

NESFLAG COASTAL COMMUNITIES FUND

ELIGIBILITY CRITERIA AND GUIDANCE

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Introduction

The NESFLAG Coastal Communities aims to support the sustainable development of coastal and fishing communities in North East Scotland. This contributes to the following Aberdeenshire Council priorities:

- A sustainable economy
- Connected communities
- Living well locally

The priorities of the programme are:

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

Funding decisions are made through a competitive application process, with funding intended to support defined, time-bound projects which meet at least one of the above programme priorities.

To bid for funding, grant applicants must fully complete and submit an application form and supporting documents by **23:59** on **22nd June 2026**. The documents (Financial annex and supporting required documents) must be submitted to coastalcommunities@aberdeenshire.gov.uk. The application is to be completed online through the link on the webpage. This will be sent automatically to the Council when the applicant hits the submit button. Applications received after this date or through other means will not be considered during this application round.

Grant applications **must meet all the eligibility criteria set out in this document to be considered for funding**. Applications will be reviewed against eligibility criteria and feedback provided if further information/amendments are required. Please note that due to time and resource constraints, there may only be one opportunity to amend an application/respond to queries. Final applications and all supporting documentation must be provided to the Council no later than **22 June 2026**. Applications which are unable to evidence meeting all eligibility criteria by this date will not be considered during this application round.

Following the Public Pound checks will also be undertaken on grant applicants in line with Aberdeenshire Council's [agreed policy](#).

Meeting the eligibility criteria does not guarantee an award of funding.

Qualitative assessment and scoring of applications will be undertaken by NESFLAG to inform funding decisions. Scoring criteria are set out in the 'Application Process and Scoring' section of this guidance document. Final

decisions will be made by Aberdeenshire Council as the Accountable Body for the fund, in line with the Council's [Scheme of Governance](#).

Grant applicants will be notified of the outcome of their application as soon as possible after decisions are made. This is estimated, but not guaranteed to be, 9th September 2026.

Further information on this programme is available at: [Coastal Communities Challenge Fund - Aberdeenshire Council](#)

<https://www.aberdeenshire.gov.uk/business/business-support/funding/cccf/>

In the event of any queries, please contact coastalcommunities@aberdeenshire.gov.uk

Eligibility Criteria

Eligible Applicants

The following **organisations/individuals** can apply for funding:

- Constituted Community groups
- Not-for-profit groups
- Company Limited by Guarantee
- Community Interest Companies
- Co-operative and community benefit societies
- Registered charities
- Social Enterprises
- Small Enterprises
- Sole Traders
- Partnerships
- Trusts
- Public sector organisations
- Trust Ports

Applicants must:

- Be constituted
- Have a bank account
- Be based in Aberdeenshire
- Have a constitution or memorandum and articles of association or another founding document
- Have an agreed statement of purpose

- Have adopted policies for the following:
 - Equalities
 - Health & Safety
 - Safeguarding
 - Fair Work First Statement (or an exemption)
- Have a partnership agreement (partnerships only)
- Have signed (independently audited/verified/examined by appropriately qualified professional) and up-to-date accounts
- Have appropriate insurance in place for public liability (and employer's liability where employing staff)

Eligible Area

Project activities must take place within the following eligible area:

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

Project Timescale

Projects must be timebound and have clear start and end dates.

Projects may start no earlier than the date of the grant notification. Costs formally committed to or spent prior to this date will not be eligible for grant.

Projects must be physically completed within one year of the grant award date. Project costs related to activity taking place after this date will not be eligible for grant.

All project costs must be actually paid out of the grant applicant's bank account by one year after grant award date. Project costs paid out of an applicant's bank account after this date will not be eligible for grant.

All grants must be claimed from Aberdeenshire Council by one year after grant award date through the process set out in this guidance document. Any claims and submissions delivered to the Council after this date shall only be considered for payment by the Council at its sole discretion.

All outputs and outcomes set out in the grant application must be achieved by the project end date. Grant may be reduced or withdrawn if project outputs and outcomes are not achieved or cannot be evidenced.

Eligible Activities

Projects may include revenue and capital activities which deliver at least one of the following outputs and outcomes:

- Create a new facility
- Enhance an existing facility
- Create a job
- Create a new product or service
- Create a volunteer opportunity
- Enhance or create active travel routes
- Increase the number of visitors or customers to a facility
- Increase revenue to sustain and grow an organisation
- Reduce greenhouse gas emissions

Targets should be set in the application form where relevant. Appropriate evidence of achieving these must be provided by the end of the project.

All projects must fully comply with legal and statutory obligations, not limited to but including:

- Paying the national living wage
- Meeting tax obligations
- Complying with employment legislation (e.g. IR35)
- Planning permission
- Building warrants
- Licences
- Subsidy control legislation

Where planning permission, building warrants or licences are required these must be approved by at the time of application. This is to ensure that projects can start quickly after approval and be completed on time. Grant applications which do not have the required permissions in place or do not have appropriate confirmation that permissions are not required (e.g. from Aberdeenshire Council's Planning or Building Standards Services) will not be considered during this application round.

Eligible Costs

Project costs may be either capital or revenue (definitions set out in the Glossary section of this document). A breakdown of project costs should be provided in the grant application, with a separate line for each planned purchase/contract/staff member etc. Costs for items which are intended to be purchased separately should not be grouped together. Costs which are intended to be part of a single contract should be kept as a single line. This helps to ensure that the right procurement

process is followed, that grant claims can be processed smoothly and that the need for change requests is reduced.

All costs must:

- be essential for the project to be successfully delivered
- be additional to core organisational costs which would be incurred even if the project did not go ahead
- represent best value, as evidenced through undertaking a suitable procurement process as set out in the 'Best Value – Procurement, Quotes and Tender Requirements' section of this document
- be actual costs incurred by the organisation up to the maximum contractually agreed amount

The following cost categories are **eligible for grant**:

- Capital costs
- Consultancy
- Equipment
- Marketing
- Overheads (max 15% of total direct staff costs)
- Staff Costs (Direct project delivery)
- Travel Expenses
- Participant Expenses
- Venue Hire
- Catering
- Software and Licenses

The following costs categories are **not eligible for grant**:

- In kind costs
- Cash payments
- Contingencies
- Purchase of land or buildings
- Payments not supported by invoices and/or documents proving payment out of the organisation's bank account
- Recoverable VAT, whether fully or partially recoverable by the grant applicant
- Costs formally committed to or spent prior to the project start date
- Costs incurred or invoiced after the project end date, including contractor retentions
- Costs involved in winding up a company or organisation
- Costs not procured in line with programme requirements
- Costs resulting from the deferral of payments to creditors

- Statutory fines, criminal fines or penalties, financial penalties and expenses in respect of litigation, unfair dismissal or other compensation
- Bad debts, fines, financial penalties and expenses of litigation
- Alcohol
- Redundancy payments
- Core organisation running costs, including management, administration, utilities, insurance, premises costs etc.
- Costs related to the preparation of the grant application, including consultancy, professional fees, building warrants, planning fees etc.
- Paid for lobbying, entertaining, petitioning or challenging decisions
- Payments for activities of a party political or exclusively religious nature
- Gifts, or payments for gifts or donations
- Payments for works or activities which Aberdeenshire Council, the project deliverer, end beneficiary, or any member of their partnership has a statutory duty to undertake, or that are fully funded by other sources
- Contingencies and contingent liabilities
- Dividends
- Costs incurred by individuals in setting up and contributing towards private pension schemes

Grant Amount

The minimum amount of grant which can be applied for is £10,000. This has been set to reflect the cost and availability of resources to administer grants, both within the Council and applicant organisations.

