



COMMON GOOD FUND – APPLICATION FOR ASSISTANCE

Aberdeenshire Council manages several common good funds. Please cross the box for the particular common good fund that your application relates to -

AREA COMMITTEE	NAME OF COMMON GOOD FUND AND AREA COVERED	PLEASE CROSS THE APPLICABLE FUND
BANFF AND BUCHAN	Aberchirder	<input type="checkbox"/>
	Banff	<input type="checkbox"/>
	Fraserburgh	<input type="checkbox"/>
	Macduff	<input type="checkbox"/>
	Portsoy	<input type="checkbox"/>
	Rosehearty	<input type="checkbox"/>
BUCHAN	Peterhead	<input type="checkbox"/>
FORMARTINE	Oldmeldrum	<input type="checkbox"/>
	Turriff	<input type="checkbox"/>
GARIOCH	Inverurie	<input type="checkbox"/>
	Kintore	<input type="checkbox"/>
KINCARDINE AND MEARNS	Inverbervie	<input type="checkbox"/>
	Laurencekirk	<input type="checkbox"/>
	Stonehaven	<input type="checkbox"/>
MARR	Ballater	<input type="checkbox"/>
	Banchory	<input type="checkbox"/>
	Huntly	<input type="checkbox"/>

PLEASE NOTE THAT EACH COMMON GOOD FUND CAN ONLY BE USED FOR THE BENEFIT OF THE PEOPLE OF THAT AREA ONLY.

SECTION 1: TO BE COMPLETED WHERE APPLICANT IS AN INDIVIDUAL PERSON
 (If making application on behalf of an organisation/group please go to Section 2 below)

1.1 Full Name			
1.2 Address			
	1.3 Postcode		
1.4 Tel No			
1.5 Fax			
1.6 E-Mail Address			

1.7 Background Information
Please give a summary of the role that you play within the community

1.8 Aims and Objectives of Your Work
What are the aims and objectives of your work within the community including types of services provided and target client groups?

1.9 If applicable, how many people in the town regularly use the services/facilities offered by your organisation			
1.10 Please indicate how many are	Male	Female	Disabled
1.11 Do you make a charge to your users	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If "yes" please give details below

1.12 Do you re-invest income raised back into the project? YES/NO If “Yes”, please give details of how the income is re-invested below. If “No”, please provide details of what happens to profit.

Now go to Section 3 below

Aims and Objectives of Your Organisation
2.12 What are the aims and objectives of your organisation, including its current role in the community, types of services provided and target client groups?

2.13 If applicable, how many people in the Town regularly use the services/facilities offered by your organisation			
2.14 Please indicate how many are	Male	Female	Disabled
2.15 Do you make a charge to your users	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If “yes” please give details below
2.16 Do you have a membership scheme	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
2.17 How many members belong to your organisation?			
2.18 How many Members are	Male	Female	Disabled
2.19 Please give details of your membership fees			
2.20 Does your organisation have a constitution	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If “yes” please submit a copy of your constitution with your application			
2.21 Do you re-invest income raised back into the organisation? YES/NO If “Yes”, please give details of how the income is re-invested below. If “No”, please provide details of what happens to profit.			

Now go to Section 3 below

SECTION 3: TO BE COMPLETED BY ALL APPLICANTS

3.1 What will you use the money for if successful?

3.2 Please detail the total cost of your proposals (quotes are required for works over £5,000)

ITEM OF EXPENDITURE	COST
TOTAL COST	
AMOUNT REQUESTED	

3.3 Have you applied for any other sources of funding	YES <input type="checkbox"/>	NO <input type="checkbox"/>
--	------------------------------	-----------------------------

Organisation	Date of App	Amount Requested	Amount Awarded	Date Award Expected

Declaration

I confirm that, to the best of my knowledge, all the answers given above are true and accurate. I understand that the details contained in this form will be processed by Aberdeenshire Council. I am aware that, by submitting this application, I am agreeing to the publication of the details contained in this application in any form deemed appropriate by Aberdeenshire Council. I also understand that the amount of conditions of any award granted will be made public.

Please sign and date EITHER Section A OR Section B below, as appropriate

A: Where application is made by an individual:

Signed

Dated

OR

B: Where Application is made on behalf of an Organisation or Group

I confirm I am authorised to sign this declaration on behalf of (insert name of organisation below)

Signed

Dated

SHOULD THE PURPOSE OF THIS REQUEST FOR FUNDS NOT BE CARRIED OUT, REPAYMENT OF THE FULL AMOUNT WILL BE REQUESTED.

Please attach the relevant enclosures.

Enclosures

- **Most Recent Accounts (audited where possible)**
- **Constitution or membership documentation**
- **Quotes (where appropriate)**

Please submit this form to

**The Banff and Buchan Area Manager's Office
Education & Children's Services
Town House
34 Low Street
Banff
AB45 1AN**

E-mail: banffandbuchanamo@aberdeenshire.gov.uk

Telephone: 01467 537131

**IF YOU HAVE ANY QUERIES REGARDING COMPLETION OF THIS FORM,
OR REQUIRE FURTHER ASSISTANCE, PLEASE CONTACT THE RELEVANT
AREA MANAGERS OFFICE**

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 1AN.

Email: dataprotection@aberdeenshire.gov.uk

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

- The processing of your application for a common good application
- The determination of your application for a common good application
- Inclusion on the Register of Common Good Applications available for public inspection
- Ensuring compliance with the terms of the Common Good funds awarded
- The processing of any complaints made in respect of your Common Good Fund application or award
- The determination of any complaints made in respect of your Common Good Fund application or award

Your information is:

Being collected by Aberdeenshire Council

The legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Consent		The data subject has given explicit consent to the processing	
Performance of a Contract		Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment, and social security and social protection law	
Legal Obligations	X		
Vital Interests		Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent	
Task carried out in the Public Interest		Processing relates to personal data which are made public by the data subject	

Legitimate Interests ¹	Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity	
	Processing is necessary for reasons of substantial public interest	
	Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment, or the management of health or social care systems	
	Processing is necessary for reasons of public interest in the area of public health	
	Processing is necessary for archiving purposes in the public interest , scientific or historical research purposes or statistical purposes	

Where the legal basis for processing is either Performance of a contract or Legal obligation, please note the following consequences of failure to provide the information:

If you fail to provide the information required on the attached application form, Aberdeenshire Council may not be in a position to accept the application as a competent application. This means that your application cannot be processed and will be returned to you.

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

- *The Area Manager's staff*
- *Local Area Committee, where necessary*
- *Some information will also be shared with the Public via the Register of Common Good Applications*
- *Members of Legal and Finance Staff*
- *Local Ward Members*

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:

- (1) Where an application for the award of money from the Common Good Fund is refused, either by the Area Manager or the Area Committee, information relating to that application will be retained for a period of 7 years from the **date of refusal** and thereafter will be destroyed
- (2) In any other case, information relating to an award of money from the Common Good Fund will be retained for a period of 7 years from the date the award is **granted** and will thereafter be destroyed

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

Not Applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the legal basis specified above is consent;
- to lodge a complaint with the Information Commissioner's Office;
- to request access to your personal data;
- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.

I confirm that I have read and understood the Privacy Notice

I understand that I have the right to withdraw this consent at any time by contacting banffandbuchaamo@aberdeenshire.gov.uk

Name

Date

Signature