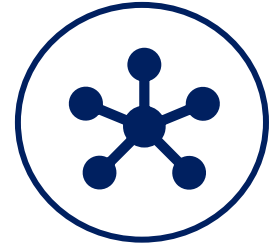


ACT 2 FORM – GROUPS / ORGANISATIONS



Application Form for Groups and Organisations

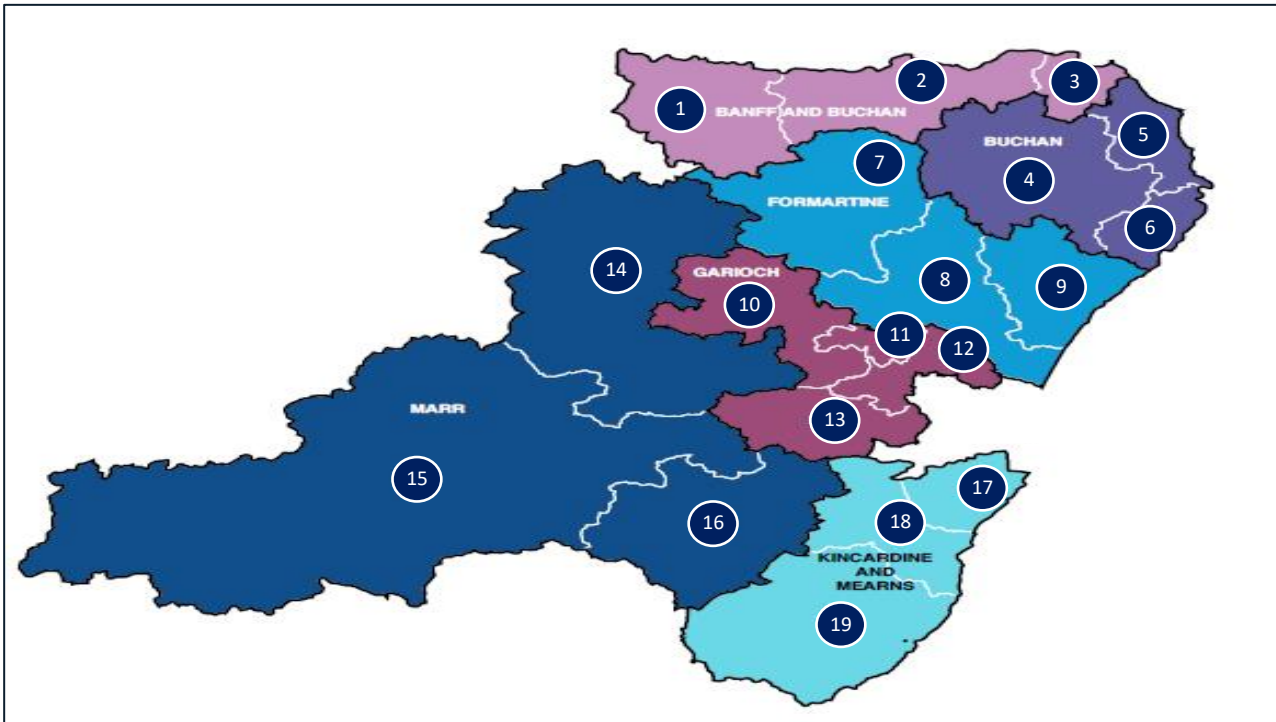
ACT2 (Aberdeenshire Charities Trust)

Registered Charity Number: SC045539

Registered Office

Aberdeenshire Council,
Woodhill House,
Westburn Road,
Aberdeen,
AB16 5GB

Areas Covered



Companies, associations and any other organisations who are based in, provide services, projects or facilities in the areas specified above, that are in keeping with the purposes detailed in the application before may apply funding.

PLEASE NOTE: You may only submit **one** application for funding from a particular ward in each financial year (from 1st of April to the 31st March the following year).

How to apply for Funding

In order to apply for funding, the application form found on page 5 of this guidance should be completed as fully and accurately as possible.

The application form details the minimum and maximum level of grant available in respect of each area and trust purpose and if there are insufficient funds to pay the full grant this may be paid in part from the funds that are available.

