



# **Application for Common Good Funding**

Please read carefully the information in the following link

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

before completing this application form.

NAME OF APPLICANT	
Legal status of the Applicant (delete and complete as appropriate)	<ul style="list-style-type: none"> <li>● Unincorporated organisation</li> <li>● Trust</li> <li>● Company incorporated under the Companies Acts – provide registered company number: <input type="text"/></li> <li>● SCIO<sup>1</sup></li> <li>● Registered Charity – provide registered charity number: <input type="text"/></li> <li>● Partnership</li> <li>● Individual</li> </ul>
Registered office address (or principal office address if no registered office) of the Applicant	
Contact Person (and, if applicable, role within organisation)	
Contact Address (if different from above)	
Telephone Number	
Email address	
Website link (if you have one)	
Financial Year in respect of which you are applying for money (note: financial year runs from 1 April – 31 March, e.g. 1/4/2024 - 31/3/2025 is financial year 2024/25)	
Amount of Funding requested from Common Good Fund (to nearest pound)	£
Percentage of total project costs that the amount you are applying for represents	%
Do you currently receive money from Aberdeen City Council?  (if so, please provide the name of the person that you deal with at ACC). If “Yes”, please describe what you receive this money for.	Yes <input type="checkbox"/> No <input type="checkbox"/>

<sup>1</sup> A corporate body incorporated under the Scottish Charitable Incorporated Organisations Regulations 2011.

<p>Do you currently receive money from the Common Good Fund?</p> <p>If “Yes”, please describe what you receive this money for</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Please give a full description in this application of what you require the money for, including (where applicable) the following details:</p> <ul style="list-style-type: none"> <li>▶ Contractors’ and/or project estimates;</li> <li>▶ Project budget (including details of any other funding applications);</li> <li>▶ Proof of planning or other consents, if required;</li> <li>▶ Proof of ownership of land;</li> <li>▶ What equipment is being purchased;</li> <li>▶ Is the funding required to cover a salaried post?</li> </ul> <p>If yes, please provide the Job Description, state whether a new or existing post, and state the geographical area the post covers and the percentage of the salary which the requested funding would cover;</p> <ul style="list-style-type: none"> <li>▶ Photographs and/or plans showing the location, nature and extent of any proposed works.</li> </ul> <p>(Please attach or enclose any paperwork, as necessary)</p>	
<p>How will your use of the funding benefit the residents of, and/or visitors to, Aberdeen?</p>	
<p>Will your use of the funding benefit communities outwith Aberdeen?</p> <p>If yes, how and to what extent?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Please estimate how many Aberdeen residents and/or visitors you would expect to benefit from your use of the funding</p>	
<p>Please explain the likely consequences of you not receiving such funding</p>	

Following the Public Pound criteria:

For all applications (regardless of amount):

You must provide:

- If an **unincorporated organisation**, a copy of the organisation's constitution or governing document;
- If a **Trust**, a copy of the Trust Deed;
- If a **Company**, a copy of its constitutional documents (including Articles of Association);
- If a **SCIO**, a copy of its constitution;
- If a **Partnership**, a copy of its partnership agreement; and
- Evidence that the signatory of this application form is authorised to sign this form on behalf of the organisation in question.

You must provide:

- If a Company or Trust seeking Common Good funding from us for the first time, annual accounts for the preceding 3 financial years (or if less than 3 years old, for as many years as possible), audited or approved in line with Companies Acts requirements or guidance from OSCR (Office of the Scottish Charity Regulator) as appropriate. Thereafter, if funding continues, the organisation must present to us an annual set of audited or approved accounts within 9 months of financial year-end; (note: if a Company is exempt from the audit requirements under the Companies Acts, then accounts approved by the directors, and which include a statement setting out their responsibilities, including that of keeping proper books and records, will suffice.)
- Evidence that sufficient cash exists to enable the organisation to meet its financial obligations for the foreseeable future (at least 3 months);
- Evidence that any other material sources of external funding are secure and that the organisation is a going concern; and
- Statement of the organisation's strategic objectives.

