



**KINCARDINE AND MEARNAS AREA COMMITTEE BUDGET  
2018/2019**

The Area Committee has a small budget which can be used to ‘top up’ other funding sources in cases where otherwise there would be inadequate funding to allow something to happen.

The use of the budget has to be within guidelines agreed by the Council and in line with themes agreed by the Area Committee. These are listed on the reverse of this form.

To apply, please complete the form below and return it to: Area Committee Officer Karen McWilliam – [karen.mcwilliam@aberdeenshire.gov.uk](mailto:karen.mcwilliam@aberdeenshire.gov.uk)

Name:	Organisation:
Address:	
E-mail:	Telephone:
Amount requested:	Please note any deadlines:
Total Project Cost and breakdown of the costs:	
Outline of the project:	
Other available funding (note the sources):	
Other funding sought but refused:	
How will the application fit the criteria described over (please put n/a if a criteria is not applicable):	
Office use: If funding granted agree a date for monitoring and reporting of the project.	

**Criteria for the Use of the Kincardine and Mearns Area Committee Budget, agreed by Area Committee (20.03.18).**

1. The budget should be used to enable the Kincardine and Mearns Area Committee to respond to local needs by adjusting the level of Council Services within its Area and supporting projects which respond to local needs. Projects will be favourably considered if they have clear evidence of fit to the Council's Strategic Priorities, including community economic development and emerged from, or take cognisance of:
  - Community Action Plans; Settlement Plans
  - Town Centre First approach;
  - The Local Community Plan (emerging)
    - Strong Communities,
    - Wellbeing, and
    - Connecting People.
  - Community Empowerment Act– in support of the assembly of business plans; feasibility studies etc.

**See NB 1 below.**

2. Under normal circumstances the maximum payment for any one project or initiative is **£8,000.00**.
3. The Area Committee Budget should, in normal circumstances, only be used as part of the wider funding package with a maximum contribution normally being (50%) Voluntary/in kind contributions will be considered as part of the contribution of a project.
4. The use of the Area Committee Budget is open to Council Services and constituted groups who can prove that a funding package is being assembled and cannot be met from normal budgets.
5. The applicant must demonstrate that this is the final part of a wider funding package and that the money will be spent before the end of the financial year (31 March). This would not preclude an agreement in principle, earlier in the process, if that is of assistance to the applicant in attracting other funding.
6. The Area Committee Budget may **not** be used to directly fund a continuation of a service or a grant which has been stopped or reduced as a result of budget savings agreed by the Council. It can however, be used to facilitate the transfer of such service delivery or facility to the community or other third sector partner.
7. Where the funding level is in excess of £5,000.00 applicants will be asked to address the Area Committee. Applicants will be given advice on how and what to present to the Committee.
8. The Area Committee Budget will not commit the Council to recurring expenditure and if there are any employee implications, the approval of the Director of Business Services will be obtained. Any proposal that has an implication on a Council revenue or capital budget will have this clearly identified.

9. Recurring annual costs of a group or event will not be supported. The following costs will be considered on a case by case basis:
  1. Developmental costs of a new group that is being established with aims consistent with Council objectives (a)
  2. Setting up costs of a new event (a)
  3. Costs of a one off event which is consistent with Council objectives
  4. Event costs due to circumstances which could reasonably be considered as unforeseen (b) and (c)
    - (a) An application would have to provide evidence of longer term financial sustainability.
    - (b) Excludes cancellation, weather, poor planning and retrospective applications.
    - (c) An application would have to provide evidence that all other avenues have been exhausted.
10. The Fund will close at the end of December to enable the end of year financial process to progress.
11. A reporting and monitoring system is to be put in place and made available to the Area Committee.
12. All applications must be agreed by the Area Committee.
13. The Privacy Notice accompanying the application form should be retained by the applicant for information purposes.

### **For Information:**

#### **NB –**

1. You need to evidence how your project meets the criteria and priorities. Depending on the type of project, some criteria and priorities may be more relevant and some not applicable.
2. Some of the Council Priorities are clearly only pertinent to the Council  
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### **Council Priorities:**

- Support a strong, sustainable, diverse and successful economy;
- Have the best possible transport and digital links across our communities;
- Provide the best life chances for all our children and young people by raising levels of attainment and achievement;
- Work with parents and carers to support children through every stage of their development;
- Encourage active lifestyles and promote well-being with a focus on obesity and mental health;
- Have the right mix housing across all of Aberdeenshire;
- Support and delivery of Health and Social Care Strategic Plan;
- Work to reduce poverty and inequalities within our communities;
- Deliver responsible, long-term financial planning; \*
- Have the right people, in the right place, doing the right thing, at the right time; \*
- Protect our special environment, including tackling climate change by reducing greenhouse gas emissions.

# Privacy Notice

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: [dataprotection@aberdeenshire.gov.uk](mailto:dataprotection@aberdeenshire.gov.uk)

Your information is being collected to use for the following purposes:

- **To process your application to the Kincardine and Mearns Area Committee Budget**
- **To process an AP06 Form\* to allow Aberdeenshire Council to make payments to you, if and when they become due, should your application be successful.**

**\*An AP06 Form is a form used to obtain personal details to allow us to make payment e.g. name, address and bank details**

Your information is:

Being collected by Aberdeenshire Council	✓
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The Legal Basis for collecting the information is:

*Please tick all that apply*

Personal Data		Special categories of personal data	
Consent		The data subject has given explicit <b>consent</b> to the processing	
Performance of a Contract	✓	Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of <b>employment, and social security and social protection law</b>	
Legal Obligations			
Vital Interests		Processing is necessary to protect the <b>vital interests</b> of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent	

Task carried out in the Public Interest		Processing relates to personal data which are made <b>public</b> by the data subject	
Legitimate Interests <sup>1</sup>		Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity	
		Processing is necessary for reasons of <b>substantial public interest</b>	
		Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of <b>health or social care</b> or treatment, or the management of health or social care systems	
		Processing is necessary for reasons of public interest in the area of <b>public health</b>	
		Processing is necessary for archiving purposes in the <b>public interest</b> , scientific or historical research purposes or statistical purposes	

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

If the information required is not provided the application will not be progressed to the next stage and where applicable payment(s) will not be made.

Your information will be shared with the following recipients or categories of recipient:

- Kincardine and Mearns Area Committee members to consider the application.
- Kincardine and Mearns Area Office colleagues to process the application and communicate the outcome.
- Finance colleagues to process relevant forms and payment(s) as required.
- HM Revenue and Customs
- National Fraud Initiative
- Spikes Cavell

<sup>1</sup> Please see the Privacy Notice Guidance for details of limited use of this ground for processing personal data

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

N/A

The retention period for the data is:

7 years.

The following automated decision-making, including profiling, will be undertaken:

N/A

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to object, where the legal basis specified above is:
  - (i) Performance of a Public Task; or
  - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
  - (i) Consent; or
  - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.