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| **Common Good Fund – Community projects**  **Small Grant Application Form** | |
| **Project to be delivered** |  |
| **Name of organisation** |  |
| **Contact for this application:** |  |
| **Position in Organisation:** |  |
| **Confirm current number of Board / Committee Members** |  |
| **Address** |  |
| **Telephone & e-mail:** |  |

**Town**

Which fund are you applying to (please tick):

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| Armadale |  |
| Bathgate |  |
| Linlithgow |  |
| Whitburn |  |

Please be aware that projects must be within the old burgh boundary as shown in the guidance and may not correspond to the town as it is today.

**Priorities**

Projects will be required to address identified local needs and demonstrate the alignment within the four eligible areas. Community need will be assessed as part of the application process. These should align to one or more of the Council’s key eight priorities, within the context of local priorities.

The council priorities are listed below:

1. Improving attainment and positive destinations for school children
2. Minimising poverty, the cycle of deprivation and promoting equality
3. Delivering positive outcomes and early interventions for early years
4. Improving the quality of life for older people
5. Delivering positive outcomes on health
6. Improving the employment position in West Lothian
7. Reducing crime and improving community safety
8. Protecting the built and natural environment

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| **PROJECT SUMMARY.** This should provide an overview of the project; who / what will be supported, where and how; the change(s) this will make; and how this contributes to the priority identified. If you project delivers several pieces of work please detail separately these below (you should also to break down the costs in the relevant section). It is possible that parts of the application will be supported and others not; breaking the project down will make it clearer and easier to assess.  *Maximum of 750 words, using bullet points and headings to make it as easy for the panel to understand as possible. Anything over this limit will not be considered.* |
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| How does your project address one or more of the Council priorities listed? Which one(s). |
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| **EVIDENCE OF NEED.** What evidence is there that your project is needed? It is important to show that you have identified the need for your project, e.g. letters of support, or local survey,  *Maximum of 300 words, using bullet points and headings to make it as easy for the panel to understand as possible. Anything over this limit will not be considered.* |
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| **How will you measure success?**  Measurables (indicators)that help determine if you are achieving or have achieved your outcomes e.g. number of course participants moving into work)  You should show what systems are in place to record and monitor activities, outcomes etc to evidence how you are reaching your target group? | | | |
| **1** | **Measurable (indicator)** | **number, %, other** | **How will you evidence (i.e. systems, attendance records/questionnaire etc.)** |
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| **COSTS (**Please include all relevant resources that contribute to the delivery of the project e.g. staff, equipment, capital costs) | | | | |
| Total budget (This should be the total cost of your project including all relevant costs, i.e. other external funding, your own funding etc.) | | | £ | |
| Please list the other sources of funding (i.e. lottery/trust/own finances): | | | £ | |
| Total amount you are applying for | | | £ | |
| Total percentage of overall cost being requested | | | % | |
| Please break down the cost of the service in more detail. | | | | |
| **Item of expenditure** | **Total cost of item** | **Council contribution** | | **How would this be evidenced? (i.e. invoice, payslip, bank statement, accounts)** |
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| **Total** |  |  | |  |

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| **Project Management, Legal Requirements and Sustainability (This may not apply to all projects but is likely to for capital works in particular** |
| **Does the project comply with relevant statutory legislation**?  Procurement, Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) Building Warrant, and any other legal requirements that are specific to individual projects. All projects will need to comply with all relevant statutory legislation relating to project implementation. Further information may be required from organisations prior to any offer of grant award being made  **Project Management**  Describe how your project will be managed and administered, including for example design and plans, procurements and implementation, public liability, ongoing maintenance etc.  This should also include a commitment to completing and returning relevant project monitoring information, as specified within the associated guidance.  **Sustainability**  If applicable please show what consideration you have given to how your work might be made sustainable beyond the end of the funding.  This could be through identified alternative sources of funding, i.e. lottery funding or by developing a social enterprise model with a view to increasing or developing clear income streams going forward or for capital works maintenance of a site after work completed.  *Maximum of 200 words, using bullet points and headings to make as easy for the panel to understand as possible. Anything over this limit will not be considered.* |
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| **Supporting information** (please provide copies of the following along with your application. This is a required part of the application and **MUST** be submitted for you application to be considered). | |
| Memorandum of Association or Constitution |  |
| List of current Board / Committee members |  |
| The most recent audited or independently examined accounts where applicable or annual accounts. |  |

