



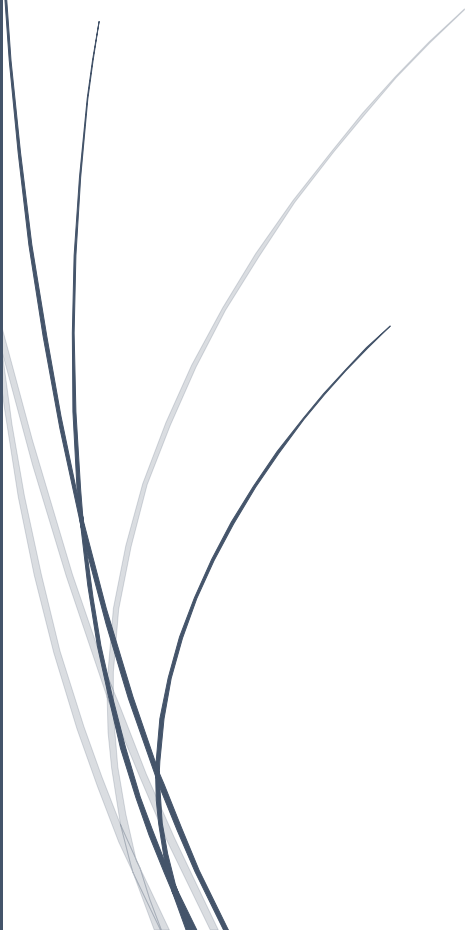
Application Form for  
Groups/Organisations

