



## Application Form for Individuals

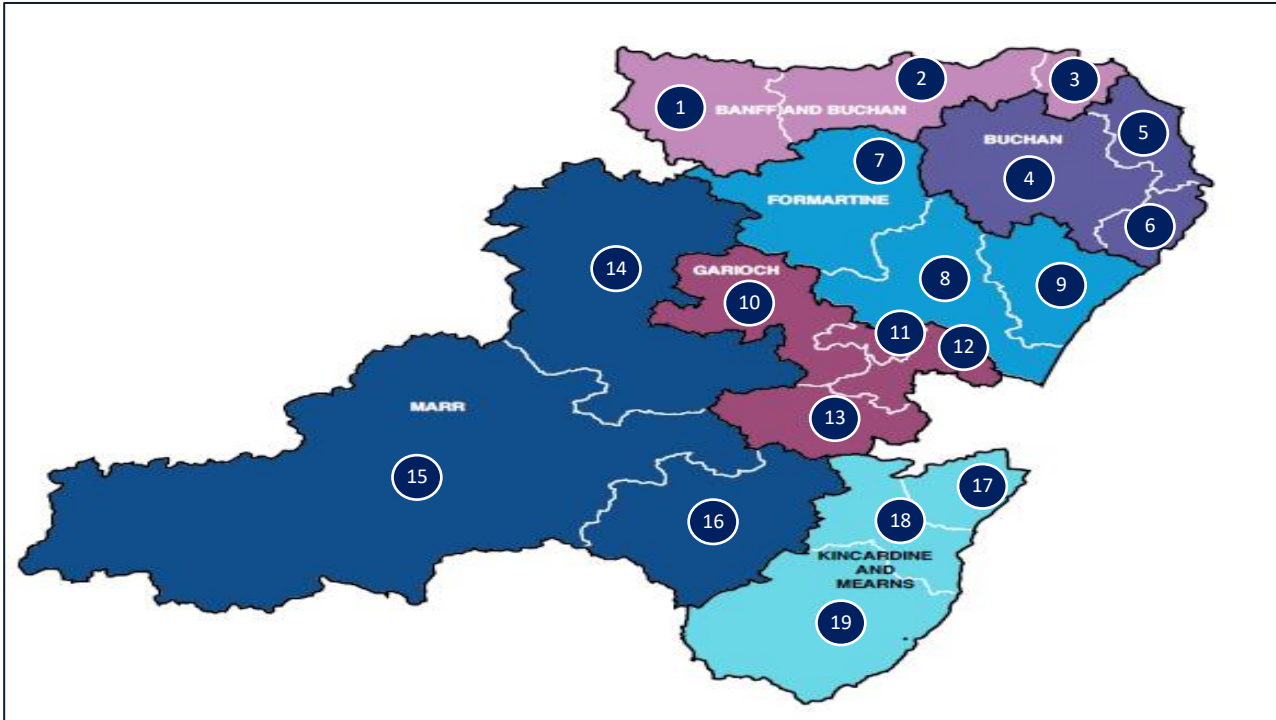
### **ACT2 (Aberdeenshire Charities Trust)**

Registered Charity Number: SC045539

#### **Registered Office**

Aberdeenshire Council,  
Woodhill House,  
Westburn Road,  
Aberdeen,  
AB16 5GB

## Areas Covered



Individuals that live in any of the areas specified in Section 2 of this application or who can demonstrate that they have a reasonable connection to these areas can apply for funding.

In addition to this, individuals **may only apply for funding if the funds are to be used to meet one of the trust purposes relating to that area.**

**PLEASE NOTE:** You may only submit **one** application for funding from a particular ward in each financial year (from 1<sup>st</sup> of April to the 31<sup>st</sup> March the following year).

## How to apply for Funding

In order to apply for funding, the application form found on page 5 of this guidance should be completed as fully and accurately as possible.

The application form details the minimum and maximum level of grant available in respect of each area and trust purpose and if there are insufficient funds to pay the full grant this may be paid in part from the funds that are available.

