



# Byres Road Public Realm Grant

## APPLICATION FORM 2014/15

### 1.0 ORGANISATION DETAILS

#### 1.1 Name, address and contact details of your Group/Organisation/Initiative

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_

Email/Website \_\_\_\_\_

#### 1.2 Details of main contact person (for this application)

Name: \_\_\_\_\_

Position in organisation (e.g. Chairperson): \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

Phone: \_\_\_\_\_

Email/Website \_\_\_\_\_

#### 1.3 Registration Details: Please provide the following registration numbers or tick N/A if not applicable

Charity Registration No: \_\_\_\_\_ N/A

Care Commission Registration No \_\_\_\_\_ N/A

**2.0 YOUR PROPOSAL**

**2.1 Location (including post code) and description of site for proposed improvement or a location plan of the site.**

**2.2 Who is the site landowner/developer?**

**2.3 Has a formal agreement been finalised with the landowner/developer or permission granted to improve the site?**

Yes       No       Under discussion

**If yes, what period of time does the agreement cover? Please submit a copy of the written agreement with the application form as funding cannot be released without it.**

**If still to finalise, when do you expect final agreement?**

**2.4 Describe what you want to do the identified site. Please include:**

**1. What are your plans for the site?** *e.g. event space, play space, pop up park, green gym/outdoor exercise*

**2. Why?**

**3. What will the benefits be as a result of this work?** *E.g. community interaction, volunteering, training, health and wellbeing, capacity building, employability, etc.*

**4. Plans, if applicable, for the site**

2.5 List all partners/groups involved in your initiative.

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2.6 How will your initiative be managed and by whom?

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**3.0 PROPOSAL INFORMATION**

3.1 What is the anticipated total cost of your proposal?

Total cost      £ \_\_\_\_\_

3.2 What level of assistance are you applying for from the Byres Road Action Plan?

Amount Requested      £ \_\_\_\_\_

3.3 Please provide a full breakdown of how the Byres Road Action Plan will be spent if awarded. Please note you may be required to provide quotes for some items.

Item/ description	Supplier	Quantity	Cost £

3.4 Please detail any other funding assistance secured or applied for from other sources in relation to your proposal.

Source of funds already approved	Amount Awarded	Itemised breakdown of expenditure/materials	Cost £
<b><u>Total additional funding confirmed</u></b>	<b>Cost £</b>		
Source of other funds <u>being sought</u>	Amount Requested	Itemised breakdown of expenditure/materials	Date when decision will be known

3.5 Will the proposal benefit from any 'in kind' support either from your own organisation or another?

Yes  No

If yes, please provide details of the contribution including, where possible, the monetary value of such

Cost £
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3.6 Do you have adequate insurance cover for this proposal e.g. public liability?

Yes  No  Not applicable

If no, or not applicable please indicate why.

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3.7 Do you have Planning Permission for this proposal?

Yes  No  Not applicable

If no, or not applicable please indicate why.

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3.8 If approved, what is the estimated start and finish dates for completion of works.

Start Date \_\_\_\_\_

Finish Date \_\_\_\_\_

#### 4.0 FUTURE MAINTENANCE

This is an important and integral part of the application and will be considered accordingly when assessing the application. Please provide a copy of your outline maintenance schedule with the application.

4.1 What will the ongoing physical maintenance requirements be?

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4.2 Who will be responsible for ensuring the maintenance takes place/ oversee it?

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4.3 Who will carry out the actual maintenance work?

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## 5.0 PROPOSAL CHECK LIST

In order to ensure that your proposal is processed, please take a few moments to read this checklist to ensure that you have included all relevant information.

### APPLICATIONS CANNOT BE PROCESSED WITHOUT THE RELEVANT SUPPORTING DOCUMENTATION

Have you enclosed all other supporting documentation:  
Plans or Proposals and location plan if applicable  
Maintenance Schedule?

Formal Agreement /lease with landowner/developer?

Have you completed each question and clearly marked "N/A" beside any question that is not relevant or applicable?

Have you given a daytime contact number in case we need to contact you about your proposal?

Have you indicated the amount of assistance you are requesting?

Have you listed all grants received, or applied for by your organisation in relation to this proposal?

Have you read the declaration and then signed and dated the application form?

## 6.0 DECLARATION

Political neutrality. To enable the Council to comply with the provisions of the Local Government Act 1986 (as amended), the Organisation/Individual must give a positive assurance that its activities do not involve publicity which promotes or poses a view on a question of political controversy which is identifiable as the view of one political party.
I confirm that the information set out in this Funding Proposal Form, any appendices and any enclosed accompanying documents are correct.
I confirm that if a grant is awarded on the basis of this Funding Proposal Form, the funds will be used in accordance with the purposes set out in this proposal.
I confirm that if there are any significant changes to the proposal or the project/initiative, Glasgow City Council's Development and Regeneration Services will be informed immediately.
I confirm that the organisation will comply with any monitoring and evaluation requirements as required by Glasgow City Council.
<p>Any funding awarded to the organisation on the basis of this Funding Proposal Form will be subject to Standard Terms and Conditions of grant. Where the organisation provides any personal data (as defined in the Data Protection Act 1998) to the Council in connection with its funding proposal or in the course of reporting progress on the Project to the Council, the Council will use that personal data for purposes of assessing the proposal and ensuring the Organisation's compliance with these conditions. It may share that personal data with other regulators (including the Council's and Organisation's external auditors, HRMC and law enforcement agencies) as well as with the Council's Elected Members. The personal data may be checked with other Council Services for accuracy, to prevent or detect fraud or maximise the Council's revenues. It may be shared with other public bodies for the same purposes. The Organisation undertakes to ensure that all persons whose personal data are (or are to be) disclosed to the Council are duly notified of this fact.</p> <p>Where the organisation processes (or will process) personal data (as defined in the Data Protection Act 1998), it hereby confirms that it has (or will acquire) a valid Notification with the Information Commissioner covering its processing of personal data, including in that Notification the disclosure of personal data to the Council. This requirement shall not apply if the Organisation is, by virtue of the Data Protection (notification and Notification Fees) Regulations 2000 as amended, exempt from the requirement to notify.</p> <p>I give assurance that the organisation's activities do not promote or oppose a view on a question of political controversy which is identifiable as the view of one political party.</p>

**Please note: the Application Form must be signed by an Office Bearer e.g. Chairperson of the Management Committee.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Position in Organisation /Group**

Completed Application Forms should be returned **by post** to:

Byres Road Action Plan  
c/o Planning Neighbourhoods  
DRS Glasgow City Council  
231 George Street  
Glasgow G1 1RX

or email: [byresroadactionplan@glasgow.gov.uk](mailto:byresroadactionplan@glasgow.gov.uk)