



**BUCHAN LOCAL PLACE PLAN GRANT 2024-25**  
**Application Form**

**(Applications can be submitted up to Saturday, 30<sup>th</sup> November 2024)**

The Buchan Area Committee has allocated £3,000 to provide grants of up to £500 to support community groups in the Buchan area to develop Local Place Plans (LPP).

Eligibility –

- The scheme is open to constituted community groups in the Buchan area
- Organisations can only apply once to this fund
- Spend must be completed by 2<sup>nd</sup> February 2025 and should not have commenced prior to award approval
- If successful, payment of grant awards will be made retrospectively on receipt of evidence of expenditure (copy receipts and bank statements)

Eligible costs could include –

- Hall/Venue hire
- Software required for the development of LPPs
- Initial advertising and website costs
- Leaflets and printing
- Information boards, events materials and stationery for community engagement events
- Consultant Fees

The Fund will not support –

- Rent and overheads for current lease and property arrangements
- Underwriting of current wages or salaries
- Volunteer expenses
- Catering

This scheme will be advertised widely by the Area Manager's Team. Determination of the applications will be delegated to the Buchan Area Manager. Applications will be considered on a first come first served basis.

Please contact [buchan@aberdeenshire.gov.uk](mailto:buchan@aberdeenshire.gov.uk) if you require any further information

**SECTION 1: Contact Details**

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

**SECTION 2: Proposal Outline**

Please provide a brief outline of –

- (a) Your proposals for developing a Local Place Plan, including the geographical area to be covered, and
- (b) How the funds will be used and how this will support development of the plan

**SECTION 3: Partnership Working**

Please provide details of any other groups/partners that are involved

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**SECTION 4: Project Cost**

Total cost of project	
Amount requested (maximum of £500)	
Breakdown of cost	

**SECTION 5: Other Funding**

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

Project	
Amount claimed	

Other funding applied for - please provide details of any other sources of funding applied for and the amount(s) secured. In addition, if you are using your own funds please confirm this here

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## **SECTION 6: Organisation Finance**

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

Please submit –

- (a) A copy of your Constitution or Memorandum and Articles, and
- (b) A copy of your most recent independently examined accounts (bank statements are not sufficient)

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

The completed application form and any supporting documents should be returned to:

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

Telephone: 01467 530917

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

**Please check that you have included the following documents:**

The application form	<input type="checkbox"/>
A copy of the group's Constitution, or Memorandum and Articles	<input type="checkbox"/>
A copy of the most recent independently examined accounts (bank statements are not sufficient)	<input type="checkbox"/>



**From mountain to sea**

## Privacy Notice

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

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

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

The Legal Basis for collecting the information is:

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

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

Buchan Area Office colleagues to process the application and communicate the outcome, Finance colleagues to process relevant forms and payment(s) as required, HM Revenue and Customs, National Fraud Initiative

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.