When you have completed your application, please submit the form to your local area manager:

BANFF AND BUCHAN	<p>Area Manager Banff and Buchan Area Office Town House 34 Low Street Banff AB45 1AN Email: banffandbuchanamo@aberdeenshire.gov.uk</p>
BUCHAN	<p>Area Manager Buchan Area Office Buchan House St. Peter Street Peterhead AB42 1QF Email: buchan@aberdeenshire.gov.uk</p>
FORMARTINE	<p>Area Manager</p>

	<p>Formartine Area Office C/O 45 Bridge Street Ellon AB41 9AA</p> <p>Email: formartineareaoffice@aberdeenshire.gov.uk</p>
GARIOCH	<p>Area Manager Garioch Area Office Gordon House Blackhall Road Inverurie AB51 3WB</p> <p>Email: garioch@aberdeenshire.gov.uk</p>
KINCARDINE AND MEARNES	<p>Area Manager Kincardine and Mearns Area Office Viewmount Arduithie Road Stonehaven AB39 2DQ</p> <p>Email: kincardineandmearns@aberdeenshire.gov.uk</p>
MARR	<p>Area Manager Marr Area Office School Road Alford AB33 8TY</p> <p>Email: marr@aberdeenshire.gov.uk</p>

Where additional information requires to be submitted in terms of your application or you wish to provide further evidence in support of your application, please ensure that this is attached to your application form. It is recommended that you also retain a copy of your application for your own records. No responsibility will be taken for items lost or delayed in the post.

A written acknowledgement will be sent to you on receipt of your application.

Validation Process

When your application is received it will be:-

- (a) Acknowledged in writing.
- (b) Validated to ensure that the information provided is accurate and that the reason for funding is in line with the trust purposes.
- (c) If it is valid the application will be presented before the trustees at the next meeting of the Trust.
- (d) If the application is rejected, the Area Manager will write to the applicant with an explanation of the outcome.

PLEASE NOTE: The final decision on the validity of an application will be taken by the Trustees in consultation with the appropriate legal and financial advisors.

We endeavour to validate each application within two weeks from the date that the application is received with the aim of providing a decision regarding the outcome of the validation process within a period of eight weeks.

Meeting of the Trust

If the application is valid, the application will be presented to the Trustees at the next meeting of the Trust. The applicant will be invited to attend the Trust meeting.

Where an application for funding is being heard at a meeting of the Trust, this meeting will not be open to the public.

Where the applicant has requested an opportunity to speak to the application in the meeting, he or she will have a permitted period of up to five minutes, or any other period as may be determined by the Chair, to speak. An appropriate period of time will be allocated whereby any of the Trustees may ask a question regarding the application.

Where the applicant does not wish to speak, the Chair will allow an appropriate period for the Trustees to ask any relevant questions that relate to the application presented.

Once all questions regarding the application have been concluded, the Trustees will discuss the application before them.

Once the application has been discussed, a decision will then be made to:

- (a) Approve the application and provide funding the applicant.
- (b) Reject the application, or,
- (c) Instruct some further action (if this is required).

PLEASE NOTE: That the Trust's decision is final and cannot be appealed.

The Area Manager will then write to the applicant within ten working days providing a formal statement of the outcome of the Hearing.

Contact for Further Information

If you require any further information about submitting an application or any further guidance regarding the process, please contact your local area manager.

ABERDEENSHIRE CHARITABLE TRUST FUND

APPLICATION FORM – GROUPS / ORGANISATIONS

SECTION 1

Please provide the name of your group or organisation that is applying for funding:

Type of group or organisation:

Registered Charity	<input type="checkbox"/>	Please also provide us with your Registered Charity Number:	
Company	<input type="checkbox"/>	Please also provide us with your Company Number:	
Voluntary	<input type="checkbox"/>		
Other	<input type="checkbox"/>		

If Other, please provide us with further details:

Does your group or organisation have a constitution?

- Yes
- No

If yes please attach a copy of your constitution to this application.

Main contact for your group or organisation:

This person should be responsible for dealing with your application as all correspondence will be sent to them.

Title _____

First Name _____

Surname _____

Position within your group or organisation (e.g. secretary) _____

Full Address for Correspondence (including postcode):

Email Address:

Contact Telephone Number:

SECTION 2

Please select the appropriate Council Ward Area and the relevant trust purpose relating to that area by ticking the appropriate box in the table below:

ABERDEENSHIRE WIDE FUNDING	
Trust Purpose	
This funding is specifically for war-wounded service personnel	
<input type="checkbox"/>	The prevention or relief of poverty.
<input type="checkbox"/>	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.
Which area do you reside in?	
<input type="checkbox"/>	Banff and Buchan
<input type="checkbox"/>	Buchan
<input type="checkbox"/>	Formartine
<input type="checkbox"/>	Garioch
<input type="checkbox"/>	Kincardine and Mearns
<input type="checkbox"/>	Marr

