



The Community Council of the Royal Burgh of Dunbar

DUNBAR COMMUNITY COUNCIL **LOCAL PRIORITIES GRANT** APPLICATION

Guidance Notes on Local Priorities Funding

The Local Priorities Fund is a limited source of funding made available to Dunbar Community Council (DCC) from East Lothian Council on an annual basis. The Community Council uses part of the fund to cover the cost of its own community projects, including awards. Dunbar Civic Week and Dunbar Christmas Lights, both of which are run by sub-committees of Dunbar Community Council, are also funded annually.

The remainder of the fund, which is estimated at about £5,000 pa, is used to make small grant awards to local groups active in any of the three DCC priority areas:

- Economic development and/or the environmental enhancement of our town
- Promotion of our town and our community to the wider world
- Supporting, encouraging or promoting participation in community life

Grants will vary up to £500, although in very exceptional circumstances, the grant awarded may exceed the maximum. Grants will not be made to support projects that have ongoing revenue or maintenance demands that cannot be met.

Applicants should use this downloadable form and make their submission at any time. Applications received by the Treasurer by the first Friday of the month will be considered by the Community Council at its meeting that same month (normally on the third Monday). Decisions will be communicated to applicants following Community Council meetings. *In exceptional circumstances, an application may be considered upon receipt but applicants should not rely upon this. Well documented and timely applications are welcome.*

Those applicant bodies that accept a financial award will be asked to acknowledge the grant where appropriate and the DCC will publish information on the project, and award made, via its website and other media.



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Please refer to the Guidance Notes before completing this application.

Applicant Details

Name of Organisation		
Contact Name + Position		
Contact Address		
Contact telephone number		
Email		
Web Address (if you have one)		
Bank Account Details <i>(these will be used to make a BACS transfer to successful applicants)</i>	A/C Name:	
	A/C No:	
	Sort Code:	

About your organisation – please tell us about your group and what it does.

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About your project – please tell us what the grant is going to be used for and when.

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What is the total cost of the project? £

How much are you applying to DCC Local Priorities for? £

NB If the grant is going towards the purchase of goods or services, evidence of the cost, eg. a price list or estimate, must be sent with the application.

Is a request also being made to another funding source? Yes/No

If Yes, please give details of the other organisations that have been approached, and state how much has been requested from them.

What contribution is your organisation itself making to the total cost of the project, in cash and/or volunteering input?

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What, if any, are the ongoing revenue or maintenance demands of your project and how will they be met?

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If there is any further information you would like to add in support of your application, please feel free to submit this to us with your application.

Main Contact Signature_____ Date_____

**If you need help to complete this form, please email your query to:
treasurer@dunbarcommunitycouncil.org.uk**

**Completed application forms should be emailed to:
treasurer@dunbarcommunitycouncil.org.uk**