**Please do not include any additional documentation not requested above, for example Annual Reports etc.**

**Privacy Notice for Common Good Fund Community Projects**

**Information held about you**

As part of the funding arrangements for this programme evidence of eligibility and information must be collected. We also need to keep information on your progress throughout the application process.

West Lothian Council will collect personal information about you. Some or all of the following information will be held by West Lothian Council.

* Name of the group
* Contact details of contact person; name, position in the group, address, telephone and e-mail address.
* Copies of group documents;
  + List of committee members/directors list- Annual Accounts
  + Memorandum of Association or Constitution
  + Bank Statements / Bank Details
  + Invoices
  + Payslips

**Who is processing my data?**

All personal information is held and processed by West Lothian Council in accordance with data protection law.

**How will we use information we hold about you?**

Your data will be used to:

* Assess and progress your application
* Contact you regarding the Common Good Fund Community Project
* To contact you regarding information that may be relevant to you.
* To contact you for feedback regarding the quality of services provided to you.

**Who will we share your information with?**

* We will share your information with internal West Lothian Council colleagues in services such as; Central Admin, Financial Management Unit, as required to carry out your request.
* We will also share your information with the assessment panel made up of West Lothian Council officers and external third sector representatives as mentioned in the application guidance.
* We may discuss your application with West Lothian Council colleagues in services relevant to your application.

**How long do we keep your records?**

We will endeavour to keep your information accurate and up-to-date, and to update or remove the data upon request by you. The council will only keep your information for a maximum of seven years from the end of the project. After this time personal information will be securely destroyed.

**Your rights**

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased.

To request your records, you will need to put your request in writing and provide proof of identification to Doulas Grierson, Community Wealth Building Team, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – [Douglas.Grierson@Westlothian.gov.uk](mailto:Douglas.Grierson@Westlothian.gov.uk)

**Providing accurate information**

It is important that we hold accurate and up to date information about you in order to provide evidence of eligibility for the particular funding you are applying for. We also need to keep information on your progress throughout the application process. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

**Further information**

If you have any questions or concerns about how your information is used, please contact Doulas Grierson, Community Wealth Building Team, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, Email – [Douglas.Grierson@Westlothian.gov.uk](mailto:Douglas.Grierson@Westlothian.gov.uk)

You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, Email: [dpo@westlothian.gov.uk](mailto:dpo@westlothian.gov.uk)

More information about data protection and how it applies to you, including how to complain about how your information is being used, is available from the [Information Commissioner's Office](https://ico.org.uk/)

**Who is responsible for my information?**

All personal information is held and processed by West Lothian Council in accordance with the Data Protection Act 2018. For information on the role of Data Controller, Data Protection Officer and Contact Details for the council, please refer to the ‘Data Protection and Privacy’ page of the council’s website:

<https://intranet.westlothian.gov.uk/article/36236/General-Data-Protection-Regulation-GDPR>

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| **Declaration** | | |
| I confirm that I am authorised to submit this application on behalf of my Organisation’s Board of Trustees / Committee. I also confirm that all inforrmation given is accurate and that, if awarded funding the group will comply with West Lothian Council Conditions of Grant funding.  I consent to West Lothian Council processing my personal data for the purposes of: | | |
|  | Application to the Common Good Fund Community Project & Monitoring of the grant if awarded. | |
|  | To provide you with updates on the progress of your application. | |
|  | Contact you to pass on information that may be relevant to you. | |
|  | Contact you for feedback on quality of services provided to you. | |
| **Name** | |  |
| **Position** | |  |
| **Organisation** | |  |
| **Date** | |  |