



University  
of Glasgow

## University of Glasgow Dumfries Civic Grant Fund

### Guidance Note

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*This guidance note provides information for those interested in applying to 'The University of Glasgow Dumfries Civic Grant Fund' – where University of Glasgow funding will be made available to support projects or initiatives that can deliver civic and social benefits within Dumfries and the surrounding community.*

*The money will be used to make a positive civic impact for those living, working and learning in Dumfries and help community projects undertaking activities in the town.*

#### **1. What is the purpose of the University of Glasgow Dumfries Civic Grant Fund?**

Through this initiative, the University will invest up to £5,000 per application into projects that will make a positive community, civic or social impact.

#### **2. University of Glasgow Dumfries Civic Grant Fund – Open for Applications**

We want to help support the excellent work of volunteers, local community groups, small businesses, and other organisations to continue/develop their work to make a positive difference in their community.

**The first round of the University of Glasgow Dumfries Civic Grant Fund is now open for applications and closes at Midnight on Sunday 14<sup>th</sup> June 2026. A minimum of £1000 to a maximum of £5,000 can be awarded for each successful project under the University of Glasgow Dumfries Civic Grant Fund.**

#### **3. How to Apply**

If you have a project idea or initiative which you think meets the purpose and eligibility criteria, **please download and complete an application form** for the University of Glasgow Dumfries Civic Grant Fund and email your completed form to [DumfriesCivicFund@Glasgow.ac.uk](mailto:DumfriesCivicFund@Glasgow.ac.uk)

If you require assistance with your application or would like to discuss what support we may be able to offer to help you in writing your proposal, please contact the team at [DumfriesCivicFund@Glasgow.ac.uk](mailto:DumfriesCivicFund@Glasgow.ac.uk) or call +44 (0)1387 702001.

#### **4. How much funding is available?**

**A minimum of £1000 to a maximum of £5,000 can be awarded for each successful project under the University of Glasgow Dumfries Civic Grant Fund.**

## 5. Who Can Apply - Eligibility Criteria

- i) **Applicant organisations should have an annual revenue below £250,000 (can be calculated as an average across financial years 2022-2023, 2023-2024, and 2024-25).** Applicants may be asked to provide evidence of their financial revenues during the application and due diligence process.

**Applications will be accepted from organisations and groups (based in and running projects within) the Dumfries town boundary.** Organisations, not based in the town boundary, but whose project activities spill into the town will also be accepted. It is acceptable for projects to extend beyond these postcodes to have a wider reach.

- ii) It is our expectation, outwith exceptional circumstances with good reason (and with agreement from the University's Economic Development Team), that projects are capable of completion within 6 months from when the grant award decision has been communicated to the applicant.
- iii) **Projects must be capable of aligning with, or contributing to, one or more of the Sustainable Development Goals (SDG) listed in the online application form.** If you are unsure of how your project might meet this requirement, please contact the team at [DumfriesCivicFund@Glasgow.ac.uk](mailto:DumfriesCivicFund@Glasgow.ac.uk) or call +44 (0)1387 702001.

These projects may be new ideas, or opportunities to expand existing community projects – in this case funds may be sought to increase the scope, coverage, duration, and impact of already existing initiatives.

We will consider being a part-funder alongside other organisations. However, the University of Glasgow will require to see evidence of other parties' funding being in place *before* issuing our own funding award and may withdraw a funding offer should this evidence not be provided. Whilst such collaborations are welcomed, the University would only transfer a grant to one organisation. The organisation receiving the grant would then be responsible for passing on money to any project partner organisation.

## 6. What sorts of projects would be funded?

We are looking for project proposals from a broad range of ideas that can lead to tangible social, civic, sustainable skill development or community benefit to those within Dumfries.

Example proposals may cover any of the following – **non exhaustive** – sorts of initiatives:

- Equality, Diversity & Inclusion focused initiatives
- Health, Wellbeing and Fitness / Sport

- Sustainability and climate change
- Food poverty
- Arts, heritage, and culture
- Education, and outreach
- Finance / debt advice
- Any group set up to represent underrepresented groups in society or special interest groups (examples of such groups might include, but not limited to, multi-cultural groups, women's groups, men's mental health groups, LGBTQ+ youth groups)
- Community spaces

#### **7. How many grants can I apply for at any one time?**

**Applicants can only apply for (and be in receipt of) one University of Glasgow Dumfries Civic Grant Fund award at a time.** However, organisations or individuals (only if they are applying on behalf of a wider community group or organisation) are welcome to apply more than once.

