How Does It All Work?

# Duneaton Community Council (DCC) grant process



1. Have your idea!
2. Check it meets the criteria – if you’re not sure, ask a DCC member. As long as it benefits the community, pretty much anything goes. Organisations and individuals can only apply once every 12 months, so you may want to combine several small items into one large request.
3. Download the relevant short application form and complete it.
4. Email your completed form to any DCC member, who will then send it out to the rest of the group. This is the preferred application method. However, if you have to use paper then please send the completed form to the Treasurer: Anne Jefferies, Wandel House, Abington, Biggar, ML12 6RP.
5. The DCC will discuss applications via email and formally approve or reject them at the following Council meeting (unless the application has been received at the last minute).
6. You will be notified of the Council’s decision by Anne Jefferies, Treasurer.



1. Assuming you are successful, you will be asked to sign a form stating that you accept the terms and conditions (basically you’ll spend the money on what you said you’d use it for within 6 months, you’ll provide receipts, you’ll give back any extra if applicable etc). Other conditions may apply to ensure the community benefits, for example ‘a concert must be held in the DCC area’.
2. You’ll then be given a cheque. Copies of signed paperwork will be given to you shortly afterwards so that you have them for your records.
3. Once you’ve spent the grant money, you’ll need to provide the proof requested by the DCC (normally receipts).

Please be aware that the DCC publicises grants via Facebook, online and via other communication methods. The aim is to be open regarding who is benefitting from these grants, and hopefully sharing these success stories will give other people ideas and encourage them to participate.

If you have any other questions about the grants please contact Anne Jefferies [missannejefferies@gmail.com](mailto:missannejefferies@gmail.com).