



**BUCHAN SMALL GRANTS SCHEME 2024-25**  
**Application Form**

(Applications can be submitted up to Sunday, 2<sup>nd</sup> February 2025)

**SECTION 1: Contact Details**

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

## **SECTION 2: Details of the Project**

2.1 Please provide details of your project below:

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

2.3 Community Support: 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 Maintenance Arrangements: Please provide details of any future maintenance requirements and arrangements to be put in place in respect of your project:

2.5 Is this a new or an existing activity? Please provide details:

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

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

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

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

2.8 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 £500)	
Breakdown of cost	

3.1 Previous funding from Buchan Area Committee Budget: Have you received Area Committee funding within the past three years? If so, please state the project and the amount received.

Project	
Amount claimed	

3.2 Other funding applied for: Please provide details of any other sources of funding applied for and the amount secured. The project must have the balance of funding in place or it will not be eligible.

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**Projects that are awarded funding need to be completed and copy receipts/bank statements provided before the end of the financial year to allow a claim to be made.**

### **SECTION 4: Organisation Finance**

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

<b>Signature</b>	
<b>Position</b>	
<b>Date</b>	

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

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

Telephone: 01467 530917

Email: [buchan@aberdeenshire.gov.uk](mailto: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"/>

## **GUIDANCE NOTE AND CRITERIA**

### **PLEASE READ CAREFULLY WHEN COMPLETING YOUR APPLICATION**

#### **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.

#### **Section 2: Details of the Project**

This grant fund recognises that there are times when community groups may need a helping-hand to undertake a fairly small project. A total allocation of £7,700 has been ringfenced for this scheme in this financial year, with a maximum grant of £500 per application. A closing date of Sunday, 2<sup>nd</sup> February 2025, has been set, allowing any remaining funds to be reported to the Buchan Area Committee on 25<sup>th</sup> February 2025 for redistribution. The fund may close earlier if it is fully committed. Applications are considered on a first-come-first-served basis.

##### **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**

Applicants should detail the outcomes the project hopes to achieve and explain the difference this will make to their local community.

##### **2.3 Community Support**

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

##### **2.4 Maintenance Arrangements**

Applicants should demonstrate how any maintenance arrangements will be sustained in the long term.

##### **2.5 Is this a new or an existing activity?**

If this is an existing activity applicants should be clear about the outcomes already achieved from the project, number of years in existence, etc.

##### **2.6 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.

## **2.7 Does the project demonstrate partnership working?**

Does your project involve other groups or partners?

## **2.8 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 £500 per application is available.

A closing date of Sunday, 2<sup>nd</sup> February 2025, has been set for receiving applications, allowing any remaining funds to be reported to the Buchan Area Committee on 25<sup>th</sup> February 2025 for redistribution.

**Payment will be made retrospectively on evidence of payment such as copy receipts, receipted or paid invoices or copy bank statements.**

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

**The money awarded must be spent, and receipts sent to the Area Manager's Office, by 31<sup>st</sup> March 2025.**

### **3.1 Funding from Area Committee**

Please give details of any Area Committee funding you have received in the past three years. Please note that if you are in receipt of, or have applied for, a grant from the Buchan Area Committee's Project Grant Fund in the current financial year, other applications may be prioritised before consideration is given to yours.

### **3.2 Other funding applied for:**

Please give details of other funding you have applied for and if you are using any of your own funds. The project may not be eligible for funding if the balance is not in place.

## **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. Determination of the applications will be delegated to the Buchan Area Manager in consultation with local Ward Members.

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 530917

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





**From mountain to sea**

## 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 allow Aberdeenshire Council to make payments to you.

The Legal Basis for collecting the information is:

<b>Personal Data</b>	
Task carried out in the public interest	X

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

Buchan Area Committee members to consider the application, Buchan Area Office colleagues to process the application and communicate the outcome, Finance colleagues to process relevant forms and payment(s) as required, HM Revenue and Customs, National Fraud Initiative
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Your information will be transferred to or stored in the following countries and the following safeguards are in place:

<i>Not Applicable</i>
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The retention period for the data is:

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

<i>Not applicable</i>
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Please note that you have the following rights:

- 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 request rectification or erasure of your personal data, as so far as the legislation permits.