

CRITERIA FOR APPLICATIONS TO THE BANFF AND BUCHAN - AREA COMMITTEE BUDGET 2025-2026

1. Projects must be aligned to **one (or more)** of the following Themes:

- Improving the appearance and maintenance of towns and villages within Banff and Buchan
- Stronger communities
- Safer communities
- Supporting health and active communities
- Tackling poverty and inequality
- Transport and connectivity

Projects must also be aligned to **at least one** of the Council Priorities (below) and support the delivery of the Place Strategy, contributing positively to the [Place and Wellbeing Outcomes](#) also listed below:

Council Priorities:

Pillar	Priority
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.
Living Well	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.
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.

Place and Wellbeing Outcomes:



2. Groups can apply for projects that will improve the amenity or maintain the appearance of the village/town/community to which they are awarded. Broadly speaking maintenance covers such activities as:
 - Grass cutting or other ongoing maintenance work, including that contracted out; or
 - Equipment for the undertaking of the same, including paint, or other materials for repairs.
3. Applications for food growing and/or green spaces projects are welcomed:
 - Applications may come from groups or organisations representing wide audiences within their communities, for example, care homes, very sheltered housing, as well as schools and wellbeing groups.
 - Projects can be led by community groups, charities and third sector partners.
 - Any food growing project will aim to ensure that the food is consumed by community members as close as possible to the point of production, therefore reducing “food mileage” (i.e., in the kitchens of schools and care homes or supplied directly to families in need, or, indirectly via food larders and similar outlets).
 - The project groups will aim to ensure that there is a genuine community focus, encouraging intergenerational working, where people of all ages are made welcome and can learn and work together to improve their skills and knowledge of food growing and/or biodiversity.
 - The projects will progress with a focus on sustainability nurturing the project for the long term, and taking every opportunity to embrace recycling, composting and related opportunities such as Seed and Plant Exchanges and Networks.
4. The budget will contribute 100% of the first £1,000 with 80% of the remaining project costs up to a maximum of £5,000.
5. All money awarded must be spent within the Banff and Buchan Area.
6. Funding for core activities such as staffing, or overheads will **not** be eligible.
7. In accordance with a decision taken by the Area Committee, at its meeting on 13 June 2023, the following shall apply in relation to funding for Christmas lights:
 - Applications should be for new lights only, unless, on advice from the Council’s energy team, repair would be supported as the better option, in terms of sustainability. Maintenance, installation and storage costs will **not** be supported.
 - Groups can source up to 50% of the total cost of the purchase of new lights from this fund to a maximum of £1,500.
 - Groups can only access this fund once every two years.
 - Support will only be given for displays which use energy efficient technology and focus on town centres or the main village thoroughfares.
8. The Council is required to ensure that there is proper accountability for public funds used in delivering services. Therefore, in order to comply with the “Follow the Public Pound” procedures applicants will be required to submit a copy of their most recent, independently examined set of accounts, including a copy of their three most recent bank statements, and provide detailed information on any funds which have been ring-fenced for other projects. All information received may be considered in the decision-making process.

9. Applicants will be required to provide information on related funding applications, whether they have been successful and, if so, how much funding they have received.
10. Where relevant, groups require to be properly constituted and submit a copy of their Constitution or Memorandum and Articles and any necessary and relevant qualifications, affiliations, and insurances.
11. Applications which are solely or substantially for individual benefit will **not** be considered.
12. Groups must be able to give an assurance that they will be able to complete their projects have receipts before **16 March 2026**.
PLEASE DO NOT APPLY FOR FUNDING UNLESS YOU ARE CONFIDENT THAT YOU CAN WORK WITHIN THIS TIMESCALE.
Groups will be expected to provide regular feedback on progress, to the Area Manager's Office, when requested.
13. Payment will be made retrospectively on the provision of invoices, receipts or other confirmation that the money has been spent in accordance with the proposals applied for. Payment will be made by BACS transfer to a group's bank account.
14. Applications for supporting core Council services will **not** be supported.
15. The use of the budget must **not** commit the Council to recurring expenditure or maintenance.
16. Successful applicants will be required to provide a short progress report after the funding has been received and the project is completed or well underway by **31st March 2026**.

The Committee will consider each individual application on its own merits, and Members may wish to consider applications which do not accord completely with the above guidelines. For example:

- Certain groups may not have been constituted for a long enough period to be able to provide copies of their accounts but, with the agreement of the internal auditor, may be able to be considered.
- Members may choose not to consider applications from groups who have had previous, recent funding from the budget, even although their project complies with the above criteria.