The maximum amount of grant which can be applied for is £49,999. This reflects the limited amount of funding available and helps to ensure that funds can support a number of different projects.

The grant applied for must be no more than 90% of the total eligible project costs (community and public projects) or 50% for business projects. This is to allow limited funding to benefit a number of different projects and ensure that there is more than one organisation committed to the project.

The final amount of grant paid will be calculated by deducting match funding from final eligible project costs. If costs are lower than anticipated or match funding is higher, this may result in a lower grant payment or percentage intervention rate. This is to ensure that there is no double funding of project costs and that the grant provided is the minimum amount required to deliver the project.

Match Funding

Before any grant award can be formally confirmed, a full funding package for the project must be in place. This is to ensure that grant applicants have enough funding to be able to complete the project.

All funding secured from other sources or formally committed to by the grant applicant must be declared in the grant application. Independent evidence of funding from other parties must be provided to show that the funding is for the same project and confirm any terms and conditions associated with their contribution. This is to ensure that there is no double funding of project costs and that the grant provided is the minimum amount required to deliver the project.

Any additional funding, unknown about at the time of the application, secured from whatever source, to contribute to the project must be declared to enable the Council to determine whether a reduction in Grant is appropriate.

Any additional or unforeseen costs incurred during the implementation of the project would need to be met by the grant applicant. In the event that a project is not fully completed on time and/or as set out in the grant application, grant may be reduced or withdrawn. This may include recovering any interim payments already made during the project implementation period.

Best Value – Procurement, Quotes and Tender Requirements

As grant funding is being provided from public funds, there is a need to ensure and provide evidence that project costs represent value-for-money and are spent transparently. The minimum requirements are as follows:

- For items **up to £10,000.00 exclusive of VAT, one written quote must be provided.**
- For items between **£10,000.01 and £49,999.99 exclusive of VAT**, a minimum of four quotations must be provided unless an exemption is agreed by the Council.
- For items **£50,000.00 and above exclusive of VAT**, a formal tender process must be undertaken unless an exemption is agreed by the Council.

Aberdeenshire Council reserves the right to seek independent advice on the validity and value for money of quotes and tenders supplied. The Council may contact your suppliers directly to check the validity of the quote/tender.

Quotes

Written quotes should be sought from suppliers for the same or equivalent products or services (e.g. quality, size, quantity, units and specification). The specification of items quoted for should meet the requirements of the project. As such, only price should be considered when comparing quotes. The eligible cost for grant would be limited to the lowest quote. Grant applicants may choose a more expensive supplier but must fund the difference in cost from their own resources.

Quotes must:

- Be in writing (e.g. by letter, email or a screenshot from a website)
- Be provided from suppliers independent from the grant applicant and other quote providers
- Include the supplier's address, phone number and a contact name
- Include a detailed and itemised breakdown of costs and total price
- Be clear whether or not they are inclusive of VAT
- Be less than 6 months old

Tender

A formal tender process involves:

- Preparing a specification of works/services
- Setting out evaluation criteria for the assessment of bids from suppliers

- Issuing the specification and evaluation criteria to potential suppliers at the same time
- Inviting bids from potential suppliers by a set deadline
- Evaluating/scoring bids against the established evaluation criteria
- A written tender report containing procurement strategy and basis of tender, submission analysis, evaluation process and contractor selection.

Principles of procurement are set out in the Public Contracts Scotland Regulations 2015 and include the requirements to:

- Treat economic operators equally and without discrimination
- Act in a transparent and proportionate manner

Conflicts of interest must also be recorded and managed throughout and after the tender process.

Specification

A specification document should be drafted which clearly sets out the requirements which suppliers must meet and may include timescales for delivery.

Evaluation Criteria

Bids may be evaluated based on price alone or take into account both price and quality.

Where price alone is selected, only the value of each submitted and compliant bid may be taken into account.

Where price and quality are to be considered, a weighting between the two factors should be set out in the tender specification (e.g. 80% price; 20% quality).

Qualitative criteria should be:

- Clearly set out in the tender documents provided to bidders
- Relevant to the goods/services to be provided
- Not be designed in a way to exclude or favour particular bidders.

Inviting Bids

All bidders must be treated equally and provided with the same information and timescale to submit bids. As a minimum, the specification and evaluation criteria must be made available to bidders.

Evaluating Bids

Bids should be assessed/scored against the evaluation criteria agreed and published at the start of the process. A record of which individuals scored the bids and any conflicts of interest they may have must be kept. An example of a template can be

found [here](#). The bidder receiving the highest score after the quality/price weighting is applied should be the successful bidder.

Exemptions

Exemptions to the above requirements may be considered in the following circumstances:

- An item is a specialist product with a limited number of suppliers
- There is a need for an item to be compatible with an existing system
- Multiple quotes have been requested but suppliers have declined to quote
- Costs are based on a standard fee, set either by industry, legislation or a public body (e.g. electricity/water connections, planning/building warrant fees, HMRC mileage rates etc.)
- A supplier has been appointed through a suitable procurement process for an earlier phase of a project

Exemptions to the above requirements cannot be considered for the following circumstances:

- Preference to use a particular supplier (e.g. due to having worked with them previously, knowing the supplier, based on recommendation etc.)
- Preference to use a local supplier
- Insufficient time or lack of organisational capacity on the part of the applicant to seek quotes or run a tender process

Application Process

How to Apply

The first step is to complete a **grant application form** , which is available through the following link

[Grant Application - Coastal Communities Challenge Fund 2026-27 – Fill in form](#)

This should be fully completed and submitted along with supporting documents and finance annex to coastalcommunities@aberdeenshire.gov.uk by the date set out in the 'Introduction' section of this document.

Once received, you will receive an acknowledgement of receipt via email.

Application Questions

The grant application form includes a number of questions to capture information on the applicant organisation, project activities, costs, match funding and outputs/outcomes. A project name is requested so that each application can be clearly identified in correspondence and files. A reference number will also be allocated to the project once the application is received.

