

**MARR AREA COMMITTEE SMALL PROJECT GRANT SCHEME  
2021/22**

**APPLICATION FORM**

The Marr Area Small Project Grant Scheme is available to community organisations in the Marr Area for projects which aim to help improve local communities. Grants of up to £2,000 are available for service and community projects in Marr.

Please read the guidance note carefully before completing the application form.

**1. CONTACT DETAILS**

**Name of Organisation/Group**

**Contact Name**

**Email**

**2. DETAILS OF PROJECT**

**2.1 Project Outline**

Please provide an outline of your proposed project.

**2.2 Project Outcomes**

Is the project included in the Marr Community Plan ([20 11 26 Marr Community Plan 2019 - 22 \(ouraberdeenshire.org.uk\)](#) ) or a Community Action Plan?

Yes  No

### 2.3 Project Timescales

Please note projects must be completed by the end of February 2022 and applications must be approved prior to expenditure taking place.

Project Start Date:  Project End Date:

Please provide details of the key project milestones.

Milestone	Delivery Date

### 2.4 Project Risks

Please identify the key risks to the project and what mitigating steps can be taken. If relevant, please highlight any risks that may be relevant as a result of the ongoing restrictions in relation to Covid-19.

Risk	Mitigation

### 2.5 Maintenance Requirements

Please give details of maintenance requirements and arrangements to be put in place in respect of your project.

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## 3. SUPPORT IN THE COMMUNITY

### 3.1 Community Benefit

(a) Please provide details of who will benefit from the project and how.

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**(b)** Is the project a new or existing activity? Please provide details.

### 3.2 Partnership Working/ Community Support

Please give details of any other groups/partners that are involved in the project and/ or details of consultation with the community affected by the project and any further evidence of community support.

### 4. PROJECT COSTS

Total Cost: £

Amount Requested\*: £

Funds Raised: £

\* Match funding in the region 50% will usually be looked for.

#### Breakdown of Project Costs:

**Other Funding:** *Please note sources of other funding secured and applied for in respect of this project including the amount and (where applicable) expected outcome date.*

**Previous Marr Area Committee Funding:** Did the group/organisation receive a Marr Area Committee Grant in 2020/21?    Yes     No

### 5. SUPPORTING INFORMATION REQUIRED

Only constituted organisations/groups can apply for funding. Is the organisation/  
group constituted? Yes  No

Please check that you have included the following documents:

- |   |                          |
|---|--------------------------|
| Copy of the group's constitution or memorandum and articles | <input type="checkbox"/> |
| Copy of most recent independently examined accounts         | <input type="checkbox"/> |
| Copies of quotations for the proposed works                 | <input type="checkbox"/> |

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Completed application forms should be returned to [marr@aberdeenshire.gov.uk](mailto:marr@aberdeenshire.gov.uk) or  
Marr Area Office, Aberdeenshire Council, School Road, Alford, AB33 8TY.

For further information contact [marr@aberdeenshire.gov.uk](mailto:marr@aberdeenshire.gov.uk) or 01975 520 400.

## **GUIDANCE NOTE FOR MARR AREA COMMITTEE SMALL PROJECT GRANTS**

Grants of up to £2,000 are available through the Marr Area Committee Small Project Grant Scheme for projects which aim to help improve local communities in the Marr Area.

Eligible projects could include those which help to deliver the priorities of the Marr Community Plan (<http://www.ouraberdeenshire.org.uk/your-area/marr/the-local-community-plan>), projects identified in Community Action Plans, town and village enhancements, and festive lights.

Projects should benefit the whole community. Applications solely or substantially for the benefit of individuals or private membership organisations will not be supported.

Applications for core revenue costs such as staffing will not ordinarily be supported.

For projects seeking larger amounts of funding (up to £5,000) please refer to the Marr Area Committee Large Grants Scheme.

Please note that each organisation/group can apply once per financial year (1 April – 31 March) to either fund.

### **2.1 Project Outline**

Please provide a clear outline of the proposed project and what it will involve.

### **2.2 Project Outcomes**

Please indicate whether the project is included in the Marr Community Plan or a Community Action Plan.

### **2.3 Project Timescales**

Projects awarded funding must be completed by the end of February 2022. Awards will not be granted for projects undertaken prior to approval.

Please identify the expected project start and end dates. Please identify the expected project start and end dates and key project milestones. These could

be the dates that a part of the project or certain core activities will be completed.

## **2.4 Project Risks**

Please consider the key risks to the project, including how likely and significant these are, and outline steps to be taken to mitigate the risks.

## **2.5 Maintenance Requirements (If applicable).**

Please identify any maintenance which will be required once the project is complete and what arrangements will be put in place. Applicants should consider how this will be funded and sustained in the long term.

## **3.1 Community Benefit**

Please provide details of who will benefit from the proposed project (individuals, groups, demographics, communities etc.) and how.

## **3.2 Partnership Working/ Community Consultation and Support**

Please provide details of any other groups or organisations that are involved in the project and what their involvement will be and details of any consultations undertaken including the nature of the consultation, when it took place, feedback received and whether support was given.

## **4. Project Costs**

Grants of up to £2,000 are available.

Applicants will be expected to identify match funding – normally at least 50% of the total project costs. Applications seeking more than 50% of total project costs will only be considered under exceptional circumstances.

Please note it is not intended to provide funding from both the Marr Area Committee Small Grants Scheme and the Marr Area Partnership Initiative Grants Scheme for individual projects.

Please provide a full breakdown of project costs and submit copies of relevant quotes/estimates.

Please provide details of other sources of funding secured and applied for in respect of the project including funding from other grant bodies and fundraising carried out by the community. Please include the amount secured/applied for and when the outcome of pending applications will be known.

Please note that match funding should be in place/secured within 6 months of the award of the funding and if this is not confirmed, the grant award may be withdrawn and allocated to another applicant.

Payment of awards will be made retrospectively on receipt of receipts/ received invoices.

## **5. Supporting Information**

Please ensure that you provide a copy of the group's constitution, most recent independently examined accounts and quotations for the proposed works.

If you require further information please email [marr@aberdeenshire.gov.uk](mailto:marr@aberdeenshire.gov.uk) or call 01975 520 400.