COASTAL COMMUNITIES CHALLENGE FUND

Grant Application Form

Project Name:	

SECTION 1: Applicant Details		
1.1	**Organisation Name:**	
1.2	**Registration Number[1] (if applicable):**	
1.3	**Registered Address[2]:**	
1.4	**Value of public funding received over last three financial years[3]:**	£
1.5	**Is your organisation VAT registered?**	
1.6	**VAT Number:**	
1.7	**Contact Person Name:**	
1.8	**Address:**	
1.9	**Telephone:**	
1.10	**Email:**	

SECTION 2: Capacity to Deliver	
2.1	**Please provide a summary of your organisation's capacity to deliver the project, including information on past experience and personnel/resources available to manage and deliver the project**

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[1] Company number, charity number etc.

[2] This should match the address at which your organisation is formally registered if a limited company/charity etc.

[3] You should declare the total value of public grants received by your organisation since 2022-23

	SECTION 3: Project Description and Outcomes
3.1	**Where will the project be located/project activity take place?[4]**
3.2	**Please provide a summary of the proposed project and the activities that the grant would pay for.**
3.3	**Please describe how the project demonstrates a tangible link with the coast and/or the sea**

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[4] This is restricted to communities or sites within or adjacent to Aberdeenshire's coastal zone, details of which can be found at the following link: https://www.aberdeenshire.gov.uk/ldpmedia/4_Coastal_zones.pdf

3.4	Please describe the anticipated benefits, outcomes and impact of the project. You should also comment on the sustainability and legacy of the project.

3.5	Project need and demand: Please describe and provide sufficient evidence that your project will meet an unmet need or demand.

3.6	Value for money: Please describe how your project represents good value for the funding requested and deliver programme outcomes and objectives.

3.7	Please provide an estimate and description of your project's contribution to the following Outputs, Outcomes and Results indicators[5]:	
Indicator	**Number**	**Please describe how the project contributes to these outputs as applicable:**
1. Number of new facilities created		
2. Number of existing facilities enhanced		
3. Number of jobs created (FTE @ 37 hour week)		
4. Number of new products/services created		
5. Number of volunteer opportunities created		
6. Length of active travel routes enhanced or created (metres)		
7. Number of new visitors or customers (annual)		
8. Increase in revenue to sustain and grow the organisation (£)		
9. Reduction in greenhouse gas emissions		
10. Increase in biodiversity		

3.7	Please indicate which priority the project will support and how it will contribute to this priority (applicants should select only one priority which the project best fits within):	
Priority		**How does the project contribute to the selected priority?**
Click here to select a priority		

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[5] You should only enter outputs which are directly attributable to the project and which can be evidenced following completion

SECTION 4: Risk Management		
4.1	**Please provide a breakdown of risks to the delivery of the project and address how you will mitigate these risks:**	
Risk	**Impact** (What is the effect of the risk on project delivery?)	**Mitigation** (How will you ensure that these risks are managed?)
Increase in project costs		
Availability and capacity of contractors		
Availability of materials		
Loss of personnel/capacity within the organisation		
Weather related delays		
Others (please add more rows if applicable)		

4.2	**Please provide information on any relevant consents or permissions which are required for your project.** Please provide evidence of any approved permissions and (where appropriate) evidence that permissions are not required (e.g. correspondence with planning officers).	
Description	**Confirmed?**	**Comments**
Building Warrant[6]		
Licence(s)[7]		
Lease and/or Landowner Consent		
Listed Building Consent[8]		
Planning Permission[9]		
Other(s) (please specify below):		

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[6] To check if this applies, please visit: Apply for a building warrant - Aberdeenshire Council

[7] To check if this applies, please visit: Apply for a licence, permit or permission - Aberdeenshire Council

[8] To check if this applies, please visit: Listed buildings - Aberdeenshire Council

[9] To check if this applies, please visit: Apply for planning permission - Aberdeenshire Council

SECTION 5: Project Timescale		
5.1	**Please provide a list of project milestones. These should cover the duration of the project and include all project activity listed in section 3.2** **YOUR PROJECT MUST BE COMPLETE BY 30 SEPTEMBER 2026**	
Activity carried out	**Estimated Start Date**	**Estimated End Date**

SECTION 6: Project Costs					
Cost Item	**Quotes[10]**				**Cost amount[11] (£)**
	Company Name	**Document Name**	**Quote Cost[12] (£)**	**Preferred supplier?**	
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If you require additional cost lines, please request an additional cost table by emailing coastalcommunities@aberdeenshire.gov.uk		**Total Project Expenditure:**			£

[10] You should enter the required number of quotes according to the NESFLAG procurement guidance

[11] The cost for each item should match the cost of the preferred supplier

[12] These costs must exclude VAT if your organisation is able to recover VAT.

SECTION 7: Funding Package		

| 7.1 | **Please enter a list of project match funding. Minimum match funding is 10% for community and charitable applicants, and 50% for business applicants.** *You must provide evidence of all match funding including a letter to confirm your own contribution.* | |

Source	Confirmed? (Y/N)	Amount (£)
	Total match funding:	£

7.2	**CCCF Grant requested** *(this must equal total project costs minus total match funding)*	£

SECTION 8: Supporting Documents. *You must include the following documents along with your application.*		

Supporting Documentation Enclosed:	Document name(s)	Submitted?
Constitution or Memorandum/Articles of Association		
Annual accounts (most recent 3 years)		
Bank statements (most recent 3 months)		
Quotes for every cost item		
Organisational policies (e.g. equal opportunities, health and safety, child protection)		
List of directors/trustees/committee		
Relevant insurance policies certificates*		
Evidence of land ownership/lease*		
Confirmation of match funding		
Letters of support		
Evidence of demand (e.g. consultation, research, surveys)*		
Permissions (e.g. planning, marine licence)*		
Job descriptions*		

Photographs/plans/drawings*		
Others- please add as applicable		

*If applicable

SECTION 9: Declaration	
I confirm that I am authorised by my organisation to apply for grant funding from the Coastal Communities Challenge Fund and that all information provided in this application is correct to the best of my knowledge:	
Signature[13]	
Print name	
Position in organisation[14]	
Date	

Completed forms and all additional documentation should be emailed to
coastalcommunities@aberdeenshire.gov.uk

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[13] An electronic or scanned signature is acceptable
[14] This must be a director, office bearer or equivalent