

**COASTAL COMMUNITIES CHALLENGE FUND**

**Grant Application Form**

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| **Project Name:** |  |

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| **SECTION 1: Applicant Details** | | |
| **1.1** | **Organisation Name:** |  |
| **1.2** | **Registration Number[[1]](#footnote-2) (if applicable):** |  |
| **1.3** | **Registered Address[[2]](#footnote-3):** |  |
| **1.4** | **Value of public funding received over last three financial years[[3]](#footnote-4):** | £ |
| **1.5** | **Is your organisation VAT registered?** | *Please select* |
| **1.6** | **VAT Number:** |  |
| **1.7** | **Contact Person Name:** |  |
| **1.8** | **Address:** |  |
| **1.9** | **Telephone:** |  |
| **1.10** | **Email:** |  |

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| **SECTION 2: Capacity to Deliver** | |
| **2.1** | **Please provide a summary of your organisation’s capacity to deliver the project, including information on past experience and personnel/resources available to manage and deliver the project** |
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| **SECTION 3: Project Description and Outcomes** | | | |
| **3.1** | **Where will the project be located/project activity take place?[[4]](#footnote-5)** | | |
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| **3.2** | **Please provide a summary of the proposed project and the activities that the grant would pay for.** | | |
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| **3.3** | **Please describe how the project demonstrates a tangible link with the coast and/or the sea** | | |
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| **3.4** | **Please describe the anticipated benefits, outcomes and impact of the project. You should also comment on the sustainability and legacy of the project.** | | |
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| **3.5** | **Project need and demand: Please describe and provide sufficient evidence that your project will meet an unmet need or demand.** | | |
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| **3.6** | **Value for money: Please describe how your project represents good value for the funding requested and deliver programme outcomes and objectives.** | | |
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| **3.7** | **Please provide an estimate and description of your project’s contribution to the following Outputs, Outcomes and Results indicators[[5]](#footnote-6):** | | |
| **Indicator** | | **Number** | **Please describe how the project contributes to these outputs as applicable:** |
| 1. Number of new facilities created | |  |  |
| 1. Number of existing facilities enhanced | |  |  |
| 1. Number of jobs created (FTE @ 37 hour week) | |  |  |
| 1. Number of new products/services created | |  |  |
| 1. Number of volunteer opportunities created | |  |  |
| 1. Length of active travel routes enhanced or created (metres) | |  |  |
| 1. Number of new visitors or customers (annual) | |  |  |
| 1. Increase in revenue to sustain and grow the organisation (£) | |  |  |
| 1. Reduction in greenhouse gas emissions | | |  |
| 1. Increase in biodiversity | | |  |
| **3.7** | **Please indicate which priority the project will support and how it will contribute to this priority (applicants should select only one priority which the project best fits within):** | | |
| **Priority** | | | **How does the project contribute to the selected priority?** |
| Click here to select a priority | | |  |

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| **SECTION 4: Risk Management** | | | | | |
| **4.1** | **Please provide a breakdown of risks to the delivery of the project and address how you will mitigate these risks:** | | | | |
| **Risk** | | **Impact** (What is the effect of the risk on project delivery?) | | | **Mitigation** (How will you ensure that these risks are managed?) |
| Increase in project costs | |  | | |  |
| Availability and capacity of contractors | |  | | |  |
| Availability of materials | |  | | |  |
| Loss of personnel/capacity within the organisation | |  | | |  |
| Weather related delays | |  | | |  |
| *Others (please add more rows if applicable)* | |  | | |  |
| **4.2** | **Please provide information on any relevant consents or permissions which are required for your project.** Please provide evidence of any approved permissions and (where appropriate) evidence that permissions are not required (e.g. correspondence with planning officers). | | | | |
| **Description** | | | **Confirmed?** | **Comments** | |
| Building Warrant[[6]](#footnote-7) | | | Please select |  | |
| Licence(s)[[7]](#footnote-8) | | | Please select |  | |
| Lease and/or Landowner Consent | | | Please select |  | |
| Listed Building Consent[[8]](#footnote-9) | | | Please select |  | |
| Planning Permission[[9]](#footnote-10) | | | Please select |  | |
| Other(s) (please specify below): | | | Please select |  | |
|  | | | Please select |  | |