## **ACT2 (Aberdeenshire Charities Trust)**

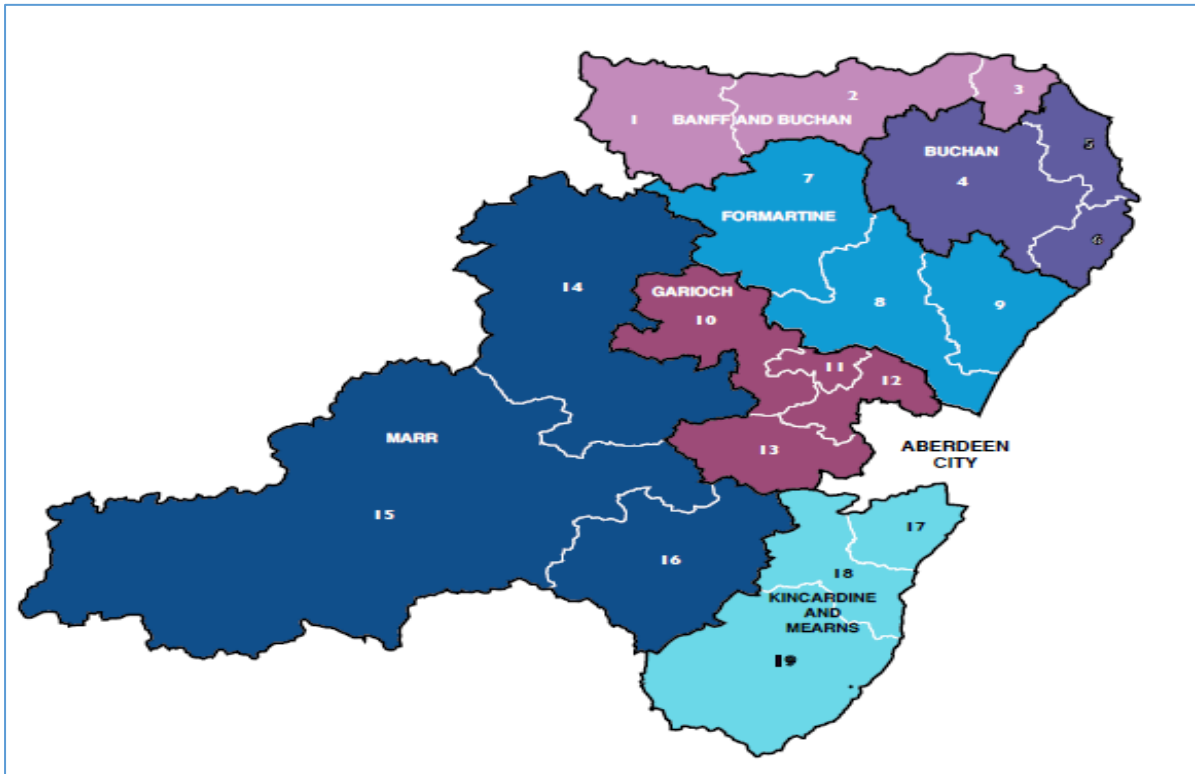
**Registered Charity Number: SC045539**

### **Registered Office**

Aberdeenshire Council,  
Woodhill House,  
Westburn Road,  
Aberdeen,  
AB16 5GB



## Areas Covered



Individuals that live in any of the areas specified in Section 3 of this application or who can demonstrate that they have a reasonable connection to these areas can apply for funding. In addition to this, individuals **may only apply for funding if the purpose of the funds meets the purposes detailed for that area.**

Companies, associations and any other organisations who provide services, projects or facilities in the areas specified, that are in keeping with the purposes detailed below may apply for funding.

**PLEASE NOTE:** only **one** application per person/company/organisation can be submitted within a financial year (from 1<sup>st</sup> of April to 31<sup>st</sup> of March the following year) for funding from a particular ward.

## How to apply for Funding

In order to apply for funding, the application form found on page 5 of this guidance should be completed as fully and accurately as possible.

When you have completed your application, please submit the form to your local area manager:

BANFF AND BUCHAN	<p><b>Area Manager</b>            Banff and Buchan Area Office            Town House,            34 Low Street,            Banff,            AB45 1AN  <b>Email:</b> <a href="mailto:banffandbuchanamo@aberdeenshire.gov.uk">banffandbuchanamo@aberdeenshire.gov.uk</a></p>
BUCHAN	<p><b>Area Manager</b>            Buchan Area Office            Buchan House            St. Peter Street            Peterhead,            AB42 1QF  <b>Email:</b> <a href="mailto:buchan@aberdeenshire.gov.uk">buchan@aberdeenshire.gov.uk</a></p>

<b>FORMARTINE</b>	<p><b>Area Manager</b>  Formartine Area Office  29 Bridge Street  Ellon,  AB41 9AA  <b>Email:</b> <a href="mailto:formartine@aberdeenshire.gov.uk">formartine@aberdeenshire.gov.uk</a></p>
<b>GARIOCH</b>	<p><b>Area Manager</b>  Garioch Area Office  Gordon House  Blackhall Road  Inverurie  AB51 3WB  <b>Email:</b> <a href="mailto:garioch@aberdeenshire.gov.uk">garioch@aberdeenshire.gov.uk</a></p>
<b>KINCARDINE AND MEARNS</b>	<p><b>Area Manager</b>  Kincardine and Mearns Area Office  Viewmount  Arduthie Road  Stonehaven,  AB39 2DQ  <b>Email:</b> <a href="mailto:Kincardine.mearns@aberdeenshire.gov.uk">Kincardine.mearns@aberdeenshire.gov.uk</a></p>
<b>MARR</b>	<p><b>Area Manager</b>  Marr Area Office  School Road  Alford,  AB33 8TY.  <b>Email:</b> <a href="mailto:marr@aberdeenshire.gov.uk">marr@aberdeenshire.gov.uk</a></p>

Where additional information is required, please ensure that all material which is to be submitted alongside your application is securely attached to the form. It is recommended that you retain a copy of your application for your records. No responsibility will be taken for items lost or delayed in the post. A written acknowledgement will be sent to you on receipt of your application.

### Validation Process

When your application is received it will be:-

- (a) Acknowledged in writing.
- (b) Validated to ensure that the information provided is accurate and that the reason for funding is in line with the trust purposes.
- (c) If it is valid the application will be presented before the trustees at the next meeting of the Trust.
- (d) If the application is rejected, the Area Manager will write to the applicant with an explanation of the outcome.