<p>Additionally, for applications requesting less than £300,000:</p>	<p>You must provide:</p> <p>The most recent financial statements if statements are prepared annually. If not, an annual income and 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. Such a statement needs to be provided in support of each funding application and for each period for which Council funding is provided.</p>
<p>Additionally, for applications requesting £300,000 or more:</p>	<p>You must provide:</p> <ul style="list-style-type: none"> <li>● Annual accounts for the preceding financial year (unless a new body or less than one year old), audited or approved in line with Companies Acts requirements for a registered company or guidance from the Office of the Scottish Charity Regulator (OSCR), in the case of a charity. Thereafter, you must present an annual set of accounts audited or approved (as required by the Companies Acts or OSCR) within nine months of the financial year-end. It is recognised that some organisations will, due to their size, be exempt from the audit requirements of the Companies Acts or OSCR - in these circumstances, 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;</li> <li>● Statement of the organisation’s strategic objectives; and</li> <li>● Copy of the organisation’s risk register.</li> </ul> <p>The Council will also have the right to request:</p> <ul style="list-style-type: none"> <li>● Copies of (non-confidential) Minutes of the Board of Directors’ or Trustees’ meetings; and</li> <li>● Details of the organisation’s financial and non-financial transactions, policies and procedures.</li> </ul>

The Stretch Outcomes in the Local Outcome Improvement Plan (LOIP) are:

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

<p>Please detail (including by specifying the relevant LOIP Stretch Outcome) how your project will support the vision and aims of the LOIP</p>	
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## Declaration

The Applicant must sign this completed application form. If the Applicant is an organisation, an **authorised signatory** must sign the application form on behalf of the organisation and state his/her position in the organisation. A wet ink signature (i.e. pen to paper) or scanned electronic signature is required.

I declare that:

- I have read and accept the terms and conditions relating to Common Good Funding at <https://www.aberdeencity.gov.uk/services/people-and-communities/common-good-fund>. 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 funding agreement will have legal implications (and may also have tax implications) and that I should carefully consider taking independent legal and tax advice before signing it;
- The information provided by me in this application form, and any documents provided by me to accompany this form, are true and accurate to the best of my knowledge and belief;
- I will inform the Council immediately in writing if there is any change in the information submitted as part of this application;
- I acknowledge that the Council will check whether the Applicant owes any money to the Council and that, if this is the case, this application may be rejected;
- I acknowledge that the Council reserves the right to make judgement upon the financial stability of the Applicant and to decline to make an offer of funding if the Applicant is deemed not to be financially stable;
- I acknowledge that, if any materially false, incorrect or misleading statement is made to the Council by or on behalf of the Applicant as part of this application, or at any time during the application process or during the funding period, this could render this application invalid and the Applicant may be liable to return to the Council any funding already disbursed to the Applicant;
- I acknowledge that the Council is not bound to accept or grant this application and the Council's decision on whether to make an offer of funding shall be final;
- I confirm that, if the Applicant is an organisation, its constitution or governing document(s) permit the applying for and acceptance of such funding, and the repayment of such funding if the conditions of the funding are not met or cease to be 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;
- I acknowledge that any such funding granted will be paid in equal quarterly instalments throughout the financial year; and

**If the Applicant is an organisation, I am authorised to sign this application form on its behalf.**

Print Name:

Signed:

Date:

Position in Organisation (if applicable):

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

E-mail to [accounting@aberdeencity.gov.uk](mailto:accounting@aberdeencity.gov.uk)

### HOW WE USE YOUR INFORMATION

The information you provide in this application form, in any documents accompanying this form and otherwise in the course of this application process will be used to process your application for Common Good Funding.

Who we share your information with

If your application is successful, your information 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.

Your application will be considered at the Council's next annual budget meeting.

We will generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

### HOW LONG DO WE KEEP YOUR INFORMATION?

If your application is not successful, we will keep your information for a maximum of 6 years following the Council decision (at its annual budget meeting) on your application. If your application is successful, we will keep your information for a maximum of 7 years from the date of the funding agreement you subsequently enter into with the Council.

### YOUR RIGHTS

You have rights to your information, 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

Aberdeen City Council is the data controller for this information. Whenever the Council processes personal data we need to make sure we have a basis for doing so in data protection law. We understand our legal basis for the administration of applications for Common Good Funding as being part of our public task and our legal obligation to secure best value.