AREA SPECIFIC FUNDING

BANFF AND BUCHAN			
WARD 1 – BANFF AND DISTRICT Aberchirder, Banff, Portsoy and Whitehills			
Trust Purpose		Minimum Grant	Maximum Grant
<input type="checkbox"/>	The prevention or relief of poverty.	None	£2,000.00
<input type="checkbox"/>	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	None	£2,000.00
WARD 2 – TROUP Gardenstown, Macduff, Rosehearty and Sandhaven			
Trust Purpose		Minimum Grant	Maximum Grant
<input type="checkbox"/>	The prevention or relief of poverty.	None	£2,000.00
<input type="checkbox"/>	Relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	None	£2,000.00
<input type="checkbox"/>	The advancement of public participation in sport	None	£2,000.00
WARD 3 – FRASERBURGH AND DISTRICT Cairnbulg, Fraserburgh and Inverallochy			
Trust Purpose		Minimum Grant	Maximum Grant
<input type="checkbox"/>	The prevention or relief of poverty.	None	£1,000.00
<input type="checkbox"/>	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	None	£1,000.00
<input type="checkbox"/>	The advancement of education.		

	The advancement of health.	Currently no funds available.
	The advancement of community development.	
	The advancement of the arts, heritage, culture or science.	
	The advancement of public participation in sports.	
	The provision of recreational facilities, or the organization of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.	
	The advancement of environmental protection or improvement.	

BUCHAN			
WARD 4 – CENTRAL BUCHAN Fetterangus, Longside, Maud, Mintlaw, New Deer, New Pitsligo, Strichen and Stuartfield.			
Trust Purpose		Minimum Grant	Maximum Grant
<input type="checkbox"/>	The prevention or relief of poverty.	None	£1,000.00
<input type="checkbox"/>	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	None	£1,000.00
WARD 5 – PETERHEAD NORTH AND RATTRAY Crimond, St. Combs, St. Fergus and Peterhead			
Trust Purpose		Minimum Grant	Maximum Grant
<input type="checkbox"/>	The prevention or relief of poverty.	None	£1,000.00
<input type="checkbox"/>	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	None	£1,000.00

FORMARTINE			
WARD 7 – TURRIFF AND DISTRICT Cuminestown, Fyvie, Rothienorman and Turriff			
Trust Purpose		Minimum Grant	Maximum Grant
<input type="checkbox"/>	The prevention or relief of poverty.	£100.00	£1,000.00
<input type="checkbox"/>	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	£100.00	£1,000.00
WARD 8 – MID-FORMARTINE Balmedie, Oldmeldrum, Pitmedden, Potterton and Tarves			
Trust Purpose		Minimum Grant	Maximum Grant
<input type="checkbox"/>	The advancement of the arts, heritage, culture or science.	£100.00	£1,000.00
WARD 9 – ELLON AND DISTRICT Ellon and District Area			
Trust Purpose		Minimum Grant	Maximum Grant
<input type="checkbox"/>	The advancement of the arts, heritage, culture or science.	£100.00	£1,000.00

GARIOCH			
WARD 10 – WEST GARIOCH Insch and Kemnay			
Trust Purpose		Minimum Grant	Maximum Grant
<input type="checkbox"/>	The prevention or relief of poverty.	Currently no funds available.	
<input type="checkbox"/>	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.		
WARD 11 – INVERURIE AND DISTRICT Inverurie and District Area			
Trust Purpose		Minimum Grant	Maximum Grant
<input type="checkbox"/>	The prevention or relief of poverty.	£100.00	£1,000.00
<input type="checkbox"/>	Relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	£100.00	£1,000.00
WARD 12 – EAST GARIOCH Blackburn, Kintore and Newmachar			
Trust Purpose		Minimum Grant	Maximum Grant
<input type="checkbox"/>	The prevention or relief of poverty.	£100.00	£1,000.00
<input type="checkbox"/>	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	£100.00	£1,000.00

KINCARDINE AND MEARNES			
WARD 17 – NORTH KINCARDINE Newtonhill and Portlethen			
Trust Purpose		Minimum Grant	Maximum Grant
<input type="checkbox"/>	The prevention or relief of poverty.	Currently no funds available.	
<input type="checkbox"/>	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.		
WARD 18 – STONEHAVEN AND LOWER DEESIDE Drumoak and Stonehaven			
Trust Purpose		Minimum Grant	Maximum Grant
<input type="checkbox"/>	The prevention or relief of poverty.	Currently no funds available.	
<input type="checkbox"/>	Relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.		
<input type="checkbox"/>	The advancement of education.		
<input type="checkbox"/>	The advancement of health.		
<input type="checkbox"/>	The advancement of citizenship and community development.		
<input type="checkbox"/>	The advancement of the arts, heritage, culture or science.		
<input type="checkbox"/>	The advancement of public participation in sport.		
<input type="checkbox"/>	The provision of recreational facilities, or the organization of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.		
<input type="checkbox"/>	The advancement of environmental protection or improvement.		