The application form is divided into the following sections:

Section 1: Applicant Details

This section captures key information on the grant applicant so that:

- It is clear who is bidding for funding
- The grant applicant's eligibility to apply can be verified
- We know who to contact about the project
- A legal agreement can be prepared if the grant application is successful

The following information is requested:

1.1 Organisation Name – the official name of the organisation/legal entity applying for funding and which would enter into a formal legal agreement with the Council.

1.2 Organisation Type – the legal status of the organisation/legal entity applying for funding:

- Unincorporated association
- Company Limited by Guarantee

- Community Interest Company
- Co-operative and community benefit society
- Community Council
- SCIO
- Registered Charity
- Social Enterprise
- Small Enterprise
- Sole Trader (registered with HMRC)
- Trust
- Trust Ports

- 1.3 Registration Number** – where applicable, the registration number of the organisation/legal entity applying for funding. This may be a company number for organisations registered with Companies House or a charity number for registered charities.
- 1.4 Registered Address** – the official or main address of the organisation/legal entity applying for funding. For limited companies or registered charities, this should match the address listed with Companies House or the Office of the Scottish Charity Regulator respectively.
- 1.5 Value of Minimal Financial Assistance received over last three financial years** – under the Subsidy Control Act (2023), organisations can receive up to £315k of Minimal Financial Assistance (MFA) subsidy from public bodies over a three-year period. The three-year period is the current financial year plus the previous two financial years. Grant applicants should check any funding awards from public sources received during this period and declare the total amount awarded as MFA. Funding is considered MFA if this is mentioned in the grant notification/confirmation.
- 1.6 Is your organisation VAT registered?** – ‘yes’ should be selected for organisations which are VAT registered, whether fully or with partial exemption. Project costs and grant will be exclusive of VAT where an organisation is VAT registered.
- 1.7 Contact Person Name** – the name of the person who the Council should contact regarding the funding application.
- 1.8 Telephone** – the contact telephone number of the person the Council should contact regarding the funding application

- 1.9 Email** - the email address of the person the Council should contact regarding the funding application.

Section 2: Capacity to Deliver

This section captures information on the project to be carried out so that:

- The purpose, location and activities to be carried out are clear and unambiguous
- The project's eligibility for grant and fit with programme priorities can be verified
- A legal agreement can be prepared if the grant application is successful

2.1 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

A description and overview of the applicant organisation should be provided. Where other projects have been carried out previously, an outline of these should be provided where relevant. A description of the resources to be put in place to deliver the project should be provided (e.g. number and roles/expertise of staff/volunteers; external contractors/project managers; wider support from within the organisation; financial resources to cash flow or match fund the project etc.).

- What the activities which will be carried out are (e.g. construction/refurbishment of a building; purchase/installation of equipment; delivery of a service etc.)
- Why you wish to carry out the project (e.g. the intended benefits of a project and why it is desirable/a priority to go ahead)

Section 3: Project Description and Outcomes

This section captures information on the project to be carried out so that:

- The purpose, location and activities to be carried out are clear and unambiguous
- The project's eligibility for grant and fit with programme priorities can be verified
- Projects can be evaluated against scoring criteria
- Consideration is given to wider legal duties, policies and priorities (cross-cutting themes) in the design and assessment of projects

- The intended outcomes and outputs of a project are carefully considered, clear and documented and contribute to the wider priorities of the funding programme
- A legal agreement can be prepared if the grant application is successful

3.1 Where will the project be located/project activity take place?

For capital projects related to construction/improvements to buildings/infrastructure, information on the address/location of the building/infrastructure should be provided.

For revenue projects delivering activities or services, information on where the activities or services will take place or the area where clients who access the services live should be provided.

3.2 Please provide a summary of the proposed project and the activities that the grant would pay for

This should be a short overview of the planned project, covering:

- Who will deliver the project (organisations involved) and who is set to benefit from it (e.g. particular groups, organisations, individuals etc.)
- What the activities which will be carried out are (e.g. construction/refurbishment of a building; purchase/installation of equipment; delivery of a service etc.)
- Why you wish to carry out the project (e.g. the intended benefits of a project and why it is desirable/a priority to go ahead)

3.3 Please describe how the project demonstrates a tangible link with the coast and/or the sea

Crown Estate Scotland Net Revenue funding which supports this programme is intended to be used for the benefit of coastal communities. As such, information on how the project demonstrates a link with the coast and/or sea is requested. This is particularly relevant for projects taking place outside of but within 2 miles of Aberdeenshire's Coastal Zone or adjacent settlements. Points to consider include:

- Whether or not the project is located within the Aberdeenshire Coastal Zone/adjacent settlements
- If not, demonstrate one or more links with the Aberdeenshire Coastal Zone/adjacent settlements and/or the sea
- Where the activity takes place or where people taking part in the activity live

- Enhancing links between the coastal zone and inland areas
- Sea-related project activities

3.4 Please describe the anticipated benefits, outcomes and impact of the project. You should also comment on the sustainability and legacy of the project

Legacy & Sustainability

As grant funding is time-bound and not intended to core fund initiatives, information is sought on what would happen once funding ends. Applications which can demonstrate that there will be longer term benefits beyond the grant period and/or activity can be continued without further grant funding are likely to be scored more highly. Points to consider include:

- For capital projects, demonstrating that running costs/maintenance can be covered
- Confirming that people will continue to use/benefit from the infrastructure after funding ends
- Setting out income generation opportunities from the funded infrastructure
- Considering how it to fund further stages to the project, if applicable.
- For revenue projects involving staff, considering whether or not the project will continue after the end of the grant period and if so how it will be funded
- For revenue projects supporting clients, identifying longer term benefits for project participants
- For feasibility projects, explaining how the results of the studies will be taken forward and funded

3.5 Project need and demand: Please describe and provide sufficient evidence that your project will meet an unmet need or demand.

This question aims to ensure that the proposed project is needed and ideally has broader support from outside of the grant applicant organisation. Applications which include independent evidence/statistics to support the case for the project are likely to score more highly. Points to consider include:

- Undertaking market research/surveys/public consultation

- Identifying a clear 'gap in the market'
- Setting out how the project complements similar projects and how it avoids crossover/duplication
- Providing independent studies, strategies, statistics which support the need for the project
- Providing letters of support for the project
- Avoiding assumptions and confirmation bias through sense checking with people outside of the project team/applicant organisation

3.6 Value for money: Please describe how your project represents good value for the funding requested and deliver programme outcomes and objectives.

