

Banff and Buchan **Area Committee Budget** **2025/2026**



Funding Application Form

The Banff and Buchan Area Committee Budget is to be used responsively to address the needs of communities and maximise scarce resources. It also promotes, through the utilisation of all available resources, opportunities to work more closely with individuals and communities to understand their needs, maximise talents and resources, support self-reliance and build resilience.

The budget will contribute 100% of the first £1,000 with 80% of the remaining project cost up to £5,000. All money awarded must be spent within the Banff and Buchan Area.

1. Contact Details - Please provide details below.

Name of Organisation/Group	
Contact Name	
Position	
Address (including postcode)	
Telephone Number(s)	
Email Address	
Please enter the Treasurer and Bank Account details below	
Name of Treasurer	
Address (including postcode)	
Telephone Number	
Email address	
Group/Organisation's Bank Details	Name of Bank: Sort Code: Account No.:

2. **Themes - Please indicate to which of the following themes your project relates. There may be more than one so please tick all that apply.**

Theme	
Improving the appearance and maintenance of towns and villages within Banff and Buchan	<input type="checkbox"/>
Stronger communities	<input type="checkbox"/>
Safer communities	<input type="checkbox"/>
Supporting health and active communities	<input type="checkbox"/>
Tackling poverty and inequalities	<input type="checkbox"/>
Transport and connectivity	<input type="checkbox"/>

3. **Projects must align to at least one of Aberdeenshire Council Priorities. Tick the Council Priorities your project helps to deliver. There may be more than one so please tick all that apply.**

Council Priorities:

Connected communities: The project will work with communities and partners to enhance the sense of connection among places. This includes supporting communities to come up with innovative solutions to ensure our places are resilient and vibrant.	Support communities to articulate the challenges facing them and how we can achieve better outcomes together	<input type="checkbox"/>
	Improve digital connectivity by securing investment for better infrastructure for homes and businesses	<input type="checkbox"/>
	Collaborate with partners and communities to attract investment to enhance travel and transport connections between our towns and villages	<input type="checkbox"/>
	Encourage and promote active travel – supporting healthier, more sustainable and environmentally friendly travel options	<input type="checkbox"/>

Living well locally: The project will encourage and support residents to lead healthy and active lives, to contribute meaningfully to their communities and will be reflective of the needs of the ageing population.	Promote greater participation by communities, so we are working to shared and collective ambitions in our places	<input type="checkbox"/>
	Facilitate the provision of affordable housing	<input type="checkbox"/>
	Help people to lead independent lives through prevention and early intervention, providing care and support to those most in need	<input type="checkbox"/>
	Work with and support opportunities for residents to be healthy and active	<input type="checkbox"/>
	Ensure children and young people have a greater say in matters that will affect them now and, in the future	<input type="checkbox"/>
	Improve the life chances of people at risk of falling into poverty, or already living in poverty	<input type="checkbox"/>
A sustainable economy: The project will support a strong and diverse economy by attracting people of working age to the region, complementing the highly skilled local workforce.	Contribute to the creation of a skilled and resilient workforce by developing skills children and young people need for learning, life and work now and in the future	<input type="checkbox"/>
	Equip residents to meet the key challenges and transition ins their lives through lifelong learning	<input type="checkbox"/>
	Support new and existing businesses to thrive and provide for work opportunities	<input type="checkbox"/>
	Secure inward investment to sustain economic growth	<input type="checkbox"/>
	Attract and retain people of working age to the region	<input type="checkbox"/>

4. Select which of the Place and Wellbeing Outcomes apply to your project (tick those that apply):

Stewardship	(care and maintenance, influence and control)	<input type="checkbox"/>
Movement	(public transport, active travel, traffic and parking)	<input type="checkbox"/>
Civic	(identity and belonging, feeling safe)	<input type="checkbox"/>
Spaces	(streets and spaces, natural spaces, play and recreation)	<input type="checkbox"/>
Resources	(services and support, work and economy, housing and community)	<input type="checkbox"/>

5. **Description of Project - Please provide a description of your proposed project including aims, objectives and outcomes.**

Description

6. **Project Plan - Please provide details of the plan for your project.**

Project Plan	
Name of person managing project	
Contact email (if person managing the project is different from section 1)	
Telephone number (if the person managing the project is different at section 1)	
When will the project start?	
When will the project finish?	
What are the key milestones in the project?	

What are the key risks in the project?

7. **Community Support** - Has the project been identified and prioritised by the community? (For example, through a Community Action Plan exercise and/or other consultation events)? If so, please provide details below.

Community Support

8. **Maintenance Arrangements** - Please confirm that your project will not require any future maintenance by the Council in terms of either a financial or time cost. Please identify who will be responsible for any future maintenance.

9. **Project Cost** - Please provide details of the expected cost of your project.

Total cost of project including VAT where applicable	
Amount requested (the budget will contribute 100% of the first £1,000 and 80% of the remaining costs up to £5,000)	
Breakdown of cost (if appropriate) Please provide a quotation for any goods or work.	

10. **Previous Awards - Have you had funding from the Area Initiatives Fund in the last three years? If so, please state the project and the amount received.**

Project	Amount Awarded	Year

11. **Other Funding Applied For - Have you applied for any other funding in relation to this project? Please give details below.**

Who have you applied to?	How much was awarded?

12. **Organisation Finance - Please provide details of your current bank balance. If any of the balance has been ring-fenced for other projects, please provide detailed information. All information received may be considered in the decision-making process.**

Current Bank Balance	
Ring-fenced money (Please provide detailed information on any of the money that has been ringfenced for other projects and therefore cannot be used towards this project)	

The person signing this form will be responsible for ensuring that the money awarded is used for the purpose stated in the original application and that receipts are sent to the Area Manager's office before 16 March 2026.

Name	
Position	
Date	

The closing date for completed applications is **5.00pm on Monday, 26 May 2025**.
Please return the completed application form and any supporting documents to:

Email: banffandbuchanamo@aberdeenshire.gov.uk

If you have any questions, please Telephone: 01467 530700

All valid applications will be considered at Banff and Buchan Area Committee on Tuesday, 17 June 2025.

Please check that you have included the following documents:

The application form	
Copy of quotations of proposed works or goods	
A copy of the group's Constitution, or Memorandum and Articles and any affiliations.	
A copy of groups insurance and where appropriate certification e.g. PVG check	
A copy of the most recent independently examined accounts	
Three Most recent bank statements	

Groups must be able to give an assurance that they will be able to complete their projects and have receipts submitted by 16 March 2026 and will be expected to provide regular feedback on progress, to the Area Manager's Office, when requested.

Once the project is complete, successful applicants will be requested to provide a short report so that the Area Committee can have an indication of how the money has been spent and how the project has benefited the community.

Privacy Notice

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

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY. Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to allow Aberdeenshire Council to make payments to you.

The Legal Basis for collecting the information is:

Personal Data	
Task carried out in the Public Interest	X

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

Aberdeenshire Council Senior Management Team, Members of the Area Manager's Office, Legal and Finance Services, Community Planning Partners and Aberdeenshire Councillors. Details from your application may also be made public through our corporate communications team.

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

Not applicable

The retention period for the data is:

7 Years

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

Not applicable

Please note that you have the following rights:

- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to request rectification or erasure of your personal data, as so far as the legislation permits.