



Community Council/ Neighbourhood Representative Structures Special Project Fund

Application For Grant Aid

Quick Reference Details (For Office use Only)	
Name of Applicant/Group	
Grant Requested	
Grant Recommended	
Grant Awarded	
Date Cheque Sent	

GRANT FUND: COMMUNITY COUNCIL NEIGHBOURHOOD REPRESENTATIVE STRUCTURES SPECIAL PROJECT FUND

Purpose: To encourage the development of innovative projects designed to promote community activity and involvement in community areas.

Who can apply?: Community Councils established under the Dundee City Council Scheme For The Operation Of Community Councils.

An association of Community Councils acting on behalf of several or all Dundee Community Councils.

Recognised Neighbourhood Representative Structures.

What will grants be given for?: Additional costs associated with the development of innovative projects including:

- Consultation with communities to quantify and prioritise issues.
- Initiatives leading to action at a community level.
- One-off events or activities designed to promote community-wide involvement in matters affecting community council areas.

Grants awarded will not exceed £500 to meet any or all of the above costs within one application or within the course of one financial year.

Exclusions: Funding will not be available for building related works or long term/full time staff costs.

How to apply

The Department's "Application for Grant Aid" should be completed. One copy of the completed form should be returned to the office which issued it and one retained by the applicant.

All applications will need to be considered by the Leisure & Communities Department Committee which meets monthly throughout the year except July.

Applications should therefore be submitted at least two months in advance of the time when the grant will be needed.

Advice to applicants

When completing the application form and describing the programme, it is important to describe:

- Who is to be involved.
- What the project is trying to achieve.
- How this will be done.
- What will show if it is successful.

Most applications will be the subject of an assessment meeting with a member of staff.

- Applicants should be prepared to discuss:
- The organisation of the project.
- The arrangements for handling and accounting for any money associated with the project.

What are the costs of your Project, and how much grant aid are you requesting?

Cost Heading	Full Cost	Grant Aid
TOTAL		

How will you pay for the remainder of your costs not covered by the grant?

Source of Funding	£	p
TOTAL		

What documents are you attaching to this application?
(eg statement of accounts, projected income and expenditure)

Signature of Applicant _____ Date _____

Name (please print) _____ Position in Organisation _____

Please Return This Form To: John Hosie
Community Regeneration and Health Manager
Mitchell Street Centre
Mitchell Street
DUNDEE
DD2 2LJ

Tel. 01382 435856