Value for money considerations are a key part of decision-making for public funding, aiming to ensure that limited resources are used as effectively as possible and deliver the highest possible benefits. Applications which demonstrate that they offer value not only to the grant applicant but also the wider area/society and which carefully manage and control costs are likely to score more highly. Points to consider include:

- The return on investment – i.e. does the value of the benefits justify the cost and who are the main beneficiaries
- Ensuring that the total costs of the project are as low as possible (e.g. not including unnecessary equipment, unnecessarily high specifications, overinflating overhead costs etc.)
- Ensuring that the amount of grant requested is the minimum needed to deliver the project, through identifying other sources of funding where relevant
- Contributing funding from the own resources to demonstrate a commitment to the project
- Undertaking meaningful procurement exercises which genuinely seek to get best value – i.e. evidencing that these are not seen as a tick box exercise to meet the funder's requirements
- Considering how project costs will be effectively managed and kept under control (e.g. through a dedicated Project Manager)

3.7 Please provide an estimate and description of your project's contribution to the following Outputs, Outcomes and Results indicators

One of the main purposes of the grant is for outputs and outcomes to be delivered. This section of the application asks grant applicants to identify

which output/outcome indicators apply to their project and set targets. These will form part of the grant agreement if the funding application is successful.

Points to consider include:

- Targets should be realistic and ideally based on evidence (e.g. similar or past projects, evidence of demand etc.)
- Targets should be high enough to demonstrate that the project represents value for money, but be achievable
- Outputs and outcomes must be achieved by the project end date
- Appropriate records need to be kept and made available to the Council at grant claim stage or on request to evidence achievement of outputs and outcomes.
- It is easier to capture the required evidence and information during implementation of a project than afterwards.
- Appropriate systems and resources may need to be put in place to record and report evidence of having met project output and outcome targets.
- Where records include personal data, there is a need to ensure that the General Data Protection Regulation can be complied with and that information can be shared with the Council, other funding bodies and partner organisations where required.
- Where an output/outcome measures change over a period (e.g. between the start and end of the project), baseline data may need to be captured before the project starts.
- There are specific definitions for each indicator to ensure consistency of data across multiple projects. These are set out in the 'Outputs and Outcomes' section of this guidance document. If any information is unclear/ambiguous, please ask for clarification (contact information in the introduction section of this guidance).
- Targets will only be considered as met if they can be evidenced and verified as having met the definition for the indicator.

3.8 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)

The sub-programme/priority which the project fits best with should be selected.

Section 4: Risk Management

4.1 Please provide a breakdown of risks to the delivery of the project and address how you will mitigate these risks

This question aims to ensure that potential risks to the delivery of the project are considered and that they can be managed appropriately. Grant funding is conditional on the project being delivered and completed as set out in the funding application (e.g. on time and on budget). If a project cannot be completed, the grant may need to be withdrawn or reduced and interim grant payments repaid. Identifying and managing risks to project delivery at an early stage can help reduce the risk of grant being withdrawn or reduced.

Risks will vary depending on the project, with examples of common risks provided in the application form. For each risk, text should be provided on the potential impact on the project and how this could be managed/mitigated if it arose:

Risk	Example Impacts	Example Mitigations
Increase in project costs	Project not completed to planned specification	Carrying out suitable procurement exercises at an early stage to confirm that prices are realistic and ideally fixed
	Some project activities cannot be delivered	Contracting on a fixed price basis
	Output or outcomes are reduced or not delivered	Having sufficient reserves available to cover cost increases
	Project sponsor cannot pay money due to contractors/staff	
Employing a project manager		
Availability and capacity of contractors	Project cannot start on time	Carrying out suitable procurement exercises at an early stage to identify potential contractors
	Project cannot be completed on time	Ensuring that instructions to contractors are clear
	Costs rise due to inflation	

		on timescales and the level of work required
Availability of materials	Project not completed to planned specification	Carrying out suitable procurement exercises at an early stage
	Project completion is delayed	Ensuring that instructions to contractors are clear on timescales and the level of work required Identifying alternative materials
Loss of personnel/capacity within the organisation	Project activities cannot be delivered to planned level	Allowing for recruitment periods during project delivery
	Project outputs/outcomes cannot be met or are reduced	Identifying other people who can pick up project tasks
	Loss or organisational knowledge on the project	Ensuring that multiple people are aware of the project and hold key information on activities, budgets, contracts etc.
Weather related delays	Project activities cannot be delivered on time	Carrying out suitable procurement exercises at an early stage to identify potential contractors
	Project activities cannot be delivered to the planned specification	Ensuring that instructions to contractors are clear on timescales and the level of work required
		Identifying any weather or temperature sensitive activities and ensuring that these are scheduled at appropriate times
		Not running project completion up until the final possible date to allow for delays

4.2 Please provide information on any relevant consents or permissions which are required for your project. Please provide evidence of any approved permissions and (where appropriate) evidence that permissions are not required (e.g. correspondence with planning officers).

This question aims to ensure that applicants consider whether or not any permissions or licences are required for the project to be delivered legally. The laws relating to commercial premises may be different to domestic ones and it is important to check and seek professional advice on the requirements for a specific project. It can take time to secure appropriate licences and permissions which may have an impact on the deliverability of a project. Examples of permissions or licences which may be required are set out in the application form and include:

Consent/Permission	When it may be required	Further Guidance
<p>Building Warrant</p> <p>A building warrant is the legal permission to start building work, or to convert or demolish a building. This permission is to make sure that the development meets building regulations.</p>	<p>When a project involves:</p> <ul style="list-style-type: none"> • Constructing a new building • Converting or changing an existing building • Demolishing a building 	<p>Check if you need a building warrant - Aberdeenshire Council</p> <p>Contact Aberdeenshire Council to discuss your project to establish if the works require a Building Warrant.</p> <p>Apply for a building warrant - Aberdeenshire Council</p>
<p>Business Licence(s)</p>	<p>When a project involves:</p> <ul style="list-style-type: none"> • Providing/letting accommodation • Selling alcohol • Running a business • Entertainment including events • Work to or activities on roads and streets • Taxi and private hire provision 	<p>Apply for a licence, permit or permission - Aberdeenshire Council</p> <p>Contact Licensing team - Aberdeenshire Council</p>

<p>Land/Property Owner Consent</p>	<p>When a project involves activity on land or property which the grant applicant does not own. This may include leased land/premises.</p>	<p>N/A</p>
<p>Listed Building Consent</p> <p>If you are the owner of a listed building, it means you need to apply for listed building consent to make changes that will potentially affect its character.</p>	<p>For projects involving changes to a listed building.</p>	<p>Listed buildings - Aberdeenshire Council</p> <p>Contact the planning team</p>
<p>Planning Permission</p> <p>Planning is concerned with how a development looks, fits in with its surroundings, its effect on the local neighbourhood, community, traffic and the historic and natural environment. You need planning permission as an authorisation to do a development work.</p>	<p>When a project involves:</p> <ul style="list-style-type: none"> • Building houses or flats • Converting non-residential buildings • Business, commercial, industrial or retail development • Waste, water, transport and energy • Footpaths 	<p>Apply for planning permission - Aberdeenshire Council</p> <p>Planning pre-application advice - Aberdeenshire Council</p> <p>Contact the planning team</p>

Section 5: Project Timescale

5.1 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

This section seeks a breakdown of key activities/steps required to deliver the project. These milestones should cover the project delivery phase from start to finish. Setting these out with start and end dates helps to ensure that there is a clear plan for delivery of the project and sufficient time available to implement it. This may also help to identify potential risks.

