act 1973

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