When you have completed your application, please submit the form to your local area manager:

<b>BANFF AND BUCHAN</b>	<p><b>Area Manager</b>            Banff and Buchan Area Office            Town House            34 Low Street            Banff            AB45 1AN  <b>Email:</b> <a href="mailto:banffandbuchanamo@aberdeenshire.gov.uk">banffandbuchanamo@aberdeenshire.gov.uk</a></p>
<b>BUCHAN</b>	<p><b>Area Manager</b>            Buchan Area Office            Buchan House            St. Peter Street            Peterhead            AB42 1QF</p>

	<b>Email:</b> <a href="mailto:buchan@aberdeenshire.gov.uk">buchan@aberdeenshire.gov.uk</a>
<b>FORMARTINE</b>	<b>Area Manager</b> Formartine Area Office C/O 45 Bridge Street Ellon AB41 9AA  <b>Email:</b> <a href="mailto:formartineareaoffice@aberdeenshire.gov.uk">formartineareaoffice@aberdeenshire.gov.uk</a>
<b>GARIOCH</b>	<b>Area Manager</b> Garioch Area Office Gordon House Blackhall Road Inverurie AB51 3WB  <b>Email:</b> <a href="mailto:garioch@aberdeenshire.gov.uk">garioch@aberdeenshire.gov.uk</a>
<b>KINCARDINE AND MEARNES</b>	<b>Area Manager</b> Kincardine and Mearns Area Office Viewmount Arduthie Road Stonehaven AB39 2DQ  <b>Email:</b> <a href="mailto:kincardineandmearns@aberdeenshire.gov.uk">kincardineandmearns@aberdeenshire.gov.uk</a>
<b>MARR</b>	<b>Area Manager</b> Marr Area Office School Road Alford AB33 8TY  <b>Email:</b> <a href="mailto:marr@aberdeenshire.gov.uk">marr@aberdeenshire.gov.uk</a>

Where additional information requires to be submitted in terms of your application or you wish to provide further evidence in support of your application, please ensure that this is attached to your application form. It is recommended that you also retain a copy of your application for your own records. No responsibility will be taken for items lost or delayed in the post.

A written acknowledgement will be sent to you on receipt of your application.

### Validation Process

When your application is received it will be:-

- (a) Acknowledged in writing.
- (b) Validated to ensure that the information provided is accurate and that the reason for funding is in line with the trust purposes.
- (c) If it is valid the application will be presented before the trustees at the next meeting of the Trust.
- (d) If the application is rejected, the Area Manager will write to the applicant with an explanation of the outcome.

**PLEASE NOTE:** The final decision on the validity of an application will be taken by the Trustees in consultation with the appropriate legal and financial advisors.

We endeavour to validate each application within two weeks from the date that the application is received with the aim of providing a decision regarding the outcome of the validation process within a period of eight weeks.

## Meeting of the Trust

If the application is valid, the application will be presented to the Trustees at the next meeting of the Trust. The applicant will be invited to attend the Trust meeting.

Where an application for funding is being heard at a meeting of the Trust, this meeting will not be open to the public.

Where the applicant has requested an opportunity to speak to the application in the meeting, he or she will have a permitted period of up to five minutes, or any other period as may be determined by the Chair, to speak. An appropriate period of time will be allocated whereby any of the Trustees may ask a question regarding the application.

Where the applicant does not wish to speak, the Chair will allow an appropriate period for the Trustees to ask any relevant questions that relate to the application presented.

Once all questions regarding the application have been concluded, the Trustees will discuss the application before them.

Once the application has been discussed, a decision will then be made to:

- (a) Approve the application and provide funding the applicant.
- (b) Reject the application, or,
- (c) Instruct some further action (if this is required).

**PLEASE NOTE: That the Trust's decision is final and cannot be appealed.**

The Area Manager will then write to the applicant within ten working days providing a formal statement of the outcome of the Hearing.

## Contact for Further Information

If you require any further information about submitting an application or any further guidance regarding the process, please contact your local area manager.

**ABERDEENSHIRE CHARITABLE TRUST FUND**

**APPLICATION FORM - INDIVIDUALS**

**SECTION 1**

**Name**

Title \_\_\_\_\_

First Name \_\_\_\_\_

Surname \_\_\_\_\_

Full Address for Correspondence:

Email Address:

Contact Telephone Number:

Are you in receipt of any of the following benefits?

Please tick the correct one and provide evidence.

- Council Tax Reduction
- Housing Benefit
- Income Support
- Jobseekers Allowance (Income Based)
- Employment and Support Allowance (Income Related)
- Pension Credit Guarantee Credit
- Universal Credit

By applying to this trust you are consenting to the Trust checking this information with the Benefits Service.

Have you received a Community Care Grant in the last 12 months?

- Yes
- No

Have you received a Crisis Grant in the last 12 months? If so, please also state how many.