For the purposes of the grant contract, the project start date would be the earliest date in the 'Estimated Start Date' column and the project end date the latest date in the 'Estimated End Date' column. The project start date should be no earlier than Contract Award Date. The project end date should be no later than Twelve months after Award Date.

Examples include:

Activity carried out	Estimated Start Date	Estimated End Date
Contractor appointed	1 September 2025	1 September 2025
Groundworks	1 October 2025	31 October 2025
Main construction	1 November 2025	31 January 2026
Final fix	1 February 2026	28 February 2026

In the above example, the project start date would be 1 September 2025 and the project end date 28 February 2026.

Activity carried out	Estimated Start Date	Estimated End Date
Recruitment of staff	1 September 2025	30 September 2025
Client recruitment	1 September 2025	30 September 2025
Keyworker support	1 October 2025	31 March 2026
First training course	1 October 2025	31 December 2025
Second training course	1 January 2026	31 March 2026

In the above example, the project start date would be 1 September 2025 and the project end date 31 March 2026.

Section 6: Project Costs

6.1 Please complete the Application Financial Annex spreadsheet and complete the following table with the figures in its 'summary' tab.

A separate document is provided in Excel format known as a 'Financial Annex'. This has additional functionality to carry out calculations, reducing the risk of arithmetical errors.

- **'Staff Costs' Tab**

This tab should be completed where staff are to be employed to work directly on the project. This may include staff directly delivering activity or services; project management specific to the project; and administration specific to the project. General organisation management/human resources/finance/administration costs should not be included as they are to be covered by an overheads allowance. External or self-employed contractors should not be added here but instead entered on the 'Other Costs' tab.

The overheads allowance is automatically calculated at a rate of 15% of direct staff costs. This is to cover costs for the management and administration of the project and overheads such as office space, payroll charges, stationery etc. It is also intended to cover any small items and expenditure which cannot be easily evidenced through to bank statement.

For each job/post directly delivering project activity, the following information is to be provided:

- **Year** – please select the financial year which the staff costs relate to. If a post covers more than one financial year, please enter a separate line for each financial year and consider potential pay increases for later years. Please note that where a funding programme only covers one financial year, the year tab will be automatically populated.
- **Job Title** – please enter the title of the post. This should match the title in the job description provided as supporting evidence and the contract(s) of the member(s) of staff to be employed in the post.
- **Full Time Equivalent** – please enter the proportion of full-time hours to be allocated to the project.
 - One full-time post, as per your organisation's full-time hours, would be entered as '1'.
 - Where multiple staff are working in the same post/job for the same salary, the total cumulative hours should be provided. For example, 2 full-time staff would be entered as '2'. 1 full-time staff member and a part-time post working 50% of full-time hours would be entered as '1.5'.
 - A part-time post working 75% of full-time hours would be entered as '0.75'.
 - Where a member of staff is only working part of this time on the project and partly on other duties, hours should be entered as they would for a part-time post. Timesheets would need to be provided to record actual time.
- **Annual Gross Salary** – please enter the salary amount for the post, based on 1 Full Time Equivalent for a year.
- **Annual Employer NI** – please enter the amount of employer National Insurance for the post, based on 1 Full Time Equivalent for a year. For guidance on how to calculate this, please see: [Check your payroll calculations manually - GOV.UK](#)

- **Annual Employer Pension** – please enter the amount of employer pension contributions for the post, based on 1 Full Time Equivalent for a year.
- **No. of Months** – please enter the number of months that will be worked on the project by the post.
- **Total Cost** – this will be automatically calculated, based on the information provided in the other columns.

○ **‘Other Costs’ Tab**

This tab should be completed for any project costs which are not related to employed staff salaries. Please refer to the ‘Eligible Costs’ section of this document for information on which costs can be included.

A separate line should be added for each planned purchase/contract to be let.

- **Category** – please select the category which the item relates to from the drop-down menu:
 - **Capital Works** – e.g. construction costs
 - **Consultancy** – e.g. professional services such as Architects/Quantity Surveyors/Project Management/Training and self-employed contractors etc.
 - **Equipment** – e.g. IT equipment, furnishings etc.
 - **Grants to End Beneficiaries** – e.g. grants that would be provided to one or more third parties such as a business
 - **Marketing and events** – e.g. websites, leaflets, banners, advertising costs etc.
 - **Travel Expenses** – e.g. for staff working on the project or clients/people participating in the project.
- **Quotes** – please provide an entry for each comparable quote/tender response received. Further guidance on requirements is set out in the ‘Best Value – Procurement, Quotes and Tender Requirements’ section of this document. The following information should be provided for each quote/tender:
 - **Company name** – the name of the company providing the quote/bid.
 - **Document name** – the name of the file/document provided as supporting evidence.

- **Cost** – the total cost as set out in the quote/bid. This should exclude VAT where this can be fully or partially-recovered by your organisation.
 - **Preferred supplier** – please enter the company name of the bid which you plan to use.
 - **Year** – please enter the cost of the preferred bid in the appropriate year column.
 - **Total cost** – this will be automatically populated from the information provided in other columns.
- **‘Summary’ Tab**
- **Project Title** – please enter the name of the project in this box.
 - **Project Cost Table** – project cost information in this tab is automatically populated from the ‘Staff Costs’ and ‘Other Costs’ tabs when these are completed.
 - **Match funding** – please list all match funding secured from other sources or formally committed to by your organisation. In the ‘Match Funding’ column, please state the name of the match funder. Please confirm the amount of match funding in the year column(s) which the funding relates to, as set out in the match funding offer.

Project cost information in the ‘Summary’ tab should be copied and pasted into the main application document. This is so that all key information related to the project application is contained in a single document, certified and signed by the grant applicant.

Project Costs

Please provide a breakdown of project costs in the table provided.

- **Cost Item** -
- **Category** - please select the category which the item relates to from the drop-down menu:
 - **Equipment** - e.g. IT equipment, furnishings etc.
 - **Capital Works** - e.g. construction costs
 - **Other** – any other eligible costs
- **Quotes** - please provide an entry for each quote/tender response received. Further guidance on requirements is set out in the ‘Best Value – Procurement, Quotes and Tender Requirements’ section of this document. The following information should be provided for each quote/tender:

- **Company name** – the name of the company providing the quote/bid.
- **Document name** – the name of the file/document provided as supporting evidence.
- **Quote cost** – the total cost as set out in the quote/bid. This should exclude VAT where this can be fully or partially-recovered by your organisation.
- **Preferred supplier** – please enter the company name of the bid which you plan to use.
- **Cost amount** - please enter the cost of the preferred bid.
- **Total Project Expenditure** - please add up all project costs listed and enter this in the 'Total Match Funding' box.

