



## **INFORMATION FOR APPLICANTS ON COMMON GOOD FUNDS**

### **WHAT ARE COMMON GOOD FUNDS?**

Common Good Funds are generally made up of property (including land, buildings, investments and movable items) that belonged to the previous burghs of Scotland.

There are 17 funds in Aberdeenshire. Various common good properties and facilities generate income for these funds and the Council has a policy in place which sets out how that income can be used.

If sufficient income is available, funding can be provided for projects that benefit people living in the former burghs.

### **WHO CAN APPLY?**

- An individual
- A non-profit making, constituted group
- A partnership of various groups

### **WHO CAN'T APPLY?**

- Companies or organisations or groups that aim to make a profit

### **WHAT CAN WE FUND?**

The Council may be able to award you money if you can show that your project relates to at least one of the criteria set out in the Council's Common Good Fund Policy (see Part B) above.

Your project could combine a range of different activities but must show direct community-wide benefit.

## HOW MUCH CAN YOU GET?

The amount of funding available varies from fund to fund. You can get an indication of the level of each fund including annual income from our website at <http://www.aberdeenshire.gov.uk/communities-and-events/funding/banff-and-buchan/>

The money you request should be realistic and give value for money. The Council expects that you will also contribute something towards the project. This need not necessarily be money, but something in kind, such as time, materials, transport or use of premises. If your group has more savings than the amount of money you are applying for, you should explain to the Council what you're planning to do with this money. If you have not set aside this money for anything in particular, it is not likely that the Council will award you any funding.

You should only make one application at a time.

## WHAT CAN'T WE FUND?

- Activities promoting religious or political beliefs
- Travel costs for exchange visits or trips unless there is a wider benefit to the local community
- Administrative costs for community councils over and above their annual grant from Aberdeenshire Council
- Applications to cover an organisation's running costs or capital investments
- Applications for projects which another organisation has a legal right or duty to provide
- Projects that do not benefit the wider community
- Applications from individuals or organisations that do not live or operate within the area covered by the particular Common Good Fund
- Organisations seeking to make a profit using Common Good Funding

## HOW DO WE APPLY?

You can get an application form

- By phoning your local area office.
- In person from any Area Office
- By downloading a form at <http://www.aberdeenshire.gov.uk/communities-and-events/funding/banff-and-buchan/>

The content of this publication, or sections of it, can be made available in alternative formats or translated into other languages. Please contact your Local Area Manager for further assistance.

## WHAT DO I DO NEXT?

Make sure you complete the application form as fully as possible. If the Council has to ask for any additional information, this delays your application.

Applications will take approximately two months to process so make sure you submit your application in plenty of time. Please note that the timescale for processing a significant funding request may be much longer to enable the Council to consider the priority of the project in relation to other requests against the particular Common Good Fund.

When you submit your application for, you must also enclose the other documents required, which are:

- Most Recent Accounts (audited where possible)
- Constitution or membership documentation
- Quotes (where appropriate)

If you have any other information that you would like to submit in support of your application, please do so

## WHERE DO I SEND MY APPLICATION FORM?

You can send your application form, with the required documents to:

**The Banff and Buchan Area Manager's Office**  
**Education & Children's Services**  
**Town House**  
**34 Low Street**  
**Banff**  
**AB45 1AN**

Alternatively, you can complete your application and e-mail it with the required documents to: [banffandbuchanamo@aberdeenshire.gov.uk](mailto:banffandbuchanamo@aberdeenshire.gov.uk)

## WHAT HAPPENS NEXT?

Your application and additional documents will be checked to see if everything is complete. If your application is not complete, you will be contacted for the missing information. This may involve returning the application to you. An incomplete form will certainly cause delay so please make sure you submit everything that is needed to process the application.

Once the Council is satisfied that the application is complete, you will receive an acknowledgement of the application within five working days. This will include a reference number for the application. You should use this reference number in any correspondence with the Council relating to the application.

Your application will then be assessed and a determination will be made by the Area Manager that your application is competent in terms of the criteria set out in the Council's Common Good Policy.

Then either:

- If your application is deemed not to be competent, you will be notified of the reasons why your application is not competent. The application will not be processed further; or
- You will be notified if your application is competent and that your application will be processed further.

Competent applications will then be processed further and a decision will be made in respect of your application, either by an officer, following consultation with the relevant Members, or by the relevant Area Committee, where agreement cannot be reached

## WHAT HAPPENS ONCE A DECISION IS MADE?

You will receive a letter advising you that your application has been successful and telling you how much funding has been awarded and when it will be paid.

**You must spend the money within one year of the date on the award letter and complete an end-of project monitoring report.**

You will need to submit copies of receipts where funding is for the purchase of equipment, materials etc. prior to payment being made.

If your application is not successful, you will receive a letter advising you of the reasons why.

## YOU CAN APPLY AGAIN

Applications are welcome from groups or individuals who have received funding previously. Once you have spent your funding and you have submitted your end-of-project monitoring report, you can apply again.

Each application will be considered individually and there is no guarantee that further funding will be awarded.

If you have had an application turned down, you can also apply again. You will always be advised of the reasons why applications were not successful.

## PLEASE READ THIS SECTION CAREFULLY

**YOU MUST READ, UNDERSTAND AND ACCEPT THIS SECTION BEFORE YOU APPLY TO THE COUNCIL**

**ALL OUR DECISIONS ON APPLICATIONS ARE FINAL**

- Once funding is paid out, the Council is not committed to give you any more funding for the same project.
- The application form may not necessarily provide all the information required to make a decision on your application. The Council can ask you for additional information.
- Do not try to influence the success of your application by approaching any Council staff or Elected Members after you have submitted your application
- The Council may use your name/the name of your organisation or group in its own publicity material and may ask you to participate in a photo call
- **By signing the application form, you agree that all the information is true and that the enclosed documents are current, accurate and approved or adopted by you or your organisation or group**

## WHAT WILL THE COUNCIL DO?

The Council aims to:

- Be easy to contact for a wide range of organisations and communities, large and small, and make special efforts to give all individuals and groups the same chance to apply for funding
- Give funding that reflects the culture and ethnic origin of groups and communities across Aberdeenshire
- Be open and responsible, fair and balanced in the way we do things; and
- Offer equal opportunities in all areas of our funding.

The Council will:

- Monitor and assess what we do, to make sure that we are providing the best service we can
- Answer all questions quickly, professionally and politely
- Assess all applications against the Common Good Fund Policy Criteria; and

- Make sure that everyone who applies for funding is treated fairly

### Being Polite and Helpful

The Council aims to be efficient, polite and supportive in everything it does. We can assist you in completing your application form

### We want your Comments and Suggestions

We are committed to giving you helpful information in the best way possible. If you have any comments or suggestions about how we could do things better, please let us know.