



Coastal Communities Buchan Small Grant

GUIDANCE NOTE AND CRITERIA

PLEASE READ CAREFULLY BEFORE COMPLETING YOUR APPLICATION

Projects must address one of the Coastal Communities priorities;

1. Support the development of active travel routes along, to and from the coastline
2. Developing the coastal economy, workforce and sustainable tourism
3. Create or enhance community, leisure, and recreational facilities
4. Safeguard, restore, or enhance the coastal environment

Before you start check this is the correct guidance for your project.

- Applications of up to £1000 – read the criteria and complete the Coastal Communities Buchan Small Grant application form
- Applications of between £1000 and £5000 – read the Standard Grant Guidance and complete the Standard Coastal Communities Buchan application Form
- Applications of between £5001 and £9999. Note that such application will be considered in exceptional cases and projects must be featured in a community led plan. Read the Standard Grant Guidance and complete the Standard Coastal Communities Buchan application Form
- Applications for £10,000 or more must first complete an Expression of Interest. Read the guidance and submit an Expression of Interest for approval. In most cases, community led projects on this scale

Applications for up to £1000 can be made using this form.

Applications will be assessed on a first come first served basis as the Buchan Area Team receive them.

Section 1: Contact Details

Please ensure this section is completed in full and that a copy of the group's Constitution or Memorandum and Articles is attached along with a copy of the most recent independently examined accounts.

The Privacy Notice for this fund can be found here: [Buchan Coastal Communities funding privacy notice - Aberdeenshire Council](#)

Section 2: Project Details

2.1 Project Plan

Please provide details of the project, start and finish date, any key milestones and any key risks such as what will happen if additional funds cannot be secured.

2.2 Outcomes

Please detail the outcomes the project aims to achieve and explain the difference this will make to their local community.

2.3 Community Support

Please include evidence of need and strong community support for the project.

2.4 Coastal Communities Priority

Please indicate which priority of the four listed the project will contribute to. Please pick only one priority.

2.5 How many people are likely to benefit from the project?

Please give an indication of the number of people who will benefit from this project - this may be estimated if necessary but should be realistic.

2.6 Does the project demonstrate partnership working?

Does your project involve other groups or partners?

2.7 Is your project aimed specifically at any of the following protected characteristics?

Everyone is protected by the Equality Act. Every person has one or more of the protected characteristics, so the Act protects all of us against unfair treatment.

Please indicate if your project is specifically aimed at promoting positive attitudes, equality and diversity and eliminating discrimination, harassment and victimisation in any of the nine protected characteristics.

Section 3: Project Costs

Please ensure all sections are complete.

Up to a maximum of £1000 per application is available.

Payment will be made retrospectively on evidence of payment such as receipts/ receipted invoices, or invoices and supporting bank statements.

Payment will be made by BACS transfer to a group's bank account.

The grant awarded must be spent, and evidence sent to the Area Manager's Office, by 31st March of the financial year awarded.

3.1 Funding from Aberdeenshire Council

Please give details of any Aberdeenshire Council funding you have received in the past three years.

3.2 Other funding

Please give details of other funding you have applied for. The project may not be eligible for funding if the balance is not in place. You should note any funding you are contributing from your own resources or fundraising.

Section 4: Organisation Finance:

Please submit a copy of your most recent independently examined accounts (bank statements are not sufficient) and ensure the application is signed by one of the group's office bearers.

Additional Information

This scheme will be advertised widely by the Area Manager's Team.

Eligibility is limited to constituted groups; should your group not be constituted an approach could be made to your local Community Council to seek their support. Applications which are solely or substantially for individual benefit will not be considered.

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

Area Manager (Buchan)
Buchan House
St Peter Street
PETERHEAD
AB42 1QF

Telephone: 01467 533244

Email: buchan@aberdeenshire.gov.uk

COASTAL COMMUNITIES FUND BUCHAN
SMALL GRANT (up to £1000)
Application Form

SECTION 1: Contact Details

Name of Organisation/Group	
Contact Name	
Position	
Address (including postcode)	
Telephone No	
Email address	
Please enter Treasurer's details below (if different from contact above)	
Name	
Address (including postcode)	
Telephone No	
Email address	

SECTION 2: Project Details

2.1 Please provide details of your project below:

2.2 Please outline the difference this project will make in your local community:

2.3 Has this project been identified and prioritised by the community through specific engagement and/or consultation events?

☐

Yes

☐

No

If yes, please provide further details:

2.4 Which Coastal Communities Priority will your project support

- ☐ 1) Supporting the development of active travel routes along, to and from the coastline
- ☐ 2) Developing the coastal economy, workforce and sustainable tourism
- ☐ 3) Creating or enhancing community, leisure and recreational facilities
- ☐ 4) Safeguarding, restoring or enhancing the coastal environment

2.5 How many people are likely to benefit from the project?

- ☐ Less than 20 ☐ 21-50 ☐ 51-100 ☐ whole community

2.6 Does the project demonstrate partnership working? Please give details of any other groups/partners that are involved:

Aberdeenshire Council is committed to promoting positive attitudes, equality and diversity and eliminating discrimination, harassment and victimisation for people with protected characteristics.

2.7 Is your project aimed specifically at any of the following protected characteristics?

- | | | | |
|----------------------------|--------------------------|-----------------------|--------------------------|
| Sexual Orientation | <input type="checkbox"/> | Pregnancy & Maternity | <input type="checkbox"/> |
| Age | <input type="checkbox"/> | Race | <input type="checkbox"/> |
| Disability | <input type="checkbox"/> | Sex | <input type="checkbox"/> |
| Religion/belief | <input type="checkbox"/> | Gender reassignment | <input type="checkbox"/> |
| Marriage/Civil partnership | <input type="checkbox"/> | | |

SECTION 3: Project Cost

Total cost of project	
Amount requested (maximum of £1000)	
Breakdown of cost	

3.1 Have you received Aberdeenshire Council funding within the past three years?
If so, please state the project and the amount received.

Project	
Amount claimed	

3.2 Please provide details of any other sources of funding applied for and the amount secured. Please include any funding you are contributing yourselves.

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Projects that are awarded funding must be completed and grant claims must be made by the end of the financial year.

SECTION 4: Organisation Finance

Please submit a copy of your most recent independently examined accounts (bank statements are not sufficient).

Signature	
Position	
Date	

Please return the completed application form and any supporting documents to:

Area Manager (Buchan)
Buchan House
St Peter Street
PETERHEAD
AB42 1QF

Telephone: 01467 533244

Email: buchan@aberdeenshire.gov.uk

Please check that you have included the following documents:

The application form	<input type="checkbox"/>
A copy of the group's Constitution, or Memorandum and Articles	<input type="checkbox"/>
A copy of the most recent independently examined accounts (bank statements are not sufficient)	<input type="checkbox"/>