Section 7: Funding Package

- 7.1 Please enter a list of project match funding. Minimum match funding is 10% for community and charitable applicants, and 50% for business applicants. You must provide evidence of all match funding including a letter to confirm your own contribution.**

Please list all match funding secured from other sources or formally committed to by your organisation. In the 'Source' column, please state the name of the match funder. Please state whether or not the match funding is formally confirmed. In the 'Amount' column, please confirm the amount of match funding as set out in the match funding offer. Please add up all match funding and enter this in the 'Total Match Funding' box.

- 7.2 CCCF Grant requested**

Please enter the amount of grant being applied for through the application. This should be calculated by subtracting 'Total Match Funding' from 'Total Project Expenditure'.

Section 8: Supporting Documents

This section aims to highlight supporting documents which may need to be supplied along with the application form. Some documents will be required for all applications, but others may vary depending on the project activities. For each line, please enter the name of the file/document provided as supporting evidence and confirm that it is being submitted as part of the application.

- **Governance Documents** – These are required to evidence the legal status of applicants and to ensure that they have appropriate governance arrangements in place. Documents should be formally adopted by the applicant organisation and may include:

- A Memorandum of Association (Limited companies)
 - Articles of Association (Limited companies)
 - A Constitution (Unincorporated organisations and registered charities)
 - Trust Deed (Trusts)
 - HMRC confirmation (Sole traders and individuals)
 - Partnership agreement
 - Statute or Act of Parliament (public bodies/universities/trust ports)
-
- **Annual accounts (most recent 3 years unless a new body or less than three years old)** – These are required to assess the financial situation of the applicant organisation and assess the risk to the Council of providing a grant. These should:
 - Have been audited or verified by an independent examiner in line with the Companies Act requirements (Limited companies)
 - Have been audited or verified by an independent examiner in line with the Office of the Scottish Regulator (OSCR) (Registered charities).
 - Independently verified and approved by the Board/Trustees/Directors as appropriate (Unincorporated organisations and trusts).
- Where a grant applicant does not have annual accounts as it is new, details of expenditure requirements and expected income for the forthcoming year should be provided.
- **Bank statements (most recent 3 months)** – these are required to demonstrate that the applicant organisation has a bank account, assess its financial situation/ability to cash flow a project and identify need for grant. Bank statements should be:
 - In the name of the applicant organisation
 - Redacted to remove any personal information
 - Provided for all accounts held by the applicant organisation
 - **Quotes for every cost item** – these are required to demonstrate that the Best Value – Procurement, Quotes and Tender Requirements set out in this guidance document are met.
 - **Organisational policies** – These are required to evidence that applicant organisations have appropriate policies and procedures in place to operate in

line with legislation. Policies should be formally adopted by the applicant organisation and include:

- **Equalities** – setting out how the organisation will promote equality, diversity and inclusion both within the organisation and when engaging with or providing goods/services to members of the public. This is required for all organisations.
 - **Health and safety** – setting out the applicant organisation’s general approach to health and safety and how it will manage health and safety within the organisation and when engaging with or providing goods/services to members of the public. This is required for all organisations.
 - **Safeguarding** – setting out how the organisation will protect children and/or vulnerable adults. This is required for organisations which work regularly with children or adults at risk.
-
- **List of directors/trustees/committee members** – this is required so that it is clear who is involved in the running of the applicant organisation and to carry out checks on whether any key personnel have a significant history of business failure, including disqualifications. This only needs to be supplied separately if it is not included in Governance Documents.
-
- **Policies certificates** – this is to ensure that the applicant organisation has sufficient insurance cover for their organisation and any assets to be funded through the grant. Insurance certificates should be provided, including:
 - **Public liability** – for organisations dealing with members of the public
 - **Employer’s liability** – for organisations employing staff
 - **Buildings insurance** - for any building to be improved or constructed by the grant
 - **Contents insurance** – for any items to be improved or purchased by the grant
-
- **Evidence of ownership/lease** – this is required for projects involving work on land or buildings and aims to ensure that the owner of the land or buildings consents to the work being undertaken.
 - **Title deed** – for land or buildings owned by the applicant organisation
 - **Lease** – for land or buildings leased/rented by the applicant organisation. This must be signed, have at least 20 years remaining and allow the grant applicant to carry out works on the land or

buildings. Where consent is required from the landlord, this should be obtained in writing and supplied along with the lease.

- **Confirmation of match funding** – this is to mitigate the risk of double-funding of projects from multiple funders and ensure that it is clear who is paying for what. A match funding letter or grant agreement should be provided for each external funding source, containing as a minimum:
 - The name of the funder
 - The name of the recipient of funding
 - The amount of funding in £ and/or as a % of total costs
 - A project name and/or description of the activities or costs to be funded
 - The date by which the funding must be spent/drawn down

Where a match funding letter is not sufficiently detailed to confirm project activities or costs, a copy of the grant application for the match funding may need to be supplied.

Where only part of a match funding contribution is to be used for the project, written confirmation from the match funder is required stating:

- The amount or percentage of their funding to be ringfenced to the project
- That they consent to their funding being partially ringfenced

Where match funding is being provided by the applicant organisation itself, a letter confirming the amount of funding in £ being provided to the project should be provided by the treasurer of the organisation.

- **Letters of support** – these are letters from organisations or individuals confirming that they support the project. These are optional and intended to help evidence support for the proposed project outside of the applicant organisation and/or evidence of demand for goods/services/facilities being provided through the project.
- **Evidence of demand** (e.g. consultation, research, surveys)– this is optional and intended to provide independent evidence that there is an unmet demand for the project. Examples include:
 - Strategies and Policy documents
 - **Consultation** – a report summarising the results of any formal consultation exercise undertaken on the project or within the area where the project will take place.

- **Research** – e.g. academic papers, studies carried out related to the project/area within which the project will take place.
- **Surveys** – the results of any questionnaires/polls undertaken to gauge support for the project.
- **Statistics** – official statistics relevant to the project, e.g. the [Scottish Index of Multiple Deprivation](#) or [area/place-based information](#).

It should be possible to link the proposed project to the evidence – e.g. the project will implement recommendations/help address issues identified in evidence of demand documents. Personal information of individuals responding to consultation or surveys should be redacted unless they have consented to this being shared.

- **Permissions (e.g. planning, building warrant)** – these are required for projects related to land or buildings in order to demonstrate that the project is compliant with legislative requirements and can be delivered on time. The following are required:
 - **Planning permission from local authority/planning authority**
 - Written confirmation of planning approval for the project activities OR written confirmation from the planning authority that planning permission is not required (e.g. following a [pre-planning enquiry](#))
 - If works are to be carried out on a listed building, written confirmation of listed building consent OR written confirmation from the planning authority that planning permission is not required (e.g. following a [pre-planning enquiry](#))
 - **Building Warrant**
 - Written confirmation of building warrant approval OR written confirmation from building standards that a building warrant is not required (e.g. following an [enquiry](#))
 - **Site of Specific Scientific Interest (SSSI)**
 - If works are to be carried out on an SSSI, then written confirmation of [consent from NatureScot](#) OR written confirmation from NatureScot that permission is not required should be provided.

