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

**Application Form**

**(Applications can be submitted up to Saturday, 30th 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 2nd 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**

|  |  |
| --- | --- |
| **Name of Organisation/Group** |  |
| **Contact Name** |  |
| **Position** |  |
| **Address**  **(including postcode)** |  |
| **Telephone No** |  |
| **Email address** |  |
| **Please enter Treasurer’s details below (if different from contact above)** | |
| **Name** |  |
| **Address**  **(including postcode)** |  |
| **Telephone No** |  |
| **Email address** |  |

**SECTION 2: Proposal Outline**

Please provide a brief outline of –

1. Your proposals for developing a Local Place Plan, including the geographical area to be covered, and
2. How the funds will be used and how this will support development of the plan

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**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 –

1. A copy of your Constitution or Memorandum and Articles, and
2. A copy of your most recent independently examined accounts (bank statements are not sufficient)

|  |  |
| --- | --- |
| **Signature** |  |
| **Position** |  |
| **Date** |  |

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 | □ |
| A copy of the group’s Constitution, or Memorandum and Articles | □ |
| A copy of the most recent independently examined accounts  (bank statements are not sufficient) | □ |



**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:

|  |  |
| --- | --- |
| **Personal Data** | |
| Task carried out in the public interest | X |

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

*Not applicable*

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

*Not Applicable*

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

The retention period for the data is:

7 Years

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

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.