**WE ENDEAVOUR TO VALIDATE EACH APPLICATION WITHIN 2 WEEKS FROM THE DATE THAT THE APPLICATION IS RECEIVED WITH THE AIM OF PROVIDING A DECISION REGARDING THE OUTCOME OF THE VALIDATION PROCESS WITHIN A PERIOD OF 8 WEEKS.**

**Please Note: the final decision on the validity of an application will be taken by the Trustees in consultation with the appropriate legal and financial advisors.**

### Meeting of the Trust

If the application is valid, the application will be presented to the Trustees at the next meeting of the Trust. The applicant or in the case of a company or organisation, the individual who submitted the application on behalf of the company or organisation, will be invited to attend the Trust meeting.

Where an application for funding is being heard at a meeting of the Trust, this meeting will not be open to the public.

Where the applicant has requested an opportunity to speak to the application in the meeting, he or she will have a permitted period of up to five minutes, or any other period as may be determined by the Chair, to speak. An appropriate period of time will be allocated whereby any of the Trustees may ask a question regarding the application.

Where the applicant does not wish to speak, the Chair will allow an appropriate period for the Trustees to ask any relevant questions that relate to the application presented.

Once all questions regarding the application have been concluded, the Trustees will discuss the application before them.

Once the application has been discussed, a decision will then be made to:

- (a) Approve the application and provide funding the applicant.
- (b) Reject the application, or,
- (c) Instruct some further action (if this is required).

The Area Manager will then write to the applicant within ten working days providing a formal statement of the outcome of the Hearing.

**Please Note: that the Trust's decision is final and cannot be appealed.**

#### Contact for Further Information

If you require any further information about submitting an application or any further guidance regarding the process, please contact your local area manager.

ABERDEENSHIRE CHARITABLE TRUST FUND

ONLINE APPLICATION FORM – GROUP / ORGANISATION

SECTION 1

Name

Please provide the name of your group or organisation that is applying for funding.

Name of main contact in the group

If you are a group, please provide details of an individual who we can contact and to whom all correspondence will be sent.

Title

First Name

Surname

Position held in group if applicable (e.g. Treasurer / Chairperson / Owner)

Full Address for Correspondence (Including postcode)

Email Address

(Please note that this email will also be used for the purpose of emailing payment remittances)

Contact telephone number

SECTION 2

Type of Group

Registered Charity  Registration Number

Voluntary

Company  Company Number

Other

If other please provide further information

Are you VAT registered?

Yes

No

VAT Registration Number (if applicable)

Do you have a constitution?

Yes

No

*If yes please attach a copy of your constitution to this application.*

### SECTION 3

**PLEASE SELECT THE COUNCIL WARD AREA AND THE RELEVANT TRUST PURPOSE THAT YOU ARE SEEKING FUNDING FROM BY TICKING THE APPROPRIATE BOX IN THE TABLE'S BELOW:**

#### ABERDEENSHIRE WIDE FUNDING

**Please Note: This funding is specifically for war-wounded service personnel**

Tick below	Trust Purpose
<input type="checkbox"/>	The prevention or relief of poverty
<input type="checkbox"/>	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.

**Which area do you reside in? (*please only complete if you are applying for the above fund*)**

Tick below	Council Ward Area
<input type="checkbox"/>	Banff and Buchan
<input type="checkbox"/>	Buchan
<input type="checkbox"/>	Formartine
<input type="checkbox"/>	Garioch
<input type="checkbox"/>	Kincardine and Mearns
<input type="checkbox"/>	Marr

## AREA SPECIFIC FUNDS:

<b>BANFF AND BUCHAN</b>			
<b>WARD 1 – BANFF AND DISTRICT</b> Aberchirder, Banff, Portsoy and Whitehills			
<b>Tick below</b>	<b>Trust Purpose</b>	<b>Minimum Grant</b>	<b>Maximum Grant</b>
	The prevention or relief of poverty	<b>£100.00</b>	<b>£1,000.00</b>
	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.		
<b>WARD 2 – TROUP</b> Gardenstown, Macduff, Rosehearty and Sandhaven			
<b>Tick below</b>	<b>Trust Purpose</b>	<b>Minimum Grant</b>	<b>Maximum Grant</b>
	The prevention or relief of poverty	<b>£100.00</b>	<b>£1,000.00</b>
	The advancement of public participation in sport		
	Relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.		
<b>WARD 3 – FRASERBURGH AND DISTRICT</b> Cairnbulg, Fraserburgh and Inverallochy			
<b>Tick below</b>	<b>Trust Purpose</b>	<b>Minimum Grant</b>	<b>Maximum Grant</b>
	The prevention or relief of poverty	<b>£100.00</b>	<b>£1,000.00</b>
	The advancement of education.		
	The advancement of health.		
	The advancement of community development.		
	The advancement of the arts, heritage, culture or science.		
	The advancement of public participation in sports.		
	The provision of recreational facilities, or the organization of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.		
	The advancement of environmental protection or improvement.		
	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.		

