



Aberdeenshire Council Startup grant Application Form

Please note

If your application is successful, a formal letter by email will be sent to you. This letter will confirm any specific conditions attached to your award. The following applies to all applicants. Please ensure you have reviewed the guidance document prior to submitting an application.

1. No officer of the council grant support scheme can provide assistance, but general queries may be emailed to startup@aberdeenshire.gov.uk
2. Business must not have started before 1 October 2024
3. Payment of your grant, if approved, will be made in one lump sum following a fully completed application, supporting documents and an approved application form.
4. Aberdeenshire Council and/ or Business Gateway reserve the right to publicise the scheme's support offered to your business. However, we will contact you in advance of any releases.
5. The minimum grant award is £1,000, and the maximum grant award is £3,000
6. Further information and guidance can be seen in the guidelines and process document. We advise you to read this before applying for the grant.
7. This grant is only for businesses based in Aberdeenshire.
8. This project is funded by the UK government through the UK Shared Prosperity Fund.
9. If you or your business has received a grant award from either Startup Grant Scheme (LACER) or Startup Grant Scheme (UKSPF) you will not be eligible.
10. The closing date for applications is 15th February 2026 or when funds are exhausted. Please note when you submit an application without any supporting information or evidence, this may not be processed. We are unable to hold any grant award for any individual or business. Only a full and complete application with submitted documents will be accepted and reviewed.
11. All decisions will be made at the discretion of the Aberdeenshire Council.

PRIOR TO COMPLETING YOUR APPLICATION, PLEASE REVIEW THE GUIDANCE DOCUMENT. ONLY A FULLY COMPLETED APPLICATION WITH ALL SUPPORTING DOCUMENTS AND EVIDENCE WILL BE PROCESSED.



Applicant Details	
Applicant Name	
Your Position	
Business Name	
Address For £1000 – home address For £3000 – business address	
Postcode	
Telephone Number	
Email	We will use the email used to submit the application, if you would prefer to use a different email please provide it above.
Legal Status	e.g Sole trader / Partnership / Limited Company
Website, Facebook URL and or other social media URL's eg Twitter & Instagram	
Company Registration Number (if applicable for LTD companies only)	
What sector does your business operate within e.g Food & Drink, Energy, Construction etc	



Which grant are you applying for, please tick one	
Startup £1,000 Includes home based <input type="checkbox"/>	Startup with property £3,000 <input type="checkbox"/>

Who is your Business Gateway Advisor	
Name	
If you do not have a Business Gateway advisor, they can be contacted on aberdeenshire@bgateway.com or 01467 535353	

When did you start your business	
Day / Month / Year	
Have you or any other business you are involved with applied for any Aberdeenshire Startup grant previously (UKSPF or LACER), please tick	
No <input type="checkbox"/>	Yes <input type="checkbox"/>
Has any business owner / director involved with the business been disqualified as a director or business owner? Please tick	
No <input type="checkbox"/>	Yes <input type="checkbox"/>
Has any business owner / director involved with the business ever been on the AIB Register of Insolvencies?	
No <input type="checkbox"/>	Yes <input type="checkbox"/>

For the £3,000 start up property grant only	
Aberdeenshire Council Business Rates reference number, please note this is not your VR number.	



What is your business	
Please explain your business along with any products / services in no more than 250 words.	

What do you plan to spend the grant on	
Please explain how the grant will support the business in no more than 250 words.	



Business Bank details	
Business Bank Name	
Branch and address	
Date account opened	
Sort Code	
Account Number	
Account Name	

I certify that payments which may become due to me by Aberdeenshire Council can be paid by B.A.C.S. into the above mentioned business bank account. If this business bank account should change, it is my responsibility to advise Aberdeenshire Council.

Signature*	Date
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*typed or handwritten signature is acceptable

Data Protection
<p>Aberdeenshire Council is the Data Controller for the purposes of the General Data Protection Regulation (GDPR). We will use the information you provide in this form and in any supporting evidence, you supply, to process your application and if successful, to process your claim. We will store your business and contact information in our database to administer your application.</p> <p>Please refer to our Privacy Notice to see how we use, protect and store your data and your rights to this. Here is the link to our Privacy Notice</p> <p>http://publications.aberdeenshire.gov.uk/dataset/business-startup-fund-privacy-notice</p>

Equal Opportunities Monitoring



Under the Enterprise Act, local government is obligated to collect Equal Ops information to ensure fairness and transparency in service delivery to all community sections. Completion of the above information will allow us to monitor the uptake of our services and help us to achieve this commitment. All responses are optional.

Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
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Date of birth	
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Ethnic Origin

White

Scottish ☐
Other ☐

Other British ☐

Irish ☐

Asian or Asian British / Scottish

Pakistani ☐
Chinese ☐

Indian ☐
Other ☐

Bangladeshi ☐

Black or Black British / Scottish

African ☐

Caribbean ☐

Other ☐

Mixed

White/Black African ☐
Other ☐

White/ Caribbean ☐

White/Asian ☐

Other

Other ethnic background ☐
Prefer not to say ☐

Disability

Do you have any long-term illness, health problem or disability that limits your daily activities or the work you can do?

Yes ☐

No ☐

Prefer not to say ☐

Checklist

Before submitting your application, please check and tick the boxes below to ensure you are submitting all required documentation. Incomplete applications may not be reviewed.

All applications

Has the application form been fully completed, signed and dated

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Evidence of registration – Companies House registration number on the form (Not registered before 1 st October 2024) or HMRC UTR letter attached for sole traders. (New registrations only from 1st October 2024)	<input type="checkbox"/>
Evidence of trading – Business Bank statement. Not before 1st October 2024 and must show at least 1 business related item paid in or out. Please note personal bank statements and details may only be accepted in exceptional circumstances for sole-traders.	<input type="checkbox"/>
Proof of identity – Driving license or passport	<input type="checkbox"/>
Applicant proof of address - council tax bill (most recent) or utility bill (within the last 3 months, dated from 1 st October 2024)	<input type="checkbox"/>
12 months cashflow projection, Template to be provided by your Business Gateway Advisor	<input type="checkbox"/>
For the £1,000 grant	
Your application detail matches your council tax record and registered with Aberdeenshire Council Tax department.	<input type="checkbox"/>
To be included for the £3,000 grant	<input type="checkbox"/>
Copy of lease for a commercial property or proof of purchase. Not signed or concluded before 1 st October 2024	<input type="checkbox"/>
Your application business premises detail matches and is registered with Aberdeenshire Council Business Rates department.	<input type="checkbox"/>

Subsidy Control / State Aid
Any Grants awarded through the Business Start-Up Grant Scheme will be awarded as Minimal Financial Assistance under Article 36 of the Subsidy Control Act 2022. There is a ceiling of £315,000 for subsidies provided to any one Enterprise under this Article over a 3-year period. Any Article 36 subsidies (or similar aid, including “de minimis” aid granted prior to 31 December 2020 under Commission Regulation (EU) No 1407/2013) awarded to the Grantee will be relevant if the Grantee wishes to apply, or has applied, for any Article 36 subsidies. Prior to any award being made, a Minimal Financial Assistance notification will be issued and you will need to provide us with written confirmation that the MFA threshold specified in section 36(1) of the Subsidy Control Act will not be exceeded by you receiving the proposed assistance.

Declaration
I declare that I wish to apply to Aberdeenshire Council for financial assistance from the Startup grant scheme. I declare that the information contained in this application is correct to the best of my knowledge and that I have read the guidelines, process and criteria



document. I can confirm the business has not started trading or registered prior to 1 October 2024 and is a new registration only under UTR or LTD.

I authorise Aberdeenshire Council to liaise with Business Gateway Aberdeen City & Shire regarding my application and verify my application with external agencies, if required and departments across the council.

I agree as and when required to provide progress updates and information to Aberdeenshire Council as and when required to report on the outputs from this grant scheme.

If found to have knowingly provided false information, my application will be subject to fraud referral.

This grant constitutes de minimis funding under the UK-EU Trade and Cooperation Agreement. I understand the business must retain details of the Grant for 3 years from the date I receive any payment and produce it on any request by the UK or European public authorities.

The grant must be used for intended outlined business purposes otherwise the council has the right to reclaim the grant.

By signing this form I confirm that I am the Director / Partner / Proprietor of the business submitting this application and that I and all other Director/s, and or Business Partners consent to above

Print Name	Signature*
Business Name	Position
Date	

*typed or handwritten signature is acceptable

Please submit your application and associated documents to startup@aberdeenshire.gov.uk. We aim to respond within 10 working days.

The applicant can appeal an unsuccessful application up to 4 weeks after the rejection notification by submitting a written request to appeal to startup@aberdeenshire.gov.uk. The application will then be reviewed by a second member of staff at Aberdeenshire Council.