Yes

No

Number of grants received: \_\_\_\_\_

## SECTION 2

Please select the appropriate Council Ward Area and the relevant trust purpose relating to that area by ticking the appropriate box in the table below:

ABERDEENSHIRE WIDE FUNDING	
<b>Trust Purpose</b>	
<b>This funding is specifically for war-wounded service personnel</b>	
<input type="checkbox"/>	The prevention or relief of poverty.
<input type="checkbox"/>	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.
Which area do you reside in?	
<input type="checkbox"/>	Banff and Buchan
<input type="checkbox"/>	Buchan
<input type="checkbox"/>	Formartine
<input type="checkbox"/>	Garioch
<input type="checkbox"/>	Kincardine and Mearns
<input type="checkbox"/>	Marr

## AREA SPECIFIC FUNDING

BANFF AND BUCHAN			
<b>WARD 1 – BANFF AND DISTRICT</b> Aberchirder, Banff, Portsoy and Whitehills			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
<input type="checkbox"/>	The prevention or relief of poverty.	None	£500.00
<input type="checkbox"/>	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	None	£500.00
<b>WARD 2 – TROUP</b> Gardenstown, Macduff, Rosehearty and Sandhaven			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
<input type="checkbox"/>	The prevention or relief of poverty.	None	£500.00
<input type="checkbox"/>	Relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	None	£500.00
<input type="checkbox"/>	The advancement of public participation in sport	None	£500.00
<b>WARD 3 – FRASERBURGH AND DISTRICT</b> Cairnbulg, Fraserburgh and Inverallochy			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
<input type="checkbox"/>	The prevention or relief of poverty.	None	£500.00
<input type="checkbox"/>	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	None	£500.00
<input type="checkbox"/>	The advancement of education.	<b>Currently no funds available.</b>	
<input type="checkbox"/>	The advancement of health.		

	The advancement of community development.	
	The advancement of the arts, heritage, culture or science.	
	The advancement of public participation in sports.	
	The provision of recreational facilities, or the organization of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.	
	The advancement of environmental protection or improvement.	

<b>BUCHAN</b>			
<b>WARD 4 – CENTRAL BUCHAN</b> Fetterangus, Longside, Maud, Mintlaw, New Deer, New Pitsligo, Strichen and Stuartfield.			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
<input type="checkbox"/>	The prevention or relief of poverty.	None	£500.00
<input type="checkbox"/>	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	None	£500.00
<b>WARD 5 – PETERHEAD NORTH AND RATTRAY</b> Crimond, St. Combs, St. Fergus and Peterhead			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
<input type="checkbox"/>	The prevention or relief of poverty.	None	£500.00
<input type="checkbox"/>	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	None	£500.00

<b>FORMARTINE</b>			
<b>WARD 7 – TURRIFF AND DISTRICT</b> Cuminestown, Fyvie, Rothienorman and Turrieff			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
<input type="checkbox"/>	The prevention or relief of poverty.	£100.00	£500.00
<input type="checkbox"/>	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	£100.00	£500.00
<b>WARD 8 – MID-FORMATINE</b> Balmedie, Oldmeldrum, Pitmedden, Potterton and Tarves			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
<input type="checkbox"/>	The advancement of the arts, heritage, culture or science.	£100.00	£500.00
<b>WARD 9 – ELLON AND DISTRICT</b> Ellon and District Area			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
<input type="checkbox"/>	The advancement of the arts, heritage, culture or science.	£100.00	£500.00



<b>GARIOCH</b>			
<b>WARD 10 – WEST GARIOCH</b> Insch and Kemnay			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
<input type="checkbox"/>	The prevention or relief of poverty.	<b>Currently no funds available.</b>	
<input type="checkbox"/>	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.		
<b>WARD 11 – INVERURIE AND DISTRICT</b> Inverurie and District Area			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
<input type="checkbox"/>	The prevention or relief of poverty.	£100.00	£500.00
<input type="checkbox"/>	Relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	£100.00	£500.00
<b>WARD 12 – EAST GARIOCH</b> Blackburn, Kintore and Newmachar			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
<input type="checkbox"/>	The prevention or relief of poverty.	£100.00	£500.00
<input type="checkbox"/>	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	£100.00	£500.00

<b>KINCARDINE AND MEARNS</b>			
<b>WARD 17 – NORTH KINCARDINE</b> Newtonhill and Portlethen			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
<input type="checkbox"/>	The prevention or relief of poverty.	<b>Currently no funds available.</b>	
<input type="checkbox"/>	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.		
<b>WARD 18 – STONEHAVEN AND LOWER DEESIDE</b> Drumoak and Stonehaven			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
<input type="checkbox"/>	The prevention or relief of poverty.	<b>Currently no funds available.</b>	
<input type="checkbox"/>	Relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.		
<input type="checkbox"/>	The advancement of education.		
<input type="checkbox"/>	The advancement of health.		
<input type="checkbox"/>	The advancement of citizenship and community development.		
<input type="checkbox"/>	The advancement of the arts, heritage, culture or science.		
<input type="checkbox"/>	The advancement of public participation in sport.		
<input type="checkbox"/>	The provision of recreational facilities, or the organization of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.		
<input type="checkbox"/>	The advancement of environmental protection or improvement.		