Links to the specific applications on the [planning](#) and [building standards](#) public access registers may be provided in place of copies of planning/building warrant confirmation documents.

- **Job descriptions** – these are required for any posts to be directly funded by the grant applied for. They should include:

- The job title (matching posts listed in the grant application)
- A description of the tasks to be carried out
- A list of skills, experience and qualifications required by the post holder

All tasks listed in the job profile should be related to the delivery of the project. If this is not the case, timesheets would need to be provided at claim stage to quantify time spent on project-eligible activities.

- **Photographs/plans/drawings** – these are optional and intended to help illustrate the current state of land/buildings to be improved and what funded infrastructure/improvements are intended to be.
- **Others - please add as applicable** – any other documents specific to the project which may help confirm eligibility for funding or otherwise support the application. Links to the specific applications on the [planning](#) and [building standards](#) public access registers may be provided in place of copies of plans/drawings.

Section 9: Declaration

The application form should be signed by a representative of the applicant organisation who is authorised to do so. Signing the agreement confirms that the information supplied is correct to the best of the signatory's knowledge and that they authorise the application being submitted. In addition to the signature, the name of the person signing, their job title and date of signature should be provided. Electronic or written signatures are accepted.

Technical Assessment

Once a grant application is received, a technical assessment is carried out to ensure that:

- The proposed project is eligible for grant
- Required consents and permissions are in place or will be by the required deadline
- Project timescale, milestones, outputs and outcomes are clear and realistic
- Project costs are eligible for grant and based on the required procurement process
- Match funding is in place or will be by the required deadline
- The required supporting documentation has been provided
- Following the Public Pound checks can be carried out and documented
- Subsidy Control checks can be carried out and documented

If any issues are identified during these checks, feedback will be provided to grant applicants by email. This will set out what the issues are, what needs to be done to address the issues and provide a deadline for issues to be addressed. If any of the feedback is unclear, please contact us for clarification.

A response should be provided to the Council by email with any revised documents/additional supporting documents. A single email responding to all issues is preferable to sending multiple emails at different times. Once the response is received, the technical assessment is reviewed and updated.

If all technical issues are addressed, the application will then proceed to the Qualitative Assessment stage.

If technical issues remain or additional issues are identified (e.g. due to amended documents/additional supporting documentation), the application will not be able to progress to the Qualitative Assessment stage. If time and resource capacity allows, further feedback and a final opportunity to resolve outstanding issues may be provided.

Qualitative Assessment and Scoring Criteria

Eligible applications are reviewed, assessed and scored by a sub-group of the Fisheries Local Action Group (FLAG) known as the Project Assessment Committee (PAC). Individual members of the PAC will review and score applications and collectively meet to discuss project applications in detail. The average score for each project and recommendations of the PAC on which projects to support will be put forward to the Fisheries Local Action Group.

The scoring criteria are as follows:

1) **Strategic Fit** – To what extent does the project align with the priorities, outputs and outcomes of the framework, Aberdeenshire Council, Locality Plans and Community Action Plans?

Up to 10 points

2) **Cross-Cutting Themes** – Can the project demonstrate a neutral or positive contribution to the following themes?:

Up to 10 points

- a. Equalities
- b. Fairer Scotland Duty
- c. Town Centre First Principle
- d. Sustainability

e. Children and Young People's Rights and Wellbeing

Up to 10 points

3) **Legacy and Sustainability** – Will the project deliver a lasting legacy beyond its lifetime and be sustainable once grant funding has ended?

Up to 10 points

4) **Project Need and Demand** – Is there sufficient evidence that the project will meet an unmet demand?

Up to 10 points

Need for Grant – Is the grant requested the minimum amount required for the project to proceed and have other sources of match funding been adequately explored?

Up to 10 points

6) **Capacity to Deliver** – Does the delivery organisation have sufficient capacity (financial and people) to complete the project as set out and on time?

Up to 10 points

Decision-Making

North East Scotland Fisheries Local Action Group will review all applications and make recommendations to Aberdeenshire Council on which projects to support. Membership of the partnership is set out here:

<https://publications.aberdeenshire.gov.uk/north-east-scotland-fisheries-local-action-group>

When making decisions, the group will take account of but not be bound by the recommendations of the Project Assessment Committee. Their role is to select projects which best fit with the overall programme objectives and also to take into account other factors such as budget availability and balance between different programme priorities and geographical coverage.

Recommendations from the North East Scotland Fisheries Local Action Group are considered by Aberdeenshire Council in line with its [Scheme of Governance](#). Final decisions may be made by a Chief Officer or Council Committee depending on the level of grant sought and the source of the funding.

Appeals and Complaints

Grant applicants may appeal decisions on grant applications in writing within 30 calendar days of the notification date of a decision. Appeals must clearly state the reasons why the applicant wishes the decision to be reviewed and be submitted in

writing either by email through coatalcommunities@aberdeenshire.gov.uk or by letter to:

Aberdeenshire Council
Economic Development
Woodhill House
Westburn Road
Aberdeen
AB16 5GB

Appeals received after this deadline will not be considered.

Appeals will be considered within 60 days of the date of their receipt by Council staff. The outcome of the appeal will be notified to grant applicants in writing.

Complaints will be processed in line with [Aberdeenshire Council's complaints procedure](#).

Grant Agreement

Once a grant application is approved by Aberdeenshire Council, funding is confirmed through a formal and legally-binding grant agreement. In some cases, a non-binding 'Offer in Principle' may be issued prior to a formal grant agreement.

Offer in Principle

An Offer in Principle may be issued where further information/action or decisions are required before a formal offer of grant can be made. These may include:

- Procurement exercises to be completed
- Match funding to be formally confirmed
- Permissions such as planning permission or building warrants to be confirmed

An Offer in Principle:

- Is not a formal offer of grant
- Sets a deadline by when all conditions must be met

Evidence of the conditions being met must be provided by the required deadline by email. If conditions are not met by this time or material changes to the project are proposed, the grant application may require resubmission, reassessment and/or be declined.

Notification of Award

The Notification of Award is a document advising that the Council is proposing to award a grant, subject to conditions being met. These conditions include:

- the Applicant accepting the conditions incorporated into the Notification letter and Schedules;
- the Council issuing a letter confirming the Grant has been awarded.

For grants which are considered to be a subsidy under the [Subsidy Control Act 2022](#) and are being awarded as Minimal Financial Assistance (MFA), a further condition applies:

- the Applicant confirming that the award of the grant will not result in the ceiling for Minimal Financial Assistance being exceeded

An organisation can receive up to £315k of MFA over a three-year period (the current financial year and previous two financial years). Any public funding received in this period which has been awarded as MFA counts towards this limit. A grant is MFA if the funder has confirmed this in writing as per the procedure in the legislation.