WARD 19 – MEARNS Fettercairn, Gourdon, Inverbervie, Johnshaven, Laurencekirk and St. Cyrus			
Trust Purpose		Minimum Grant	Maximum Grant
<input type="checkbox"/>	The prevention or relief of poverty.	None	£1,000.00
<input type="checkbox"/>	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	None	£1,000.00

MARR			
WARD 14 – HUNTLY, STARTHBOGIE AND HOWE OF ALFORD Alford, Huntly and Rhynie			
Trust Purpose		Minimum Grant	Maximum Grant
<input type="checkbox"/>	The prevention or relief of poverty.	£100.00	£2,000.00
<input type="checkbox"/>	Relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	£100.00	£2,000.00
<input type="checkbox"/>	The advancement of education.	£100.00	£2,000.00
<input type="checkbox"/>	The advancement of health.	£100.00	£2,000.00
<input type="checkbox"/>	The advancement of citizenship and community development.	£100.00	£2,000.00
<input type="checkbox"/>	The advancement of the arts, heritage, culture or science.	£100.00	£2,000.00
<input type="checkbox"/>	The advancement of public participation in sport.	£100.00	£2,000.00
<input type="checkbox"/>	The provision of recreational facilities, or the organization of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.	£100.00	£2,000.00
<input type="checkbox"/>	The advancement of environmental protection or improvement.	£100.00	£2,000.00

WARD 15 – ABOYNE, UPPER DEESIDE AND DONSID Braemar, Ballater, Aboyne, Tarland and Torphins			
Trust Purpose		Minimum Grant	Maximum Grant
<input type="checkbox"/>	The prevention or relief of poverty.	Currently no funds available.	
<input type="checkbox"/>	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.		

WARD 16 – BANCHORY AND MID-DEESIDE Banchory			
Trust Purpose		Minimum Grant	Maximum Grant
<input type="checkbox"/>	The prevention or relief of poverty.	Currently no funds available.	
<input type="checkbox"/>	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.		
<input type="checkbox"/>	The advancement of the arts, heritage, culture or science.	£100.00	£1,000.00

How much money are you applying for?

Briefly describe why these funds are required? *(If the funding relates to a project, proposal or activity, please include evidence of need for this project).*

Who will the funding help and how?

Have you applied for, or do you intend applying for funds from other bodies, for the project described in this application? If so please tell us how much you have applied for, or intending to apply for.

Please provide information relating to your most recent accounts:

Year Ending		
Total Income		£
Minus Total Expenditure	-	£
Equals Surplus/Deficit for the Year	=	£
Savings (Cash, Investments, Reserves)		£

Have you previously submitted an application for funding from ACT2?

- Yes
- No

If so, please provide the following details in respect of each application you have made.

- The date of the application
- The applicable Area and Ward
- The purpose for which funding was sought
- The overall amount of funding sought
- The outcome of the decision (granted / refused / pending)

Do you propose to apply for further funding from ACT2 within this financial year?

- Yes
- No

If so, please note that you may only make **one** application for funding per ward in a financial year (1st April to 31st March the following year).

If you are successful, the award will be paid into your bank account.

Please provide us with your bank details:

Building Society/Bank Name

Name of the Account Holder

Account Number

Sort Code

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SECTION 3

If your application is valid it will be presented before the Trustees at a Trust Meeting. Please indicate whether you wish to address the Trustees regarding your application at the meeting.

- Yes, we would like to speak.
- No, we do not wish to speak.

To the best of my knowledge, the information given on this form gives a true and accurate account of my circumstances/the circumstances of the organisation, group or association (delete as appropriate).

Signed: _____

Date: _____

Name: _____

Position: _____

Data Protection Statement

Aberdeenshire Council is collecting this data in order to gather the information required to decide whether or not you are eligible for funding provided by the Aberdeenshire Charitable Trust. Where the applicant is successfully approved to receive funding, these details shall be retained until all funds have been transferred to the applicant. Once transferred, all information relating to the applicant shall be securely destroyed.

Any information and data provided to Aberdeenshire Council shall remain at all times the property of the Council and will be treated in the strictest of confidence, under the Data Protection Act 1998. All personal data acquired by the Council shall only be used for the purposes specified in this form and shall not be further processed or disclosed without your explicit consent.

The Council shall take all reasonable precautions to preserve the integrity and prevent any corruption or loss, damage or destruction of your data and information. This information and data will be retained by the Council, but neither contact nor financial details will be disclosed. Some information or data may be made available in Council Reports.

PLEASE NOTE: All applications submitted to the Trust will take up to a period of three months to process. If your application is successful, you may be asked to provide evidence of how the funding awarded has been used, if the proposed purchase, event or project is not carried out within a reasonable time or the funds have been used for another purpose then the trust may seek repayment of the full grant.