

## GUIDANCE NOTE AND CRITERIA

### PLEASE READ CAREFULLY WHEN COMPLETING YOUR APPLICATION

#### Section 1: Contact Details

Please ensure this section is completed in full and that a copy of the group's Constitution or Memorandum and Articles is attached along with a copy of the most recent independently examined accounts.

#### Section 2: Details of the Project

The Garioch Area Small Grants Fund for 2024/25 has been set at £5,000, and can be used to support the following Themes:

Theme	
Improving the appearance and maintenance of towns	£5,000
Stronger and Empowered Communities	
Healthier Communities	
Connected Communities	

These are aligned to Community Planning themes and are designed to allow applicants to take an outcome-focussed approach when planning projects and local interventions. Applicants should seek to achieve the following local outcomes as linked to one or more of these themes:

#### **Improving the Appearance and Maintenance of Towns and Villages within Garioch**

- Improve the attractiveness of Garioch as a place to live, invest, work and visit.
- Improve residents' aspirations, confidence, decision-making capacity and involvement in community life.
- Improve the physical environment and infrastructure of Garioch.

**Stronger and Empowered Communities:** Support and empower the people of Garioch to develop and deliver a vision for their local area, by delivering Place Based Community Plans, to ensure their communities are well informed, involved in decision-making and take a responsibility in delivery of local actions and priorities, to help form stronger and resilient communities through the contribution of volunteers and to enable communities feel empowered and enabled.

**Healthier Communities:** Support and empower the people of Garioch to reduce in inequalities in health outcomes between communities, to protect and support public health, community mental health and physical wellbeing and build community resilience to ensure greater community partnership working, increasing the ability of individuals and groups to influence matters affecting them and their communities and to increase participation in quality wellbeing activity.

**Connected Communities:** Support and empower the people of Garioch to reduce loneliness and social isolation, to provide active travel routes that are easy and safe

to access, to improve transport provision to healthcare and wellbeing activities, to challenge inequality, social exclusion, rural isolation, and vulnerability and provide greater opportunity to connect digitally to reduce commuting, access services and encourage commercial and social enterprise.

## **2.1 Project Plan**

Please provide details of the person/s responsible for managing the project, start and finish date, key milestones such as when the project is likely to be operational and key risks such as what will happen if additional funds cannot be secured.

## **2.2 Outcomes**

Applicants should detail the outcomes the project hopes to achieve and explain how these relate to the chosen theme or themes.

## **2.3 Community Support**

Applicants should include evidence of need and strong community support for the project.

## **2.4 Maintenance Arrangements**

Applicants should demonstrate how any maintenance arrangements will be sustained in the long term.

## **2.5 Is this a new or an existing activity?**

If this is existing activity applicants should be clear about the outcomes already achieved from the project, number of years in existence, etc.

## **2.6 How many people are likely to benefit from the project?**

Please give an indication of the number of people who will benefit from this project. If possible, applicants should seek to provide demographic information.

## **2.7 Does the project demonstrate partnership working?**

Does your project involve other groups or partners?

## **2.8 Is your project aimed specifically at any of the following protected characteristics?**

Everyone is protected by the Equality Act. Every person has one or more of the protected characteristics, so the Act protects all of us against unfair treatment.

Please indicate if your project is specifically aimed at promoting positive attitudes, equality and diversity and eliminating discrimination, harassment and victimisation in any of the nine protected characteristics.

### **Section 3: Project Costs**

Please ensure all sections are complete.

Applications can apply to a maximum of £500.

**Payment will be made retrospectively on proof of payment such as receipted invoices.** Payment will be made by BACS transfer to a group's bank account. **The money awarded must be spent, and receipts sent to the Area Manager's Office, by March 2025.**

To enable the money to be spent within the agreed timescale, the project **must** have the balance of funding in place or it will not be eligible.

#### **3.1 Funding from Area Committee**

Please give details of any Area Committee funding you have received in the past three years. Please note that if you are in receipt of, or have applied for, a grant from the Garioch Area Committee's Area Initiatives Fund in the current financial year, you are not eligible for this grant scheme in the same year.

#### **3.2 Other funding applied for:**

Please give details of other funding you have applied for. The project will not be eligible for funding if the balance is not in place.

### **Section 4: Organisation Finance:**

Please submit a copy of your most recent independently examined accounts (bank statements are not sufficient) and ensure the application is signed by one of the group's office bearers.

#### **Additional Information**

This scheme will be advertised widely by the Area Manager's Team. There is no closing date for this fund, applications will be considered on receipt.

Eligibility is limited to properly constituted groups with an annual turnover of less than £250,000 per annum. Applications which are solely or substantially for individual benefit will not be considered.

A small questionnaire will be issued twelve months from receipt of the funding to give feedback on how the monies have been spent and an opportunity to show added value or any challenges that the project/initiative may have experienced.

If any additional assistance or guidance is required, please contact:

Area Manager (Garioch)  
Gordon House  
Blackhall Road  
INVERURIE  
AB51 3WA

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