<b>WARD 19 – MEARNS</b> Fettercairn, Gourdon, Inverbervie, Johnshaven, Laurencekirk and St. Cyrus			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
<input type="checkbox"/>	The prevention or relief of poverty.	None	£500.00
<input type="checkbox"/>	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	None	£500.00

<b>MARR</b>			
<b>WARD 14 – HUNTLY, STARTHBOGIE AND HOWE OF ALFORD</b> Alford, Huntly and Rhynie			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
<input type="checkbox"/>	The prevention or relief of poverty.	£100.00	£500.00
<input type="checkbox"/>	Relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	£100.00	£500.00
<input type="checkbox"/>	The advancement of education.	£100.00	£500.00
<input type="checkbox"/>	The advancement of health.	£100.00	£500.00
<input type="checkbox"/>	The advancement of citizenship and community development.	£100.00	£500.00
<input type="checkbox"/>	The advancement of the arts, heritage, culture or science.	£100.00	£500.00
<input type="checkbox"/>	The advancement of public participation in sport.	£100.00	£500.00
<input type="checkbox"/>	The provision of recreational facilities, or the organization of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.	£100.00	£500.00
<input type="checkbox"/>	The advancement of environmental protection or improvement.	£100.00	£500.00

<b>WARD 15 – ABOYNE, UPPER DEESIDE AND DONSID</b> Braemar, Ballater, Aboyne, Tarland and Torphins			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
<input type="checkbox"/>	The prevention or relief of poverty.	<b>Currently no funds available.</b>	
<input type="checkbox"/>	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.		

<b>WARD 16 – BANCHORY AND MID-DEESIDE</b> Banchory			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
<input type="checkbox"/>	The prevention or relief of poverty.	<b>Currently no funds available.</b>	
<input type="checkbox"/>	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.		
<input type="checkbox"/>	The advancement of the arts, heritage, culture or science.	£100.00	£500.00

How much money are you applying for?

Briefly describe why these funds are required? *(If the funding relates to a project, proposal or activity, please include evidence of need for this project).*

Who will the funding help and how?

Have you applied for, or do you intend applying for funds from other bodies, for the project described in this application? If so please tell us how much you have applied for, or intending to apply for.

Have you previously submitted an application for funding from ACT2?

- Yes
- No

If so, please provide the following details in respect of each application you have made.

- The date of the application
- The applicable Area and Ward
- The purpose for which funding was sought
- The overall amount of funding sought
- The outcome of the decision (granted / refused / pending)

Do you propose to apply for further funding from ACT2 within this financial year?

- Yes
- No

If so, please note that you may only make **one** application for funding per ward in a financial year (1<sup>st</sup> April to 31<sup>st</sup> March the following year).

**If you are successful, the award will be paid into your bank account.**

**Please provide us with your bank details:**

Building Society/Bank Name

Name of the Account Holder

Account Number

Sort Code

<input type="text"/>	<input type="text"/>
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### SECTION 3

If your application is valid it will be presented before the Trustees at a Trust Meeting. Please indicate whether you wish to address the Trustees regarding your application at the meeting.

- Yes, I would like to speak
- No, I do not wish to speak

To the best of my knowledge, the information given on this form gives a true and accurate account of my circumstances/the circumstances of the organisation, group or association (delete as appropriate).

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

#### **Data Protection Statement**

Aberdeenshire Council is collecting this data in order to gather the information required to decide whether or not you are eligible for funding provided by the Aberdeenshire Charitable Trust. Where the applicant is successfully approved to receive funding, these details shall be retained until all funds have been transferred to the applicant. Once transferred, all information relating to the applicant shall be securely destroyed.

Any information and data provided to Aberdeenshire Council shall remain at all times the property of the Council and will be treated in the strictest of confidence, under the Data Protection Act 1998. All personal data acquired by the Council shall only be used for the purposes specified in this form and shall not be further processed or disclosed without your explicit consent.

The Council shall take all reasonable precautions to preserve the integrity and prevent any corruption or loss, damage or destruction of your data and information. This information and data will be retained by the Council, but neither contact nor financial details will be disclosed. Some information or data may be made available in Council Reports.

**PLEASE NOTE: All applications submitted to the Trust will take up to a period of three months to process. If your application is successful, you may be asked to provide evidence of how the funding awarded has been used, if the proposed purchase, event or project is not carried out within a reasonable time or the funds have been used for another purpose then the trust may seek repayment of the full grant.**