Aberdeenshire COUNCIL

GUIDANCE NOTES

FOR BANFF AND BUCHAN AREA COMMITTEE BUDGET APPLICATIONS

PLEASE READ CAREFULLY WHEN COMPLETING YOUR APPLICATION

The Banff and Buchan Area Committee Budget for 2026/2027 has a total fund of **£17,800.** The budget will contribute 100% of the first £1,000 with 80% of the remaining project cost up to £2,500. All money awarded must be spent within the Banff and Buchan Area. To access the fund, groups must be properly constituted; include a copy of their Constitution or Memorandum and Articles, any affiliations; insurance certificate; provide a copy of the group's most recently independently examined accounts, 3 most recent bank statements, and evidence that the bank account has a minimum of two signatories; provide detailed information on any funds which have been ring-fenced for other projects, and quotations for proposed works or goods.

1. Contact Details

Please ensure this section is completed in full. If the contact's name is different from the person managing the project (at section 5) please ensure they are copied in when the application is submitted.

2. Themes

Projects must be aligned to **at least one (or more)** of the Themes below. On the application form, please select all that apply:

- Improving the appearance and maintenance of towns and villages within Banff and Buchan
- Stronger communities
- Safer communities
- Supporting health and active communities
- Tackling poverty and inequality

3. Aberdeenshire Council Priorities

Projects must align to **at least one** of Aberdeenshire Council Priorities: listed below. On the application form, please select all themes that apply.

Pillar	Priority
Connected communities	The project will work with communities and partners to enhance the sense of connection among places. This includes supporting communities to come up with innovative solutions to ensure our places are resilient and vibrant.

Living well locally	The project will encourage and support residents to lead healthy and active lives, to contribute meaningfully to their communities and will be reflective of the needs of the ageing population.
A sustainable economy	The project will support a strong and diverse economy by attracting people of working age to the region, complementing the highly skilled local workforce.

4. Place and Wellbeing Outcomes

Projects must relate to **at least one** of the Place and Wellbeing Outcomes (tick those that apply).

5. Description of Project

Please give a short description of the project including the aims, objectives and outcomes the project hopes to achieve and explain how these relate to the chosen Council Priorities and Place and Wellbeing Outcomes.

6. Project Plan

Please provide details of the person(s) responsible for managing the project including their contact details if different from the person named at section1 (they should be copied into email when the application is submitted). Provide the expected start and finish date, key milestones such as when the project is likely to be operational and key risks such as what will happen if additional funds cannot be secured. Please ensure that all necessary licences, planning permission, building warrants, owner permission, etc., are in place before any application is submitted.

7. Community Support

If the project has been identified and prioritised by the Community by way of a Community Action Plan,
please provide details of this and include a copy of the plan or evidence of Community Support.

8. Maintenance Arrangements

Please confirm that this project will not incur any financial or time cost to the Council in future and identify who will be responsible for any maintenance.

9. Project Cost

Please provide the total expected cost of the project and the amount requested including VAT where applicable. Please provide a breakdown of the total cost (if the project consists of several elements). A quotation for any work or goods is required.

If your project consists of several elements, please specify exactly what part of the project is to be funded by the Area Committee Budget.

You must be able to provide the match funding which will not be provided by the Area Committee Budget.

You must be able to pay for the goods/services/activities before claiming your award from the Area Committee Budget.

Note – money awarded will only be paid once RECEIPTS have been provided (not invoices).

Payment will be made retrospectively on proof of payment (receipts). The money awarded must be spent, and receipts sent to the Area Manager's Office **before** 15 March 2027. You **should not** apply for Area Committee Budget Funding at this time if you cannot meet these requirements.

10. Previous Area Initiative Fund (Area Committee Budget) Awards

Please provide details of awards that you have had from the Area Initiative Fund (Area Committee Budget) in the last 3 years including the name of the project, the amount awarded, and in which year. Members may not wish to consider applications from groups who have had funding from Area Initiative Fund (Area Committee Budget) for the same project.

11. Other Funding Applied For

Please give details of other funding you have applied for, related to this project and the sum awarded. The project **will not be eligible for funding** if the balance is not in place.

12. Organisation Finance

Please provide the current bank balance, copies of your 3 most recent bank statements are required and evidence that the bank account has a minimum of two signatories (by providing a bank mandate/signatory list, letter of confirmation from the bank or online banking screenshot showing authorised users). Give details of any funds which have been earmarked for other projects. If money has been earmarked, please give detailed information on this.

Please ensure that you return the application form and supporting documents by email to banffandbuchanamo@aberdeenshire.gov.uk before the closing date – **5.00pm on Monday, 20 July 2026.**

The applicant will be responsible for ensuring that the money awarded is used for the purpose stated in the original application and that **receipts** are sent to the Area Manager's office before 15 March 2027**.**

If any additional assistance or guidance is required, please contact:

Telephone: 01467 530700
Email: banffandbuchanamo@aberdeenshire.gov.uk