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| **SECTION 5: Project Timescale** | | | |
| **5.1** | **Please provide a list of project milestones. These should cover the duration of the project and include all project activity listed in section 3.2**  **YOUR PROJECT MUST BE COMPLETE BY 31 MARCH 2025** | | |
| **Activity carried out** | | **Estimated Start Date** | **Estimated End Date** |
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| **SECTION 6: Project Costs** | | | | | |
| **Cost Item** | **Quotes[[10]](#footnote-11)** | | | | **Cost amount[[11]](#footnote-12) (£)** |
| **Company Name** | **Document Name** | **Quote Cost[[12]](#footnote-13) (£)** | **Preferred supplier?** |
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| If you require additional cost lines, please request an additional cost table by emailing [coastalcommunities@aberdeenshire.gov.uk](mailto:coastalcommunities@aberdeenshire.gov.uk) | | **Total Project Expenditure:** | | | **£** |

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| **SECTION 7: Funding Package** | | | |
| **7.1** | **Please enter a list of project match funding. Minimum match funding is 10% for community and charitable applicants, and 50% for business applicants.**  *You must provide evidence of all match funding including a letter to confirm your own contribution.* | | |
| **Source** | | **Confirmed? (Y/N)** | **Amount (£)** |
|  | | Please select |  |
|  | | Please select |  |
|  | | Please select |  |
|  | | **Total match funding:** | **£** |

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| **7.2** | **CCCF Grant requested** *(this must equal total project costs minus total match funding)* | **£** |

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| **SECTION 8: Supporting Documents.** *You must include the following documents along with your application.* | | |
| **Supporting Documentation Enclosed:** | **Document name(s)** | **Submitted?** |
| Constitution or Memorandum/Articles of Association |  | Please select |
| Annual accounts (most recent 3 years) |  | Please select |
| Bank statements (most recent 3 months) |  | Please select |
| Quotes for every cost item |  | Please select |
| Organisational policies (e.g. equal opportunities, health and safety, child protection) |  | Please select |
| List of directors/trustees/committee |  | Please select |
| Relevant insurance policies certificates\* |  | Please select |
| Evidence of land ownership/lease\* |  | Please select |
| Confirmation of match funding |  | Please select |
| Letters of support |  | Please select |
| Evidence of demand (e.g. consultation, research, surveys)\* |  | Please select |
| Permissions (e.g. planning, marine licence)\* |  | Please select |
| Job descriptions\* |  | Please select |
| Photographs/plans/drawings\* |  | Please select |
| *Others- please add as applicable* |  |  |
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\**If applicable*

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| **SECTION 9: Declaration** | |
| **I confirm that I am authorised by my organisation to apply for grant funding from the Coastal Communities Challenge Fund and that all information provided in this application is correct to the best of my knowledge:** | |
| **Signature[[13]](#footnote-14)** |  |
| **Print name** |  |
| **Position in organisation[[14]](#footnote-15)** |  |
| **Date** |  |

Completed forms and all additional documentation should be emailed to [coastalcommunities@aberdeenshire.gov.uk](mailto:coastalcommunities@aberdeenshire.gov.uk)

1. Company number, charity number etc. [↑](#footnote-ref-2)
2. This should match the address at which your organisation is formally registered if a limited company/charity etc. [↑](#footnote-ref-3)
3. You should declare the total value of public grants received by your organisation since 2019-20 [↑](#footnote-ref-4)
4. This is restricted to communities or sites within or adjacent to Aberdeenshire’s coastal zone, details of which can be found at the following link: <https://www.aberdeenshire.gov.uk/ldpmedia/4_Coastal_zones.pdf> [↑](#footnote-ref-5)
5. You should only enter outputs which are directly attributable to the project and which can be evidenced following completion [↑](#footnote-ref-6)
6. To check if this applies, please visit: [Apply for a building warrant - Aberdeenshire Council](https://www.aberdeenshire.gov.uk/planning/building-standards/apply-for-a-building-warrant/) [↑](#footnote-ref-7)
7. To check if this applies, please visit: [Apply for a licence, permit or permission - Aberdeenshire Council](https://www.aberdeenshire.gov.uk/licensing/licences-and-permits/?tag=Business#records) [↑](#footnote-ref-8)
8. To check if this applies, please visit: [Listed buildings - Aberdeenshire Council](https://www.aberdeenshire.gov.uk/planning/built-heritage/listed-buildings/) [↑](#footnote-ref-9)
9. To check if this applies, please visit: [Apply for planning permission - Aberdeenshire Council](https://www.aberdeenshire.gov.uk/planning/planning-applications/apply-for-planning-permission/) [↑](#footnote-ref-10)
10. You should enter the required number of quotes according to the NESFLAG procurement guidance [↑](#footnote-ref-11)
11. The cost for each item should match the cost of the preferred supplier [↑](#footnote-ref-12)
12. These costs must exclude VAT if your organisation is able to recover VAT. [↑](#footnote-ref-13)
13. An electronic or scanned signature is acceptable [↑](#footnote-ref-14)
14. This must be a director, office bearer or equivalent [↑](#footnote-ref-15)