



**Bridge of Allan Community Council
Common Good Fund (CGF) Application Form
Guidance Sheet**

Background Information

The Bridge of Allan Common Good Fund was established after the sale of the Museum Hall, and is held as a fund available for worthy causes in the community. Applications for awards from the CGF can be made to Stirling Council's Provost's Panel, which will take a decision on whether to award any funding and also the value of funding to be awarded.

As part of the consultation process undertaken by the Provost's Panel, Bridge of Allan Community Council is formally consulted on any applications made for award from the CGF.

To allow transparency on the BOA CC assessment process, a scoring system has been developed based around 7 categories that BOA CC view as reflecting overall benefit to the community, and best use of the funds. Note that this scoring system only provides a guide to allow us to collect the information we feel is important, and allow us to compare applications.

In order to allow applicants to present their request for funding in the best light, and also to provide BOA CC with a consistent form of information to support our assessment, an application form has been created, which applicants must complete in order for BOA CC to formally consider their application.

This guidance sheet is provided to assist applicants for an award from the BOA CGF to correctly interpret the application form as intended, and provide the information on the form needed by BOA CC to complete the assessment.

Completed applications should be sent to the secretary of BOA CC in the first instance.

Any application will be assessed on its merits based on the information provided. Any such assessments will be formally considered and recorded at the relevant BOA CC Monthly Meeting, and the results will be sent to the Provost's Panel for their consideration.

Where possible Bridge of Allan Community Council will aim to consider all applications within six weeks of receipt. This timescale is to allow time for discussion on the application, and a decision to be scheduled at one of the formal monthly Community Council meetings.

The following sections give details on how to complete the individual parts of the form, and provide guidance on the information which we require to consider the application.



**Bridge of Allan Community Council
Common Good Fund (CGF) Application Form
Guidance Sheet**

Applicant Details

The first part of the form attempts to gather relevant information about the applicant and the purpose for which funding is being sought.

Body applying for Funding

Please provide details of the body which is applying for a grant from the BOA CGF. Note that funding will not be made available:

- to individuals
- to organisations which are not properly constituted
- to Political or Religious organisations where the purpose of the work / event / project is to develop/promote a particular political or religious viewpoint or party
- for works/events/projects which are not equally accessible to/for the benefit of the inhabitants of the former Royal Burgh of Stirling

Date of Application

Please provide the date of submission of the application to BOA CC

Details of Contact Person

Please supply details of a contact which BOA CC can approach if any further clarification or information is required to allow us to properly assess the application

Guidance on the Application Form Questions

1. Is the applicant a properly constituted body which can receive funds from the CGF?

Please answer YES or NO as appropriate. Note that funding can only be provided to properly constituted organisations, and that in support of this, the Provost's Panel may request to see information on the constitution and rules, and also the financial standing of the organisation as part of their assessment process.

2. If YES, please provide details:

Please provide further details of the group/organisation



**Bridge of Allan Community Council
Common Good Fund (CGF) Application Form
Guidance Sheet**

3. Project for which funding sought:

Please provide us with information about the project for which funding is being sought, and sufficient background to allow us to understand the context of the funding application.

4. Has a previous application been submitted to the BOA CGF by the same applicant and for the same project within the last 24 months?

Please answer YES or NO as appropriate. If the answer is YES, please explain why this application is different from the one which has already been considered. In general BOA CC will not recommend repeat funding requests from the same group for the same project within a 24 month period, although we are happy to consider requests from the same group or organisation for different projects.

In general, if an application for a particular process by a particular applicant has already been considered and our recommendation has been to refuse funding, then we will not consider a repeat application for the same purpose within a period of 24 months from the date of the first application.

5. Explain what other funding options have been formally explored and the outcomes:

In order to apply any CGF awards to maximum benefit for the community, and to make best use of the limited funding available, BOA CC are keen that where possible applicants have already applied for (or are in the process of applying for) awards from other sources. Hence please provide here details of any funding applied for in support of the purpose of this application, along with application dates, values, and outcomes if available.

6. Is funding being sought due to financial need?

Please answer YES or NO (see explanation below).

7. If YES please provide details:

Even though the previous question was aimed at establishing what other funding sources have been explored, and the results of this, this does not mean that BOA CCC will not consider requests for funding for worthy causes, where there are difficulties securing funding from other sources. Hence please provide any information here in support of the application if this is the case.

8. Are written estimates available to support the level of funding being applied for?

Please answer YES or NO (BOA CC do not need to see these estimates).



**Bridge of Allan Community Council
Common Good Fund (CGF) Application Form
Guidance Sheet**

9. If these estimates are greater than the funding being applied for please explain how the shortfall will be funded:

This question is asked to allow us to assess the overall funding status of the project, and where any additional funding is coming from.