When a grant applicant signs the Notification of Award, they are confirming that they accept the conditions set out in the Notification Letter and Schedules and, if applicable, that the award of grant will not result in the ceiling for MFA being exceeded. **No formal offer of grant exists until the Council confirms the Grant has been awarded through a Confirmation Letter.**

There are six Schedules included in the Notification of Award

- **Part 1 (Standard Terms and Conditions of Grant)**
This schedule sets out Aberdeenshire Council's standard terms and conditions of grant.
- **Part 2 (Details of Grant)**
This schedule provides an overview of the project activities, milestones, costs, match funding and grant. Information in this section is based on the grant application. Where information has changed since the application was submitted (e.g. during the assessment and approval process), this will be reflected in the schedule.

The grant amount is the amount of funding which would be paid provided that all conditions of grant are met and there are no changes to project:

- Activities
- Costs
- Match funding
- Milestones

- Outputs and Outcomes

The amount of grant paid (either in £ or as a % of total costs) may vary if changes do occur subsequently or grant conditions are not met.

- **Part 3 (Evaluation Report)**

This schedule sets out the requirements for a project evaluation report, which is to be undertaken by the Grant Applicant and provided to the Council, preferably by email. The report should cover the delivery and impact that the project has had and explain how the project has performed in relation to its original objectives. The report should be submitted one month after the completion of the project.

- **Part 4 (Project Deliverables - Outputs and Outcomes)**

This schedule provides an overview of the project outputs and outcomes. Information in this section is based on the grant application. Where information has changed since the application was submitted (e.g. during the assessment and approval process), this will be reflected in the schedule. An update on progress to meeting targets is to be provided through the grant claim process.

- **Part 5 (Project Specific Conditions)**

This schedule includes any additional conditions which are specific to the project.

- **Part 6 (Data Protection)**

This schedule sets out requirements to be met to ensure compliance with the General Data Protection Regulation (GDPR).

Before signing the agreement, the grant applicant should ensure that they understand the terms and conditions and are able to sign up to them. Grant applicants may wish to seek independent legal advice before signing.

Once signed by a person authorised to do so by the applicant organisation, the document should be sent, preferably by email, to the Council.

Confirmation of Grant

A Confirmation of Grant letter is issued once the Notification of Grant has been signed and returned to the Council. This confirms that the grant has been awarded and the date of the award.

Project Inception Meeting

Once the grant has been confirmed, a Project Inception Meeting is arranged. This meeting is held on Teams and includes Council staff leading on the grant fund and representatives of the project sponsor (formerly referred to as the grant applicant). It is helpful if people responsible for managing project delivery, finance and administration of the project are able to participate. The meeting provides an opportunity to discuss and clarify:

- The grant agreement and conditions
- The details of the project and any anticipated changes
- Project and cashflow management
- Claims and reporting processes
- Change processes
- Project outputs, outcomes and monitoring
- Publicity & acknowledgement requirements
- Document retention

A summary of the discussion will be provided by email, including any actions which have arisen from the meeting.

End

Glossary

Accountable Body – is an organisation that is legally responsible for managing and overseeing grant funding on behalf of a programme or partnership.

Active travel route – is a path or route designed for people to travel using physical activity, such as walking, cycling rather than using a car.

Capital – is money or resources used to acquire or improve long-term assets such as buildings, equipment or infrastructure. This funding does not cover repairs, retrospective project costs or security measures.

Community group - is an organised group of people working together for the benefit of a local area or community.

Community Interest Company – is a business that exists to deliver social or community benefit, with profits largely reinvested to support its purpose.

Constituted – a constituted group is one that has a formal structure, with written rules (a constitution) and a group of people responsible for running it.

Constitution – is a document that explains a group’s purpose, rules and how it is governed.

Co-operative and community benefit society – is a member owned organisation that exists to deliver social or community benefit with profits reinvested for that purpose.

Create - to make, produce or bring something new into existence.

Customer – someone who buys or pays for goods or services.

Eligible – eligible expenditure is the spending that meets the funder’s rules and can be paid for or reimbursed using grant funding.

Enhance – to improve the quality, value or impact of something.

Equalities – making sure people are treated fairly and have equal access to opportunities, without discrimination.

Facility – is a physical place or resource used to provide or carry out an activity.

Fair Work First – is a policy that promotes fair pay, good working conditions, and employee wellbeing in organisations receiving public funding.

Grant – is funding provided for a specific purpose that usually does not need to be repaid, as long as the conditions are met.

Greenhouse gas emissions – these are gases released into the air that trap heat and cause the Earth’s temperature to rise.

Grow – to increase, develop or become larger or better over time.

Health and Safety – is the management of risks to ensure the wellbeing of people involved in an activity or workplace.

Ineligible – expenditure that does not meet the funding criteria and cannot be supported or reimbursed by the grant.

Job – is a position of employment where someone carries out tasks or duties in exchange for wages or salary.

Memorandum and Articles of Association – are legal documents that set out a company’s purpose and the rules for how it is governed.

Not-for-profit group – is an organisation that uses any income it generates to support its aims, rather than distributing profits to members or owners.

Outcomes – are the longer-term results or impacts that a project achieves because of the activities it delivers.

Outputs – are direct, measurable results of the activities delivered by a project, usually expressed in numbers.

Procurement – is the process of obtaining goods, services or works in a fair, transparent, and value for money way.

Product – is something that is made or provided for use, sale or distribution.

Project – is a temporary effort with a clear start and end, designed to deliver a specific outcome.

Project Start Date – the official date which approved project activities are due to being.

Project End Date – the date by which all project activities must be finished and all eligible spending completed.

Public sector organisation – is a government funded body that delivers services for the benefit of the public.

Quote – is a supplier’s written statement of how much they will charge to provide particular goods or services.

Registered charity – is an organisation that has been formally registered with a charity regulator and operates exclusively for charitable purposes for the public benefit.

Revenue – Revenue funding from this grant supports specific projects, **but not an organisation’s every day running costs**. Examples feasibility studies, additional staff time for specific project, specialist professional services. Equipment, with a total value of no more than £6,000 can be requested for the revenue grant application.

Safeguarding – refers to the actions taken to protect people – especially children and vulnerable adults – from harm, abuse or neglect.

Service – is an activity or task that is done to help, support or benefit someone.

Social Enterprise – is a business that uses its income and profits to create positive social or community impact rather than maximising profit for owners.

Sustain – to keep something going or maintain so that it lasts into the future.

Tender – is a formal, competitive process where suppliers submit detailed bids to win a contract.

Visitor – someone who travel to or attends a place for a short time.

Volunteer opportunity – is a role or activity where people can contribute their time and skills freely to support a cause or community.