That is, you can reapply if you have an unsuccessful application or when a University of Glasgow Dumfries Civic Grant Fund funded project is complete.

#### **8. Application Decision Process – Who will decide which applications are funded?**

Each application will be screened by University staff to confirm all mandatory information is included and to ensure applications meet each of the required eligibility criteria (Section 5).

Eligible applications will then be assessed by a panel including representatives from University of Glasgow, local partners, community and business organisations within Dumfries. The panel led by the Economic Development team, reports to the Community Engagement & Skills Working Group and University's Economic Development Board.

**Application forms that fail to meet the eligibility criteria will not be assessed further.** It is therefore essential to ensure that your project or proposal meets the eligibility criteria before submitting your application.

#### **9. When will applicants hear back?**

We will aim to turn applications around within 6 weeks of submission.

#### **10. Projects that will not be funded**

- Day-to-day running costs, e.g., administration, rent, building maintenance, subsistence.
- Statutory bodies (however, Schools with community focussed proposals or for example PTA initiatives are in scope).
- Proposals for staff costs / staff time where this is not specifically for the project in question.

- For-profit organisations.
- Individuals (unless in exceptional circumstances and/or if they are applying on behalf of a wider community group or organisation).
- Initiatives for the sole promotion of philosophical beliefs.
- Projects that cannot provide evidence of a bank account.
- Organisations deemed to be in severe financial difficulty or jeopardy.
- Applications will not be accepted from University of Glasgow staff, however if they are participating in a project by a community organisation/group within the project boundary, the organisation can apply for the Fund.
- Any project which is determined by the University to be inconsistent with its values or demonstrates an unwillingness to engage in the Fund process. The values can be found at <https://www.gla.ac.uk/explore/strategy/values/>.

## 11. Successful applicants: Grant Award Letter – Terms & Conditions

Following the evaluation process and decision, the University of Glasgow will notify applicants of the outcome in writing. **For successful applications, a Grant Award Letter will be provided by the University of Glasgow – and the value of grant funding will be agreed through the applicant’s signing of this Grant Award Letter. These should be signed and returned to us within 30 days.** The applicant will need to ensure compliance with conditions contained in the Grant Award Letter. You can find a copy of the Grant Award Letter outlining the terms and conditions on the University of Glasgow Dumfries Civic Grant Fund webpage.

In the event an applicant refuses to agree to the terms of the Grant Award Letter or unduly delays the process of signing and returning these documents, **the University of Glasgow reserves the right to withdraw the Grant Award Letter.** The application will then be rejected or disqualified from the process. The University of Glasgow will not be responsible for, nor will we make any commitment in respect of, costs that you may incur prior to the signature of any Grant Award Letter.

## 12. Project Review Meetings

Successful applicants to the **University of Glasgow Dumfries Civic Grant Fund** will be expected to attend 3 meetings throughout the project duration:

**Inception:** An introductory meeting and information session.

**Midpoint:** The meeting will assess the stage the project is at and gain insight if it is on track for completion.

**Close:** Gather feedback on the processes and expectations of the University of Glasgow Dumfries Civic Grant Fund and assess how successful the projects were. Organisations will be expected to provide evidence of their projects in the form of photographs/and or videos and complete a short end of project report form.

Payment schedules will be discussed and agreed between both parties at the inception meeting. As a rule, the payment schedule for the **University of Glasgow Dumfries Civic Grant Fund will be in full after completion of the inception meeting.** On a case-by-case basis, we can also agree in exceptional circumstances where an alternative payment schedule may be more suitable.



Meetings will be held in a mutually agreed, suitable physical location or online. It is our intention that our grant programme, including the review process, is as accommodating and as accessible as reasonably possible.

### **13. Monitoring and Evaluation**

All successful applicants will be **required to complete a short report by returning a project evaluation form at the end of their projects**. You can access the End of Project Form on the University of Glasgow Dumfries Civic Grant Fund webpage.

### **14. Requests for Alternative Formats**

If you require application materials in an alternative format, please email [DumfriesCivicFund@Glasgow.ac.uk](mailto:DumfriesCivicFund@Glasgow.ac.uk) or call +44 (0)1387 702001, or ask a friend or family member to do so for you. We can send you a printed copy of the form by post on request. If you need any help completing the form, we are happy to help. We can talk with you online, over the phone or in person (at a mutually suitable venue).