

Application for Funding from Common Good Fund

Please read carefully the information in the link

<https://www.aberdeencity.gov.uk/services/people-and-communities/common-good-fund>

before completing the application form.

Name of Applicant	
Legal status of the Applicant (delete and complete as appropriate)	<ul style="list-style-type: none"> • Unincorporated organisation • Trust • Company incorporated under the Companies Acts – provide registered company number: <input type="text"/> • SCIO1 • Registered Charity – provide registered charity number: <input type="text"/> • Partnership • Individual
Registered Address (or principal office address if no registered address) of the Applicant	
Contact Person	
Contact Address (if different from above)	
	Postcode
Tel No	Email
Financial Year you are applying for money – financial year runs from 1st April – 31st March eg 1/4/20-31/3/21 is 2020/21	
Amount of Funding Requested from Common Good Fund (to nearest pound)	£
Percentage of total project costs that the amount you are applying for represents	%

¹ A company incorporated under the Scottish Charitable Incorporated Organisations Regulations 2011

<p>Do you currently receive money from Aberdeen City Council</p> <p>(If so please provide the name of the person that you deal with at ACC)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you currently receive money, please give a description of what you receive this money for</p>	<p>Contact Name</p>
<p>Do you currently receive money from the Common Good Fund</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you currently receive money, please give a description of what you receive this money for</p>	
<p>Please give a full description of what you require the money for in this application.</p> <p>Please provide details of: -</p> <ul style="list-style-type: none"> • Contractors/project estimates • Project budget (including details of any other funding applications) • Proof of planning or other consents, if required • Proof of ownership of land. • What equipment is being purchased. • Job description if covering salaries and the geographical area the post covers. <p>(Please attach any paperwork, as necessary)</p>		
<p>Depending on the amount of funding requested, funding will generally be paid in equal quarterly instalments throughout the financial year.</p> <p>If this is not suitable, please state any special circumstances here that you would like the Council to consider.</p>		

<p>Following the Public Pound criteria:</p> <p>For all applications (regardless of amount)</p>	<ul style="list-style-type: none"> • If an unincorporated organisation, a copy of the organisations rules or extracts detailing the liability of its members and authority of the signatory of this application form to bind the other members; • If a Trust, a copy of the Trust Deed or extracts detailing the liability of its trustees and the authority of the signatory of this application form to bind the other trustees; • If the applicant is a company, and the application has been signed by someone other than a registered director, a copy of the board minute authorising the signatory to bind the Company • If a Company, a copy of its constitutional documents. • If a Partnership, written Partnership agreement (where one exists).
<p>If requested amount is between £300,000 and £7,000,000 you must provide: -</p>	<ul style="list-style-type: none"> • Any registered company seeking funding for the first time must provide annual accounts for the preceding 3 financial years (unless a new body or less than 3 years old), audited or approved in line with Companies Act requirements or for charities in line with guidance from OSCR. Thereafter, if funding continues, the organisation must present an annual set of audited or approved accounts within 9 months of year-end. • If the organisation is exempt from the audit requirements under the Companies Act then accounts approved by the board/trustees/directors of the organisation and which include a statement setting out their responsibilities, including that of keeping proper books and records will suffice. • Provide evidence that sufficient cash exists to enable the organisation to meet its financial obligations for the foreseeable future (at least 3 months). • Provide evidence that any other material sources of external funding are secure and that the organisation is a going concern. • Statement of the organisations strategic objectives.

<p>If requested amount is between £75,000 and £300,000 you must provide: -</p>	<ul style="list-style-type: none"> • The organisation must provide an annual income & expenditure account and statement of cash balance which has been approved by a person independent of the day to day operational running of the organisation. A statement must be provided in support of each funding claim and for each period that is being funded. • In the case of the organisation being recognised as a charity, the organisation will have to follow the guidance from the Office of the Scottish Charity Regulator (OSCR) to check if an audit or independent examination is required. • Statement of the organisations strategic objectives
<p>If requested amount is up to £75,000 you must provide: -</p>	<ul style="list-style-type: none"> • The organisation must provide an annual income & expenditure account and statement of cash balance which has been approved by a person independent of the day to day operational running of the organisation. A statement must be provided in support of each funding claim and for each period that is being funded. • In the case of the organisation being recognised as a charity, the organisation will have to follow the guidance from the Office of the Scottish Charity Regulator (OSCR) to check if an audit or independent examination is required. • Statement of the organisations strategic objectives

The Criteria in the Local Outcome Improvement Plan are :

<https://communityplanningaberdeen.org.uk/aberdeen-city-local-outcome-improvement-plan-2016-26/>

<p>Please provide details of how your project will support the vision and aims of the Local Outcome Improvement Plan.</p> <p>Include the criteria of the LOIP that you are claiming money under</p>	
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Declaration

The Applicant must sign the completed form. If the Applicant is an organisation, an authorised signatory must sign the application on behalf of the organisation and give his/her position in the organisation.

