

BARRAS STALLED SPACES APPLICATION FORM

Please read the Application Guidance notes carefully and in full before you complete your application form.

1. ORGANISATION DETAILS

(Please refer to Guidelines Section 1.0 for further information and clarification)

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

Name	
Address	
Postcode	
Phone No.	
E mail/Website	
Number of members	

1.2 Details of main contact person (for this application)

Name	
Position in organisation (e.g. Chairperson)	
Address (if different from above)	
Phone No.	
E mail/Website	

1.3 What are the main aims/objectives/activities of your organisation?

1.4 Registration Details: Please provide the following registration numbers or \checkmark N/A if not applicable	
Charity Registration No.	N/A <input type="checkbox"/>
Care Commission Registration No	N/A <input type="checkbox"/>
Member of Protection of Vulnerable Groups Scheme?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
1.5 How is your organisation currently funded? Please indicate which type of accounts your organisation will provide as per section 6 of the guidance. These will be required if your project is successful, at the Final Monitor.	
1.6 Please indicate the balance in your organisations bank account(s) at the time of application and commitments to be met from it in the current financial year.	
Balance	£
Commitments	£
Details	
1.7 What is the total amount of funding your organisation has received from the Council in the current financial year.	
£	
Purpose of this funding	
2.0 PROPOSAL	
(Please refer to Guidelines Section 2.0 for further information and clarification)	
2.1 Which priority area in the Barras Market does your development proposal cover?	
<input type="checkbox"/>	Land earmarked for development but stalled
<input type="checkbox"/>	Under utilised open space
<input type="checkbox"/>	Elevations of buildings or shopfronts visible from a street
<input type="checkbox"/>	Streets or other public spaces
<input type="checkbox"/>	Non site-based activities (marketing and events) that promote the Barras market

2.2 Location (including post code) and description of site for proposed improvement. Please also provide a location plan of the site and if possible, a photograph.

2.3 Who is the site landowner/developer? If you are unsure of this or need help to find out please contact Stalled Spaces at stalledspaces@glasgow.gov.uk

2.4 Has a formal agreement been finalised with the landowner/developer or permission granted to improve the site? If successful, we will require a copy of the agreement for our records.

Yes

No

Under discussion

If yes, what period of time does the agreement cover?

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

2.5 Describe your proposal in detail. Please include:

1. What your plans are. (examples - temporary arts projects, pop up sculpture, outdoor education, event space, play space, pop up park, green gym/outdoor exercise, wild flower meadow, raised beds/growing space)

2. Why you want to undertake these activities. And -

3. What the intended impacts / benefits are. (examples community interaction, volunteering, training, health and wellbeing, capacity building, employability, etc. Please refer to guidance document for more detail)

2.6 Community Engagement – Please describe the community engagement efforts that have been part of the project. How have you involved or intend to involve the immediate/ wider community or community of interest in the design, implementation and operation of the proposed project. Also explain how you will evidence community engagement and project/volunteer impact. Refer to the guidance document for more detail.

2.7 List all partners/groups involved in your initiative. And explain the nature of their involvement – funding, design or other support

3.4 Please detail funding assistance secured or applied for from other sources in relation to your proposal. If funding has been secured from other funders please attach an approval letter/funding document.

Agency / Source of funds already approved	Amount awarded (£)	Contact details for your Grant funding contact
Total additional funding confirmed	£	

Agency / Source of funds being sought	Amount requested (£)	Contact details for your Grant funding contact	Date when decision will be known
Total additional funding sought	£		

3.5 Will the proposal benefit from any 'in kind' support either from your own organisation or another?
(Please see section 3.5 of Guidance notes for further information)

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

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

Source of 'in-kind' support	Details of the proposed support – Volunteer hours, etc.	Monetary Value (£)
Total Value		£

3.6 Do you have adequate insurance cover for this proposal e.g. public liability? If successful, we will require proof of insurance coverage

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	Under discussion

If no, or under discussion please indicate why. (Please see section 3.6 of guidance notes for further information)

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3.7 If approved, what is the estimated start and finish dates for completion of works. Please note Stalled Spaces funding must be spent by end of financial year (March)

Start Date

Finish Date

4.0 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 proposed maintenance schedule with the application.

4.1 What will the ongoing physical maintenance requirements be?

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

4.3 Who will carry out the actual maintenance work?

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. Please refer to the guidelines for further information on requirements.

APPLICATIONS CANNOT BE PROCESSED WITHOUT THE RELEVANT SUPPORTING DOCUMENTATION

Have you enclosed the necessary financial statements

	Current Bank Statement
	Audited or certified accounts or statement of expenditure

Have you enclosed all other supporting documentation

	Constitution or other governing body document
	Map highlighting location of the site (Google Maps or other)
	Maintenance Schedule
	Formal Agreement /lease with landowner/developer
	Proof of insurance and liability coverage for the project
	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
	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.

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.

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. 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.

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 and supporting documents should be emailed to:

stalledspaces@glasgow.gov.uk