

## RURAL COMMUNITIES CHALLENGE FUND

### CAPITAL Grant Application Form 2025-26

(Applications should be submitted at the earliest convenience, but no later than 17 August 2025)

<b>Project Name:</b>	
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#### SECTION 1: Applicant Details

<b>1.1</b>	<b>Organisation Name:</b>	
<b>1.2</b>	<b>Registration Number<sup>1</sup> (if applicable):</b>	
<b>1.3</b>	<b>Registered Address<sup>2</sup>:</b>	
<b>1.4</b>	<b>Value of public funding received over last three financial years<sup>3</sup>:</b>	£
<b>1.5</b>	<b>Is your organisation VAT registered?</b>	
<b>1.6</b>	<b>VAT Number:</b>	
<b>1.7</b>	<b>Contact Person Name:</b>	
<b>1.8</b>	<b>Address:</b>	
<b>1.9</b>	<b>Telephone:</b>	
<b>1.10</b>	<b>Email:</b>	

#### SECTION 2: Capacity to Deliver

<b>2.1</b>	<b>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 (<i>please limit to 300 words</i>).</b>
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<sup>1</sup> Company number, charity number etc.

<sup>2</sup> This should match the address at which your organisation is formally registered if a limited company/charity etc.

<sup>3</sup> You should declare the total value of public grants received by your organisation from financial year 2022/2023.

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<b>SECTION 3: Project Description and Outcomes</b>
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<b>3.1</b>	<b>Where will the project be located/project activity take place?</b>
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<b>3.2</b>	<b>Please provide a summary of the proposed project activity to be carried out (<i>please limit to 600 words</i>).</b>
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3.3	Please describe the anticipated benefits, outcomes and impact of the project. You should also comment on the sustainability and legacy of the project <i>(please limit to 500 words)</i> .	
3.4	Project need and demand: Please describe and provide sufficient evidence that your project will meet an unmet need or demand <i>(please limit to 500 words.)</i>	
3.5	Value for money: Please describe how your project represents good value for the funding requested and deliver programme outcomes and objectives <i>(please limit to 500 words)</i> .	
3.6	Please provide an estimate and description of your project's contribution to the following Outputs, Outcomes and Results indicators <sup>4</sup> :	
Indicator		Please describe how the project contributes to these outputs as applicable:
1. Number of new facilities created		
2. Number of existing facilities enhanced		
3. Number of jobs created (FTE @ 37 hour week)		

<sup>4</sup> You should only enter outputs which are directly attributable to the project and which can be evidenced following completion.

4. Number of new products/services created		
5. Number of volunteer opportunities created		
6. Length of active travel routes enhanced or created		
7. Reduction in greenhouse gas emissions per m2		
8. Increase in biodiversity		
9. Increase in revenue to sustain and grow the organisation		
<b>3.7</b>	<b>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):</b>	
<b>Priority</b>		<b>How does the project contribute to the selected priority?</b>
Choose an item.		
<b>3.8</b>	<b>Please detail how this project benefits those based in the rural community.</b>	

SECTION 4: Risk Management		
<b>4.1</b>	<b>Please provide a breakdown of risks to the delivery of the project and address how you will mitigate these risks:</b>	
<b>Risk</b>	<b>Impact</b> (What is the effect of the risk on project delivery?)	<b>Mitigation</b> (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)			
4.2	<b>Please provide information on any relevant consents or permissions which are required for your project.</b> Please provide evidence of any approved permissions and (where appropriate) evidence that permissions are not required (e.g. correspondence with planning officers).		
<b>Description</b>		<b>Confirmed?</b>	<b>Comments</b>
Building Warrant <sup>5</sup>			
Business Licence(s) <sup>6</sup>			
Land/Property Owner Consent			
Listed Building Consent <sup>7</sup>			
Planning Permission <sup>8</sup>			
Other(s) (please specify below):			

SECTION 5: Project Timescale			
5.1	<b>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.</b>  <b>YOUR PROJECT MUST BE COMPLETE BY 28 FEBRUARY 2026</b>		
<b>Activity carried out</b>		<b>Estimated Start Date</b>	<b>Estimated End Date</b>


5 To check if this applies, please visit: [Apply for a building warrant - Aberdeenshire Council](#)

6 To check if this applies, please visit: [Apply for a licence, permit or permission - Aberdeenshire Council](#)

7 To check if this applies, please visit: [Listed buildings - Aberdeenshire Council](#)

8 To check if this applies, please visit: [Apply for planning permission - Aberdeenshire Council](#)

SECTION 6: Project Costs						
Cost Item	Category	Quotes <sup>9</sup>				Cost amount <sup>10</sup> (£)
		Company Name	Document Name	Quote Cost <sup>11</sup> (£)	Preferred supplier?	
					<input type="checkbox"/>	0
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	0
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	0
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	0
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	0
					<input type="checkbox"/>	
					<input type="checkbox"/>	
		<b>(A) Total Project Expenditure:</b>				<b>£ 0</b>

If you require further space for cost lines, please request an additional cost sheet by emailing [externalfunding@aberdeenshire.gov.uk](mailto:externalfunding@aberdeenshire.gov.uk)

<sup>9</sup> You should enter the required number of quotes according to the RCLLD procurement guidance. The application will not go forward without the correct number of quotes.

