

**KINCARDINE AND MEARNS AREA COMMITTEE BUDGET
2024/2025**

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 see the criteria below for details.

To apply, please complete the form below and return it to:

Area Committee Officer Gemma Morrison – gemma.morrison@aberdeenshire.gov.uk

Name of Organisation:	Contact Name:
Address of the Organisation:	
E-mail:	Telephone:
Amount requested:	Please note any deadlines:
<p>Tell us about your groups aims and purposes (include details of your membership and evidence that the organisation has the right level of resource, skills, and capacity to deliver the project)</p>	

Outline of the project:

What is the total project cost? (The cost of everything related to your project, even the items or activities you aren't asking us to fund)

£

Please tell us the costs of each item or activity you would like us to fund:

Item / Activity	Total Cost	Amount Requested from Area Committee Budget
Total	£	£

Other available funding (please advise the amount and sources):

Other funding sought but refused:

How will the application fit the criteria described over:

Applicant Declaration: -

I certify that the information contained in this application is correct, and that I am authorised to make the application on behalf of the above group.

I understand that decisions made by the Kincardine and Mearns Area Committee are final.

Name (Please print)	
Signature	
Date	

Checklist – please attach the following items

- Constitution or Memorandum & Articles of Association
- Your most recent verified accounts
- Two most recent bank statements
- Quotes / Specifications
- Evidence of other funding sources

Application should be emailed to gemma.morrison@aberdeenshire.gov.uk

Or

Sent by post to Kincardine and Mearns Area Team, Aberdeenshire Council,
Viewmount, Arduthie Road, Stonehaven, AB39 2DQ

Please Note- Successful applicants will require to complete a short feedback form on the project by no later than 31st March 2025.

CRITERIA FOR KINCARDINE AND MEARNS AREA COMMITTEE BUDGET

1. The budget should be used to enable the Kincardine and Mearns Area Committee to respond to local needs by supporting projects within its Area. Projects will be favourably considered if they have clear evidence **of fit to the Councils 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: Strong Communities, Wellbeing and Connecting People
 - Local Place Plans
 - Community Empowerment Act, in support of the assembly of for example business plans or feasibility studies
2. Under normal circumstances the maximum payment for any one project or initiative is **£6,000.00**.
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, for example, contribution of a piece of equipment or 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)	£12.00*	£96.00
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
Professional services (for example, consultants, lawyers, planners, engineers, accountants, auditors)	£50.00	£350.00

*The real Living Wage in Scotland (from 1st April 2024)

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. Applications which are solely, or substantially, for individual benefit will not be considered.
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 may 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:
 - a. Developmental costs of a new group that is being established with aims consistent with Council objectives - see (i) below
 - b. Setting up costs of a new event - see (i) below
 - c. Costs of a one off event which is consistent with Council objectives
 - d. Event costs due to circumstances which could reasonably be considered as unforeseen – see (ii) and (iii)
 - i. An application would have to provide evidence of longer term financial sustainability.
 - ii. Excludes cancellation, weather, poor planning and retrospective applications.
 - iii. An application would have to provide evidence that all other avenues have been exhausted.

14. The Fund will close at the end of February to enable the end of year financial process to progress.
15. A reporting and monitoring system is to be put in place and made available to the Area Committee.
16. All applications must be agreed by the Area Committee.
17. 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. Groups will be added to the BACS system, if not already included, on the award of any grant funding.
18. Grants should be claimed **within 6 months of award** and before the end of the financial year in which they are awarded. If out with this timescale a further application will be required if funding still available. A key factor in assessing applications as the financial year progresses will be the likelihood of funding being used.

For Information:

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. All Proposals must be in line with and address the **Council Plan priorities** which are:

Our People – Education; Health & Wellbeing
Our Environment – Infrastructure; Resilient Communities
Our Economy – Economy & Enterprise; Estate Modernisation

Further information can be found here:

<https://www.aberdeenshire.gov.uk/council-and-democracy/council-plan/delivering-our-priorities-across-services/>

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	<input checked="" type="checkbox"/>
--	-------------------------------------

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 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 ¹		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:

- 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.

¹ 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.