

## CAMPBELTOWN COMMON GOOD FUND CRITERIA

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

1. The Common Good Fund requires to be administered having regard to the interests of the inhabitants of the town of Campbeltown. 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 Campbeltown. 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 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. 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 where the amount of funding requested exceeds £2,000.00; 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 Campbeltown.
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)
8. 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. **End of Project Monitoring Forms should be completed as soon as possible following the completion of the project and non-completion of End of Project Monitoring Forms is likely to have an impact on future applications.**

9. All applicants must ensure that up to date contact information is provided to ensure that the relevant monitoring of awards can be completed. In particular, where there is a change in the details of the person responsible for the use of the monies awarded, this should be communicated as soon as possible.