**BANCHORY COMMUNITY FACILITIES FUND**

**APPLICATION FORM**

Developer Obligation funds are currently available for projects in Banchory which:

* enhance/ create additional capacity at existing community facilities
* provide new community facilities.

These funds can only be used for capital costs. Public sector, third sector or community organisations, including the Banchory Business Assoc. are eligible to apply.

Please read the guidance note below carefully before completing the application form.

**1. CONTACT DETAILS**

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| --- | --- |
| **Name of Organisation/Group** |  |
|  |  |
| **Contact Name** |  |
|  |  |
| **Email** |  |

**2. DETAILS OF PROJECT**

**2.1 Project Outline**

Please provide a brief outline of your proposed project.

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**2.2 Project Outcomes**

a) Is the project included in the 2017 Banchory Community Action Plan?

Yes [ ]  No[ ]

b) Please identify the main outcomes that your project intends to deliver and whether these align to priorities or actions set out in the Banchory Community Action Plan and in particular to the Local Economy theme.

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

**2.3 Project Timescales**

Please note that applications must be approved prior to expenditure taking place.

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| --- | --- | --- | --- |
| Project Start Date: |  |  Project End Date: |  |

Please provide details of the key project milestones.

|  |  |
| --- | --- |
| **Milestone** | **Delivery Date** |
|  |  |

**2.4 Project Risks**

Please identify the key risks to the project and what mitigating steps can be taken.

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| --- | --- |
| **Risk**  | **Mitigation** |
|  |  |

**2.5 Maintenance Requirements**

Please give details of maintenance requirements and arrangements to be put in place in respect of your project.

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**3. SUPPORT IN THE COMMUNITY**

**3.1 Community Benefit**

1. Please provide details of who will benefit from the project and how.

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1. Is the project a new or existing activity? Please provide details.

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**3.3 Equalities**

Please provide information on how you have taken equalities impacts into consideration when planning your project.

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**3.4 Community Consultation and Support**

Please provide details of consultation with the community and any further evidence of community support (NB. There is no need to detail consultation carried out as part of Banchory Community Action Plan).

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**3.5 Partnership Working**

Please give details of any other groups/partners that are involved in the project.

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**4. PROJECT COSTS**

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| --- | --- | --- | --- |
| **Total Cost:** | £ |  **Amount Requested:** | £ |

|  |  |
| --- | --- |
| **Breakdown of project cost:** |  |

**Match Funding (if relevant)**

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| --- | --- | --- |
| **Total funds raised at time of application:** | £ |  |

Please provide details of fundraising carried out by the group and other sources of funding secured and applied for including the amount and (where applicable) expected outcome date:

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**5. SUPPORTING INFORMATION REQUIRED**

Only constituted organisations can apply for funding. Is the organisation/ group constituted? Yes [ ]  No[ ]

Please check that you have included the following documents:

|  |
| --- |
| Copy of constitution or memorandum and articles |[ ]
| Copy of most recent independently examined accounts |[ ]
| Copies of quotations for the proposed works |[ ]

NB. Public sector organisations are not required to provide copies of constitution or accounts.

Completed application forms should be returned to: lizzy.shepherd@aberdeenshire.gov.uk or Marr Area Office, Aberdeenshire Council, School Road, Alford, AB33 8TY by **THURSDAY 21st JUNE, 2018.**

**GUIDANCE NOTE FOR BANCHORY COMMUNITY FACILITIES FUND**

There are £90,000 of Developer Obligation funds available for projects which enhance/ create additional capacity at existing community facilities or provide new community facilities in Banchory.

The Developer Obligation team will determine whether the project is eligible for funding and then all eligible applications will be assessed by Banchory Town Team, which is Chaired by Janelle Clark, Aberdeenshire Council Marr Area Manager and includes representatives from local community organisations and Community Planning Partners.

**2.1 Project Outline**

Please provide a clear outline of the proposed project and what it will involve. Include detail of how the project will enhance/ create additional capacity at an existing community facility or provide a new community facility eg. the reconfiguration of an existing space to allow more activities to take place or the provision of new community space.

**2.2 Project Outcomes**

Please indicate whether the project is included in the 2017 Banchory Community Action Plan.

<http://www.marrareapartnership.org.uk/wp-content/uploads/2017/06/MAP_BanchoryCAP_LowRes.pdf>

Please identify the main outcomes that the project intends to deliver. These are the key improvements that the project will make to the community. Outcomes should be specific and achievable. Reference should be made to whether the outcomes align with priorities or help to deliver actions in the Community Action Plan; including whether there will be an economic benefit to Banchory.

Successful applicants will be required to provide a short report focussed on delivery of these outcomes within 3 months of grant payment.

**2.3 Project Timescales**

Projects are required to be completed within two years (eg. by the end of the 2019/20 financial year). Awards will not be granted for projects undertaken prior to approval.

Please identify the expected project start and end dates and key project milestones. These could be the dates that a part of the project or certain core activities will be completed.

**2.4 Project Risks**

Please consider the key risks to the project, including how likely and significant these are, and outline steps to be taken to mitigate the risks.