BOA CC uses a scoring system to help us assess and compare applications. Please provide supporting information against each of the following assessment categories, which BOA CC will use to assess the application. Assessments will be scored as detailed below. Note that this scoring system only provides us with a guide, and any application will be assessed on its merits based on the information provided. The final decision on any funding recommendation to the Provost's Panel will be by a formal vote at one of the BOA CC monthly meetings. Along with other information provided on the application form, the following questions are used to provide information directly relevant to our scoring of the application.

10. Community Benefit (Long Term):

Please provide information to describe the long term benefit to the community from the proposed project. Applications will be rated according to the long term positive community benefit they are likely to provide. Aspects to consider emphasising in the application include not just the importance of the benefit to the community, but also the duration over which this benefit is likely to be felt. Applications will be scored against this criteria on a sliding scale from 1 to 5, where 1 represents a low long term benefit, and 5 represents a large long term benefit.

11. Community Benefit (Immediate / Short Term):

Please provide information to describe the immediate and short term impact on the community from the proposed project. Applications will be rated according to the short term, immediate positive impact they are likely to have on the community. Aspects to consider emphasising in the application include how the project will provide benefits which will be felt and have a positive impact on the community in the near term. Taken together, categories 1 and 2 will score most highly those applications which provide both immediate and long term benefit to the community.

12. Community Action Plan Alignment:

Please describe ways in which the proposed project will align with and support the BOA Community Action Plan (CAP). Applications will be rated according to how well they support and align with the CAP. Aspects to consider emphasising in the application include how the



**Bridge of Allan Community Council
Common Good Fund (CGF) Application Form
Guidance Sheet**

project will support the aims of the CAP in the widest sense, along with any particular specific benefits which the project aims to deliver which will provide direct support to the CAP aims. Applications will be scored against this criteria on a sliding scale from 1 to 5, where 1 represents a low alignment and support, and 5 represents a good alignment and support.

The Bridge of Allan Community Action Plan is available on our website at the following link:

<http://www.ccbridgeofallan.org.uk/info/>

Although created in 2011, the Community Action Plan is still a valid reference for the key aspects against which we will judge applications to the Common Good Fund.

13. Geographic Alignment with BOA CC Boundary:

Please provide information on the geographic scope of the project. Applications will be rated according to how well their geographic scope aligns with the BOA CC geographic boundary support. Applicants should emphasise high levels of geographic alignment, but also emphasise if projects are being implemented across neighbouring CC boundaries, where we may seek to support joint causes. Applications will be scored against this criteria on a sliding scale from 1 to 5, where 1 represents a low alignment, and 5 represents a good alignment.

14. Inclusivity:

Please provide information on how the project will provide inclusive benefits for all members of our community. In general, projects which aim for highly inclusive outcomes will be scored higher in this category than those which aim for benefits for a narrower range of our community. Applicants should emphasise the inclusive benefits of their project. Applications will be scored against this criteria on a sliding scale from 1 to 5, where 1 represents a mostly exclusive project, and 5 represents a mostly inclusive project.

15. Match Funding / Sponsorship Availability:

In order to maximise the benefit available from the limited BOA CGF funding, projects will be rated higher if they can demonstrate an element of match funding or additional funding or sponsorship from other sources. Information on this has been provided earlier in the form, but please provide any additional information here in support of the application. Applications will be scored against this criteria on a sliding scale from 1 to 5, where 1 represents a limited range of additional funding, and 5 represents a high range of additional funding.



**Bridge of Allan Community Council
Common Good Fund (CGF) Application Form
Guidance Sheet**

16. Financial Need:

Notwithstanding that BOA CC are keen to see match funding and gearing of our contribution for greater benefit via this, we would also be keen to hear if applicants are struggling to obtain funding for worthy causes. In such cases, financial need for that worthy cause would result in a high score being applied to the application. Hence if this applies in this case, please provide additional information here. Applications will be scored against this criteria on a sliding scale from 1 to 5, where 1 represents low need for support for worthy causes which cannot obtain funding, and 5 represents a high need. NOTE: in this case it is expected that applicants are able to demonstrate that they have attempted to obtain funding from other sources and have exhausted such options.

17. Please provide a supporting statement including any further relevant information which you think helps your application and will assist BOA CC to assess it fairly:

This last question allows applicants the option of providing a further supporting statement if necessary to further make the case for support for the project for which funding is being sought. In this section consider any aspects which have not been sufficiently detailed in the rest of this form, or any special circumstances of which BOA CC should be made aware before making their recommendation to the Provost's Panel.