



## KINCARDINE & MEARN'S AREA COMMITTEE BUDGET 2026 - 2027

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 must be within guidelines agreed by the Council and in line with themes agreed by the Area Committee. Please review the [Kincardine and Mearns Area Committee Budget Criteria 2026-27](#) before submitting an application.

To apply, please complete the form below and return it along with any supporting documents to:

Gemma Morrison, Area Committee Officer

[kincardineandmearns@aberdeenshire.gov.uk](mailto:kincardineandmearns@aberdeenshire.gov.uk)

SECTION 1: Applicant details	
<b>Name of Organisation:</b>	
<b>Contact Name:</b>	
<b>Address of Organisation:</b>	
<b>Organisation Email:</b>	
<b>Contact Telephone:</b>	
<b>Amount Requested:</b>	£
<b>Please note any deadlines:</b>	
<b>Tell us about your group's aims and purposes (include details of your membership and evidence that the organisation has the right level of resource, skill and capacity to deliver the project).</b>	

**Group's aims and purposes continued**

**SECTION 2: Project description and costs**

**Please provide details of the project**

**What is the total project cost?**

i.e the cost of everything related to the project, including the items or activities you are not asking us to fund

£

**Please detail below the costs of each item or activity included in your total cost above**

<b>Item / Activity</b>	<b>Cost of item / activity</b>	<b>Amount requested from Area Committee Budget</b>
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
<b>Totals:</b>	£	£

<b>Other funding available – please advise the source, amount and provide evidence</b>
<b>Other funding sought but refused</b>
<b>Previous applications to the K&amp;M Area Committee Budget (date, amount and purpose)</b>
<b>Information on any funds held which have been ring-fenced for other projects</b>
<b>SECTION 3: Project Outcomes</b>
<b>Please outline how your application meets the K&amp;M Area Committee Budget Criteria 2026/27.</b>

<b>SECTION 4: Declaration</b>	
<ul style="list-style-type: none"> <li>• I certify that the information contained in this application is correct to the best of my knowledge and that I am authorised to make the application on behalf of the above group.</li> <li>• I confirm that all bank accounts held by the group have a minimum of two active authorised signatories (who are current trustees/office bearers)</li> <li>• I understand that decisions made by the Kincardine and Mearns Area Committee are final.</li> </ul>	
<b>Authorised Signature</b>	
<b>Print name</b>	
<b>Position in Organisation</b>	
<b>Date</b>	

<b>Supporting Documentation Enclosed:</b>	<b>Submitted?</b>
Constitution or Memorandum/Articles of Association	Please select
Annual accounts (most recent year)	Please select
Bank statements (most recent 3 months)	Please select
Quotes for every cost item	Please select
Evidence of match funding	Please select
Permissions (e.g. planning)*	Please select
Photographs/plans/drawings*	Please select
<i>Others- please add as applicable</i>	

*\*If applicable*

Application and supporting documents should be emailed to:

[kincardineandmearns@aberdeenshire.gov.uk](mailto:kincardineandmearns@aberdeenshire.gov.uk)

OR

Posted to:

Kincardine and Mearns Area Team,  
Aberdeenshire Council, Viewmount, Arduthie Road, Stonehaven, AB39 2DQ

# 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	✓
--	---

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

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.

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

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.