**2.5 Maintenance Requirements**

Please identify any maintenance which will be required once the project is complete and what arrangements will be put in place. Applicants should consider how this will be funded and sustained in the long term.

**3.1 Community Benefit**

Please provide details of who will benefit from the proposed project (individuals, groups, demographics, communities etc.) and how.

**3.2 Community Need**

a) Please provide information on what issue your project aims to address and why it is needed by the community. Please refer to any research undertaken or other evidence and explain why your project is the best way of meeting this need.

b) Please indicate whether the project relates to a new activity or the continuation/development of an existing activity.

**3.3 Equalities**

Aberdeenshire Council recognises the following characteristics which are protected under The Equality Act 2010: race, sexual orientation, sex (gender), disability, gender reassignment, age, religion or belief, pregnancy and maternity, and marriage and civil partnership.

Aberdeenshire Council is committed to eliminating discrimination, harassment and victimisation, advancing equality of opportunity and fostering good relations between those who have protected characteristics and those who don’t. Please provide details of how these equalities considerations have been taken into account when planning your project.

Further information on equalities can be found at <https://www.aberdeenshire.gov.uk/council-and-democracy/equalities/>

**3.4 Community Consultation and Support**

Please provide details of any consultations undertaken including the nature of the consultation, when it took place, feedback received and whether support was given. You may include any further evidence of community support for your project. It is not necessary to include detail of consultations carried out as part of the Banchory Community Action Plan.

**3.5 Partnership Working**

Please provide details of any other groups or organisations that are involved in the project and what their involvement will be.

**4. Project Costs**

£90,000 is available and projects can apply for all or part of this sum. Please provide a full breakdown of project costs and submit copies of quotes/estimates. The funds can only be used for **capital** costs; these are fixed assets such as property and equipment; they do not include revenue costs such as salaries, ongoing running costs and maintenance costs.

Match funding is not required but where this is to be used, please provide details of other sources of funding secured and applied for in respect of the project including funding from other grant bodies and fundraising carried out by the community. Please include the amount secured/applied for and when the outcome of pending applications will be known.

Payment of awards will be made retrospectively, on receipt of **paid** invoices.

**5. Supporting Information**

Please ensure that you provide a copy of your organisations constitution, most recent independently examined accounts and quotations for the proposed works. Application forms and supporting documents should be submitted by **THURSDAY 21st JUNE, 2018.**

**6. Advice and Information**

If you require further information please email: lizzy.shepherd@aberdeenshire.gov.uk or Tel: 0771780053.

If you want to discuss whether your project is likely to be eligible for the Developer Obligation funds please contact Paul Macari via Email: paul.macari@aberdeenshire.gov.uk

Scoring Sheet (Provided for Information Only)

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| --- | --- | --- | --- | --- | --- | --- |
|   |   | **0** | **1** | **2** | **3** | **4** |
| **1** | **Project Outline:** Has a clear project outline been provided? | No outline/limited project description | Adequate project outline | Clear a project outline |   |   |
| **2a** | **Project Outcomes:** Is the project included in the Banchory Community Action Plan (BCAP)? | No |   | Yes |   |   |
| **2b** | Are the project outcomes specific, achievable and related to BCAP priorities and economic development? | Outcomes poorly defined and unrelated to BCAP and economic development |   |   | Reasonable outcomes related to BCAP and economic development | Specific, achievable outcomes closely related to BCAP and economic development |
| **3** | **Timescales:** Is a realistic timescale in place for completion by the end of the 2019/20 financial year? | Project cannot be completed by end of 2019/20 financial year | Ambitious timescale for completion in the 2019/20 financial year | Realistic timescale for completion in 2019/20 financial year |   |   |
| **4** | **Project Risks:** Have project risks been considered and is mitigation in place? | Project risks not identified / no mitigation  | Some consideration of risks / adequate mitigation | Careful consideration of risks / ample mitigation |   |   |
| **5** | **Maintenance Requirements**: Are maintenance arrangements in place? | No | Yes / not applicable |   |   |   |
| **6** | **Community Benefit:** Who will benefit from the project? | Single group or organisation/small number of individuals |   |   | Range of groups & demographics within community | Whole community |
| **7a** | **Community Need:** Does the project address a community need? | Project unrelated to community need |   |   | Project connected to community need - some evidence provided | Project addresses evidence-based community need |
| **7b** | Is the project a new or existing activity? | Project will duplicate existing activities. | Project will develop and enhance existing activities | Project is a new activity / will fill a gap in existing activities  |   |   |
| **8** | **Equalities**: Has consideration been given to equality impacts? | No consideration of equality impacts | Some general consideration of equality impacts | Careful consideration of equality impacts/ contributes to eliminating discrimination/advancing equality |   |   |
| **9** | **Consultation and Support:** In addition to CAP, is there evidence of community consultation and support? | No evidence of community consultation and support | Community support for general project aims and some consultation | Extensive consultation and community support for project |   |   |
| **10** | **Partnership Working**: Does the project demonstrate a partnership approach? | No | Works with other groups but not a partnership project | Yes |   |   |
| **11** | If match funding is being sought, is the rest of the funding in place?  | No | Some fundraising still required | Yes/not applicable |  |  |