



Formartine Area Committee Budget 2020-2021 Grant Application

Please complete this form with details of your proposed project, enclosing any detailed costing figures for the project and as much supporting financial information as is available.

The criteria for applications is detailed at the end of this form.

Your completed form and accompanying information should be returned to the Area Office, 29 Bridge Street, Ellon or sent by email to claire.young@aberdeenshire.gov.uk

Name of Group Applying:
Address:
Phone Number:
Email address:
Date of Submission:
Description of Project:

Please give a short summary of **who** will benefit from your project and **how**?

If other partners are involved please detail which partners are involved and their contribution

Please detail how your project fits with the Council Plan priorities (see criteria 1 for further information)

Please detail the total project cost and cost breakdown

How much are you applying for? (criteria 8 and 9 detail the limits)

Please include any **other sources of funding** and the amount contributed. **What can the community/group contribute?** Please specify any “**in-kind**” contributions such as labour or skills (criteria 11 provides further detail)

Has this project previously received funding from the Area Committee Budget? If so, please provide details.

In order for your application to be considered, you must submit as much detailed financial information as is available and, where applicable, a project plan. (Please see criteria 8 and 9 for further information).

****Please include any other supporting information on a separate sheet****

Criteria for Applications to the Formartine Area Committee Budget

1. All Proposals must be in line with and address the Council Plan priorities which are:
 - 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 & mental health
 - Have the right mix of housing across all of Aberdeenshire
 - Support the delivery of the Health & 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
2. Payment will be made retrospectively on receipt of invoices or other confirmation that the money has been spent in accordance with the proposals applied for. Payment will be made by BACS transfer to a group's bank account.
3. Grants should be claimed **within 6-months of award** and before the end of the financial year in which they are awarded. Only in exceptional circumstances and with prior agreement will grants be carried forward to the following financial year. A key factor in assessing applications as the financial year progresses will be the likelihood of funding being used.
4. Successful applicants will be required to provide a short report on the project and the impact of the funding **when submitting their claim**, unless the need for a later deadline has been demonstrated by the applicant and agreed by the Area Office.
5. Applications for supporting core Council services, such as supporting pupils to undertake mainstream school qualifications, will not be supported.
6. Applications for supporting trips abroad will not be supported.
7. The Committee will not ordinarily look favourably on applications for repeat funding for the same project.
8. Applications will be limited to 75% of the overall project cost up to a maximum of **£5,000** per grant (with the exception of clauses 'i' and 'ii' below which detail a reduced maximum of £2,000). All applications **must** include as much detailed financial information as is available and, where applicable, a project

plan. Examples of appropriate financial information include audited accounts (if available), up to date bank statements, and ledger accounts.

- i. If you are applying for a Christmas Lights project, the maximum you can apply for is **£2,000**.
 - ii. If you are applying for a Community Resilience project, the maximum you can apply for is **£2,000**.
9. In exceptional circumstances, groups can apply for up to **£10,000** but in addition to the information required at section 8, these applications will require additional financial scrutiny (such as independently verified accounts) and evidence of match funding ahead of being considered by Formartine Area Committee. Only **two** applications of this nature will be considered in each financial year.
10. The following sums have been ringfenced within the budget for Town Regeneration Projects:

Ellon	£10,000
Oldmeldrum	£4,000
Turriff	£6,000

All other criteria must to be met in order to apply. Should these funds not be spent by the end of October, they will be released back into the general fund for all groups applying to.

11. Applicants must demonstrate whether they have investigated any other funding sources.
12. In-kind contributions may make up to 25% of a projects overall cost. In some cases, calculating the value of in-kind contributions can be relatively simple, for example if it's the contribution of a piece of equipment. Other costs could be a little more difficult, for example, the value of volunteer time. Below is a table that indicates the standard rates, which should be used to calculate volunteer time:

Type of voluntary/in-kind contribution	Per Hour	Per Day
General, unskilled labour (for example, supervised scrub clearance, ditch-digging, planting, basic administrative support)	£9.00	£72.00
Specialist, skilled, trained labour (for example, operations for which certificated training is a requirement, such as operating dangerous equipment, driving off-road vehicles, using chemicals)	£18.75	£150.00

Specialist services, (for example, supervising, training labour teams, surveys, counts, trapping, ringing, diving, printing, designing, photography)	£31.25	£250.00
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Professional services (for example, consultants, lawyers, planners, engineers, accountants, auditors)	£50.00	£350.00
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13. Eligibility is limited to properly constituted groups. *Applications which are solely or substantially for individual benefit will not be considered.*
14. The use of the budget cannot commit the Council to recurring expenditure beyond a maximum of three years to tie in with the budget planning cycle.
15. The Privacy Notice accompanying the application form should be retained by the applicant for information purposes.
16. If any further assistance or guidance is required, please contact Claire Young, claire.young@aberdeenshire.gov.uk, Formartine Area Office, 29 Bridge Street, Ellon, AB41 9AA.

Privacy Notice

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

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

Email: dataprotection@aberdeenshire.gov.uk

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

- To process your application to the Formartine 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:

Personal Data		Special categories of personal data	
Consent		The data subject has given explicit consent 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 employment, and social security and social protection law	
Legal Obligations			
Vital Interests		Processing is necessary to protect the vital interests 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 public by the data subject	
Legitimate Interests		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 substantial public interest	
		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 health or social care or treatment, or the management of health or social care systems	
		Processing is necessary for reasons of public interest in the area of public health	
		Processing is necessary for archiving purposes in the public interest , 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:

- Formartine Area Committee members to consider the application.
- Formartine 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

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.