<sup>10</sup> The cost for each item should match the cost of the preferred supplier.

<sup>11</sup> These costs must exclude VAT if your organisation is able to recover VAT.

**SECTION 7: Funding Package**

**7.1** Please enter a list of project match funding. Minimum match funding of 10% is desirable but not essential.

Source	Confirmed? (Y/N)	Amount (£)
		0
		0
		0
	<b>(B) Total Match Funding:</b>	<b>£0</b>

<b>7.2</b>	<b>(C) RCCF Grant Requested<sup>12</sup></b> <b>NOTE – The total Grant Requested value C should be equal to the Total Project Expenditure A (section 6) minus Total Match Funding B (section 7.1). A - B = C</b>	<b>£0</b>
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**SECTION 8: Supporting Documents required:**

Supporting Documentation Enclosed:	Document name(s)	Submitted?
Constitution or Memorandum/Articles of Association		
Annual accounts (most recent 3 years)		
Bank statements (most recent 3 months)		
Quotes for every cost item		
Organisational policies, an equal opportunities policy must be supplied as a minimum (e.g health and safety, child protection etc)		
List of directors/trustees/committee		
Relevant insurance policies certificates*		
Evidence of land ownership/lease*		
Confirmation of match funding and the specific use of the funding if from an external source.		

<sup>12</sup> This must equal total project costs minus total match funding.



Project cash flow		
Letters of support		
Evidence of demand (e.g. consultation, research, surveys)*		
Permissions (e.g. planning, building warrant)*		
Job descriptions*		
Photographs/plans/drawings*		
<i>Others - please add as applicable</i>		

*\*If applicable*

SECTION 9: Declaration	
<p><b>I confirm that I am authorised by my organisation to apply for Capital grant funding from the Rural Communities Challenge Fund and that all information provided in this application is correct to the best of my knowledge:</b></p>	
<b>Signature<sup>13</sup></b>	
<b>Print name</b>	
<b>Position in organisation<sup>14</sup></b>	
<b>Date</b>	

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

<sup>13</sup> An electronic or scanned signature is acceptable

<sup>14</sup> This must be a director, office bearer or equivalent

# Privacy Notice

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: [dataprotection@aberdeenshire.gov.uk](mailto:dataprotection@aberdeenshire.gov.uk)

Your information is being collected to use for the following purposes:

- To facilitate the administration of a grant application and any resultant grant award and claims

Your information is:

Being collected by Aberdeenshire Council
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The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Consent		The data subject has given explicit <b>consent</b> to the processing	
Performance of a Contract	X	Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of <b>employment, and social security and social protection law</b>	
Legal Obligations		Processing is necessary to protect the <b>vital interests</b> of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent	
Vital Interests		Processing relates to personal data which are made <b>public</b> by the data subject	
Task carried out in the Public Interest		Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity	
Legitimate Interests <sup>15</sup>		Processing is necessary for reasons of <b>substantial public interest</b>	
		Processing is necessary for legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with its connections with its purposes and that the personal data are not disclosed outside that body without the consent of the individuals	
		Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee,	

<sup>15</sup> Please see the Privacy Notice Guidance for details of limited use of this ground for processing personal data

		medical diagnosis, the provision of <b>health or social care</b> or treatment, or the management of health or social care systems	
		Processing is necessary for reasons of public interest in the area of <b>public health</b>	
		Processing is necessary for archiving purposes in the <b>public interest</b> , scientific or historical research purposes or statistical purposes	

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

*We will be unable to consider your grant application.*

Your information will be shared with the following recipients or categories of recipient:

*The UK and/or Scottish Government and associated agencies which are responsible for the administration of the Rural Community Led Local Development Fund; members of evaluation/assessment panels; and the Local Action Group.*

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

*Not applicable*

The retention period for the data is:

*If your application is successful, 7 years from the closure of the funded project. If your application is unsuccessful, 7 years from the date of application.*

The following automated decision-making, including profiling, will be undertaken:

*Not applicable*

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to object, where the legal basis specified above is:
  - (i) Performance of a Public Task; or
  - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
  - (i) Consent; or
  - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.