<b>BUCHAN</b>			
<b>WARD 4 – CENTRAL BUCHAN</b> Fetterangus, Longside, Maud, Mintlaw, New Deer, New Pitsligo, Strichen and Stuartfield.			
<b>Tick below</b>	<b>Trust Purpose</b>	<b>Minimum Grant</b>	<b>Maximum Grant</b>
	The prevention or relief of poverty	<b>None</b>	<b>£1,000.00</b>
	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.		

**WARD 5 – PETERHEAD NORTH AND RATTRAY**  
Crimond, St. Combs, St. Fergus and Peterhead

Tick below	Trust Purpose	Minimum Grant	Maximum Grant
	The prevention or relief of poverty	None	£1,000.00
	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.		

**FORMARTINE**

**WARD 7 – TURRIFF AND DISTRICT**  
Cuminestown, Fyvie, Rothienorman and Turriff

Tick below	Trust Purpose	Minimum Grant	Maximum Grant
	The prevention or relief of poverty	£100.00	£1,000.00
	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.		

**WARD 8 – MID-FORMATINE**  
Balmedie, Oldmeldrum, Pitmedden, Potterton and Tarves

Tick below	Trust Purpose	Minimum Grant	Maximum Grant
	The advancement of the arts, heritage, culture or science.	£100.00	£1,000.00

**GARIOCH**

**WARD 10 – WEST GARIOCH**  
Insch and Kemnay

Tick below	Trust Purpose	Minimum Grant	Maximum Grant
	The prevention or relief of poverty	£100.00	£1,000.00
	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.		

**WARD 11 – INVERURIE AND DISTRICT**  
Inverurie and District Area

Tick below	Trust Purpose	Minimum Grant	Maximum Grant
	The prevention or relief of poverty	£100.00	£1,500.00
	Relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.		

**WARD 12 – EAST GARIOCH**  
Blackburn, Kintore and Newmachar

Tick below	Trust Purpose	Minimum Grant	Maximum Grant
	The prevention or relief of poverty	£100.00	£1,000.00
	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.		



## KINCARDINE AND MEARNNS

### WARD 17 – NORTH KINCARDINE Newtonhill and Portlethen

Tick below	Trust Purpose	Minimum Grant	Maximum Grant
	The prevention or relief of poverty	None	£1,000.00
	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.		

### WARD 18 – STONEHAVEN AND LOWER DEESIDE Drumoak and Stonehaven

Tick below	Trust Purpose	Minimum Grant	Maximum Grant
	The prevention or relief of poverty	None	£1,000.00
	The advancement of education.		
	The advancement of health.		
	The advancement of citizenship and community development.		
	The advancement of the arts, heritage, culture or science.		
	The advancement of public participation in sport.		
	The provision of recreational facilities, or the organization of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.		
	The advancement of environmental protection or improvement.		
	Relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.		

### WARD 19 – MEARNNS

#### Fettercairn, Gourdon, Inverbervie, Johnshaven, Laurencekirk and St. Cyrus

Tick below	Trust Purpose	Minimum Grant	Maximum Grant
	The prevention or relief of poverty	None	£1,000.00
	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.		

## MARR

### WARD 14 – HUNTLY, STARTHBOGIE AND HOWE OF ALFORD Alford, Huntly and Rhynie

Tick below	Trust Purpose	Minimum Grant	Maximum Grant
	The prevention or relief of poverty	£100.00	£2,000.00
	The advancement of education.		
	The advancement of health.		
	The advancement of citizenship and community development.		

