

Buchan Coastal Communities Fund

Standard application guidance
and information

About Buchan Coastal Communities Fund

Crown Estate Scotland generates income from a range of marine assets (aquaculture, offshore renewables, moorings, and other coastal income). Aberdeenshire Council receives a proportion of this income and allocates Buchan Area Committee a proportion annually to be used for coastal community benefit.

Buchan Area Committee has agreed a commissioning strategy to allocate this funding from 2022 to 2027. Allocations are variable from year to year.

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 would be expected to apply to the Coastal Challenge fund.

This guidance is for Standard Coastal Communities Buchan applications.

Applications can be made using this form for grant awards between £1000 and £9999.

Requests for £9999 will only be considered in exceptional circumstances, for example if the project is included in a community led plan (which may include a Local Place Plan or Community Action Plan).

Applications for a major project grant – i.e. £10,000 or over may only be made using this form if an Expression of Interest has been submitted and approved.

Eligible Buchan Locations:

The eligible area is based on the Aberdeenshire's Coastal Zone, as defined in the Local Development Plan, and any settlement which borders this. Projects taking place outside of the Coastal Zone and up to two miles from the coastline in Buchan may also be considered where they can demonstrate a strong and tangible link with the coast or sea.

For Buchan, the eligible area is identified on the map below. Settlements within or on the edge of the Coastal Zone in Buchan are:

- Boddam
- Crimond
- Cruden Bay
- Longhaven
- Peterhead
- St Combs
- St Fergus



Buchan Priorities

In line with the Aberdeenshire Council Crown Estate Scotland Framework, Buchan Area Committee has prioritised:

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

In addition, Buchan Area Committee is seeking to support relevant priorities within the Buchan Community Plan, including but not limited to:

- Priority 1.1 Support the delivery of projects and initiatives which are important to communities
- Priority 1.2 Development of a Community Wealth Building approach in Buchan
- Priority 1.4 Ensure there is affordable, accessible, flexible, and reliable transport available in our communities including active travel opportunities
- Priority 2.3 Support the development of activities for communities, to maintain a healthier lifestyle
- Priority 2.4 Supporting the development of tools and initiatives to improve mental wellbeing and reduce social isolation

The Buchan Community Plan can be viewed [here](#)

Applicants will be asked to explain how their project meets these priorities in their applications.

Monitoring and Evaluation

The following indicators will be monitored:

- Number of new facilities created
- Number of existing facilities enhanced
- Number of jobs created (in Full Time Equivalent @ 37 hours)
- Number of new products/services created
- Number of volunteer opportunities created
- Length of active travel routes enhanced or created (km)
- Reduction in greenhouse gas emissions (Carbon dioxide equivalent (CO₂e) per annum)
- Increase in revenue to sustain and grow the organisation (£ per annum)

In addition, applicants should report specific outcomes relevant to their project.

It will be a condition of funding that a project report is provided within twelve weeks of the project end and/ or a progress report is provided at the end of the financial year if the project is not complete.

Eligible expenditure and financial checks

Both capital and revenue projects may be supported. Types of eligible expenditure include:

- Project development costs including feasibility studies, professional or statutory fees, or services that will enable the development of a project in a coastal community
- Training and development for volunteers (training for staff may also be considered if there is strong justification)
- Materials and equipment including safety equipment
- Additional staffing for specific projects or activities
- Creating, repairing and upgrading of coastal community facilities and amenities including coastal paths and connections to and from the coastal path
- Creating publications, video or other types of materials or content that specifically support one of the four main criteria

The following exclusions should be noted:

- Works for which statutory consents (planning permission/ change of use etc) are not in place at the time of application
- The replacement of fundraising income or general reserves.
- The displacement of funding already secured for the project.
- Projects with no tangible link to the coast or the sea and located outside the eligible area
- Core staffing costs unrelated to specific eligible activities or the priorities of the strategy
- Costs formally committed to or spent prior to the project start date
- Costs incurred or invoiced after the project end date
- Costs involved in winding up a company or organisation
- Bad debts, fines, financial penalties and expenses of litigation
- Payments not supported by invoices and/or documents proving expenditure
- Recoverable VAT
- Alcohol

Aberdeenshire Council will carry out appropriate financial checks on external organisations before any funding offer is made. All funding will be subject to the completion of an appropriate written agreement.

Please note that it is expected the Coastal Communities funding will recur, depending on allocations agreed by Marine Scotland. However, due to the allocation process it is not possible to make multi-year awards.

Application Guidance

Section 1:

Please ensure you have provided accurate contact information. For more information on the personal data collected please read the Privacy Notice [here](#).

Section 2:

Please answer all questions fully but concisely. You must state the project location. If the project has multiple phases you are asked to note this, but your answer should focus on the detail of the activities you are requesting funding for in this application.

Please ensure you describe the outcomes you expect to result from your project. By outcomes we mean the difference that the activity will make for your community.

Section 3:

Applications can be made using this form for grant awards between £1000 and £9999. Requests for £9999 will only be considered in exceptional circumstances, for example if the project is included in a community led plan (which may include a Local Place Plan or Community Action Plan).

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Please ensure that you can provide evidence of your project costs. This could be in the form of quotes, estimates, pricing information or similar. Where possible you should provide evidence that you have sought multiple quotes or compared prices. A minimum of two quotes will be required for individual goods or services costing £10,000 or more.

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.

Funding must be claimed within the financial year it is awarded.

External applicants should note that financial checks will be carried out prior to the award of any grant in line with Aberdeenshire Council policies and Financial Regulations.

Section 4:

Please confirm your project (or project phase) will be complete by 31st March. If your project has milestones, please indicate these here. Project milestones can be used to agree a grant payment schedule should your application be successful.

Sections 5

Please indicate how your project will meet the required priorities.

For question 5.1 you should pick only one Coastal Communities priority. Please choose the priority that best fits your project and explain how your project meets it.

For 5.2 you explain how your project meets at least one Buchan Community Plan priority. You may select more than one if relevant. As noted above the Buchan Community Plan can be viewed [here](#) should you wish to consider any priorities in addition to or instead of those included in the form.

For 5.3 please note and explain the outputs you expect your project to produce.

In question 5.4 please note any relevant policies you have in place or any relevant steps your organisation takes to ensure it is inclusive.

Section 6:

Please read the declaration carefully, along with the [Privacy Notice](#), before signing and submitting your Application Form.

Please return your Application Form to buchan@aberdeenshire.gov.uk

Deadlines:

Assessment of your application will begin as soon as it is submitted.

No project should start or commit expenditure before receiving approval.

No officer of the Council can promise assistance, as every case is discretionary.