I declare that:

- I have read and accept the guidance and terms and conditions relating to Common Good Funding. I understand that if this application is successful, no funding shall be paid until the funding agreement provided by the Council has been signed by or on behalf of the Applicant and the Council. I acknowledge that the agreement may have legal tax implications and I should take the opportunity to take legal and tax advice before signing it.
- The information given in this form and the attached details are true and accurate to the best of my knowledge and belief.
- The Applicant will inform the Council immediately in writing if there is any change in the information submitted as part of this application.
- I understand that the information on the application may be used to carry out a credit check on the Applicant.
- I understand that the Council reserves the right to make judgement upon the financial stability of the Applicant and to decline an offer of funding if they are deemed not to be financially stable.
- I understand that to make a materially misleading statement at any time during the application process or during the funding period could render this application invalid and that the applicant may be liable to return any funding already disbursed.
- I understand that the Council is not bound to accept this application and the Council's decision on whether to make an offer of funding shall be final.
- Where applying on behalf of a body or group it should fall within the objects of the applicant's constitution that I/we have the power to accept the funding subject to conditions and the power to repay the funding if the conditions of the funding are not met.
- I accept that the Council shall not be responsible for or pay any expenses or losses which may be incurred by the Applicant in the preparation and submission of this application.

Print Name:

Signed:

Date:

Position in Organisation

Please submit completed applications to:

Aberdeen City Council
Common Good Fund
Finance
Marischal College
Level 1 West, Business Hub 7
Broad Street
Aberdeen
AB10 1AB

Or

Email to accounting@aberdeencity.gov.uk

How we will use your information

The personal information which you supply to us will be used to process your Application for Common Good Funding. We may contact you about your application by mail, telephone and email.

How long do we keep your information?

If your application is not successful, we will keep this information until the application is formally determined. If your application is successful, we will keep this information for a maximum of 7 years from the date of the funding agreement.

Who do we share your information with?

If your application is successful, the information on this form will be stored in a central register of funding awards, accessible to various services within Aberdeen City Council, in order to monitor and report on funding paid. By signing this form you are consenting to Aberdeen City Council using the information which you have supplied in the manner stated above. We will not share your information with any other external organisation, except to help detect and/or prevent fraud or if required to do so by law.

Your rights

You have rights to your data, including the right to ask for a copy of it. [See more information about the rights you have](#), how they work in practice, and the contact details of our Data Protection Officer. You also have the right to make a complaint to the [Information Commissioner's Office](#). They are the body responsible for making sure organisations like the Council handle your data lawfully.

Our legal basis

Wherever the Council processes personal data, we need to make sure we have a legal basis for doing so in data protection law. The Council understands our legal basis for processing personal data in relation to you as follows:

What we do	What our legal basis is	Where we get our legal basis from
Protect the public funds we administer	We have a legal best value duty Article 6(1)(c)	The Local Government (Scotland) Act 2003
Processing your personal information is necessary for us to assess your application for funding.	Article 6(1)(b)	

For Office Use Only

Reference No. Allocated	CGF/20-21/
Date Application Received	

Governance Legal Team

Date passed to Legal:	
Do the Applicant's details match the public register?	Yes <input type="checkbox"/> No <input type="checkbox"/> or N/A <input type="checkbox"/> (if individual/ Partnership/ Trust/ unincorporated organisation)
Has the Applicant provided its relevant constitutional document/ rules/ trust deed and are key terms acceptable (i.e. is applying for funding within its objects/ intra vires, is any limit on liability of members?)	Comments:
Does the signatory of the Application have the authority to bind the organisation/ its members?	Yes <input type="checkbox"/> No <input type="checkbox"/> or N/A <input type="checkbox"/> (if individual)
Does this application comply with the criteria of the Common Good Fund?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If No – why?	
Date passed to Finance:	
Date applicant notified of rejection (if applicable):	

Council Budget Meeting

Accepted/Rejected	Accepted/Rejected
If rejected, please state a reason	
Amount of Funding Approved (if applicable):	£
Date notified to applicant of outcome Council Budget meeting:	
Date application and all associated documentation including committee approval passed to Commercial legal team:	

Commercial Legal Team

Date draft funding agreement generated and passed to Early Intervention and Community Empowerment for approval	
Date sent to successful Applicant for signature	
Date received back and signed by Chief Officer and Finance notified	