	The advancement of the arts, heritage, culture or science.		
	The advancement of public participation in sport.		
	The provision of recreational facilities, or the organization of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.		
	The advancement of environmental protection or improvement.		
	Relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.		

**WARD 15 – ABOYNE, UPPER DEESIDE AND DONSIDE  
Braemar, Ballater, Aboyne, Tarland and Torphins**

Tick below	Trust Purpose	Minimum Grant	Maximum Grant
	The prevention or relief of poverty	£100.00	£1,000.00
	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.		

**WARD 16 – BANCHORY AND MID-DEESIDE  
Banchory**

Tick below	Trust Purpose	Minimum Grant	Maximum Grant
	The prevention or relief of poverty	£100.00	£1,000.00
	The advancement of the arts, heritage, culture or science.		
	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.		

How much money are you applying for?

Briefly describe why these funds are required? *(If the funding relates to a project, proposal or activity, please include evidence of need for this project).*

Who will the funding help and how?

How will the funds help to relieve need?

Please provide information relating to your most recent accounts

Have you applied for, or do you intend applying for funds from other bodies, for the project described in this application? If so please tell us how much you have applied for, or intending to apply for.

Have you previously submitted an application for funding from ACT2?

Yes  No

If so, please provide the following details in respect of each application you have made.

- The date of the application
- The applicable Area and Ward
- The purpose for which funding was sought
- The overall amount of funding sought
- The outcome of the decision (granted / refused / pending)

Do you propose to apply for further funding from ACT2 within this financial year?

Yes  No

If so, please note that you may only make one application for funding per ward within a 12 month period.

**If you are successful, the award will be paid into your bank account.**

**Please provide us with your Bank Details**

Building Society/Bank Name (Include Roll Number if Building Society Account)

Name of the Account Holder

Account Number (Must be 8 digits)

Sort Code (Must be 6 digits)

**If you have been paid previously by Aberdeenshire Council and have since changed your bank details we do require you to also provide your previous as well as current bank details.**

***Previous Bank Details (if required)***

Building Society/Bank Name (Including Roll Number if Building Society Account)

Name of the Account Holder

Account Number (Must be 8 digits)

Sort Code (Must be 6 digits)

**PLEASE NOTE THAT IN SOME CASES THE TRUSTEES WILL REQUIRE A REPORT DETAILING HOW THE MONEY WAS USED AND HOW IT WAS BENEFICAL. IF REQUESTED THIS REPORT SHOULD BE PRODUCED WITHIN 12 MONTHS FROM THE DATE ON WHICH THE MONEY WAS RECEIVED.**

#### **SECTION 4**

If your application is valid it will be presented before the Trustees at a Trust Meeting. Please indicate whether you wish to address the Trustees regarding your application at the meeting.

Yes, I would like to speak

No, I do not wish to speak

To the best of my knowledge, the information given on this form gives a true and accurate account of my circumstances/the circumstances of the organisation, group or association (delete as appropriate).

Signed

Date

**Data Protection Statement**

Aberdeenshire Council is collecting this data in order to gather the information required to decide whether or not you are eligible for funding provided by the Aberdeenshire Charitable Trust. Where the applicant is successfully approved to receive funding, these details shall be retained until all funds have been transferred to the applicant. Once transferred, all information relating to the applicant shall be securely destroyed.

Any information and data provided to Aberdeenshire Council shall remain at all times the property of the Council and will be treated in the strictest of confidence, under the Data Protection Act 1998. All personal data acquired by the Council shall only be used for the purposes specified in this form and shall not be further processed or disclosed without your explicit consent.

The Council shall take all reasonable precautions to preserve the integrity and prevent any corruption or loss, damage or destruction of your data and information. This information and data will be retained by the Council, but neither contact nor financial details will be disclosed. Some information or data may be made available in Council Reports.

**PLEASE NOTE THAT ALL APPLICATIONS SUBMITTED TO THE TRUST WILL TAKE UP TO A PERIOD OF 3 MONTHS TO PROCESS. SHOULD THE PURCHASE, EVENT OR PROJECT NOT BE CARRIED OUT, REPAYMENT OF THE FULL AMOUNT WILL BE REQUESTED.**