

AberdeenCityCouncil**funding***pack*



ABERDEEN
CITY COUNCIL

Aberdeen City Council Grants Information and Guidance

Aberdeen City Council values the important role that individuals and voluntary groups play within the city. It has a number of grants available to support people in activities that benefit the city.

This pack provides information on what grants are available, advice on how to apply and how your application will be dealt with and additionally who to contact for support.

We hope the pack is useful and would welcome any comments and/or suggestions you may have which might improve it.

Please send your comments to either:

Principal Development Officer
(Voluntary Sector)
Office of the Chief Executive,
Community Development Service,
St. Nicholas House,
Broad Street,
Aberdeen.
AB10 1GZ

Co-ordinator
Aberdeen Council of Voluntary Organisations,
38 Castle Street,
Aberdeen.
AB11 5YU

All the information in this pack can be made available in various different formats on request.

If you require an interpreter to help you understand this pack, please contact Community Development Tel 01224 523542

إن كنتم في حاجة إلى مترجم لفهم هذا المنشور،
فالرجاء الاتصال بمصلحة الخدمات العمومية في
الترجمة بقسم التطوير الاجتماعي على الرقم
الهاتفي التالي: 01224 523542

اس سوده كو سمخه كے لیے اگر آپکو مترجم کی ضرورت ہو
تو براے سمہر ہائی کیو ٹی ڈیولپمنٹ ڈیپارٹمنٹ میں
ٹیلیفون نمبر (01224-523542) پر رابطہ کریں۔

এই প্রচারপত্র বুঝতে আপনার যদি ইন্টারপ্রেটারের
(ব্যাখ্যাকারির) প্রয়োজন হয় ডাকলে অনুগ্রহ করে
যোগাযোগ করুন : পাবলিক ইন্টারপ্রেটিং এবং
ট্রান্সলেশন সার্ভিস (জনসাধারণের জন্য বাংলা
এবং অনুবাদকরন) , কমিউনিটি ডেভেলপমেন্ট
ডিপার্টমেন্ট। টেলিফোন ০১২২৪ ৫২২৭৭৭

若您需要翻譯幫助您理解
這份小冊子，請聯絡
阿伯丁市政府社區發展
部翻譯社。
電話：01224 523542

Application forms and the full funding pack are available on the Aberdeen City Council web site. www.aberdeencity.gov.uk

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***Application for these grants should be made to the education service using a separate application procedure.**

Who can apply for grant funds?

Individuals as well as organisations and groups may apply for grant funding. However the Council has set the following general requirements:

Individuals must:

- Live in Aberdeen City.
- Meet the specific requirements of the grant applied for.
- Acknowledge support offered by the Council

Groups and Voluntary Organisations must:

- Be a voluntary organisation as defined in the Council's Voluntary Sector Policy. (Available from the Council website: www.aberdeencity.gov.uk)
- Assist the Council in carrying out the work in the community
- Contribute to the implementation or development of the Council's aims and objectives
- Be active in the city and contribute to services that benefit people in the community or, if it is a national organisation, be supported in principle by the Convention of Scottish Local Authorities (COSLA).
- Have a written constitution and a properly elected Management Committee.
- Have an equal opportunities statement or policy.
- Have proper accounting procedures and be able to present accounts to the Council.
- Be able to show how funds will be managed and used constructively and report this to the Council.
- Acknowledge any support offered by the Council on all publicity material relating to the project. (Appropriate art work will be supplied).
- Meet the specific requirements of the grant requested - for details of these see the relevant pages of this pack.

In addition, each of the separate grants have more detailed requirements. These are outlined in the separate grants information sheets in this pack.

All successful applicants are required to:

- Return all unused monies to the Council, unless there is agreement with the service administering the grant that it may be used for an alternative purpose which is considered to be in line with the aims and objectives of the original application.
- Report back within the timescales detailed for the specific grant requested. Page 30

If you or your organisation are unsure if you meet the requirements you should contact the appropriate officer listed on page 9 for advice.

Interested in applying for a grant? What to do next.

Read this pack!

Pay special attention to:

- Who can apply page 3
- The list of grants available page 8
- What each grant can be used for. (Ensure you have given information relevant to the grant you are applying for on your completed form).
- Asking advice from the appropriate contact person page 9
- Checking the timetable for applications and responses page 30
- Reading the guidance notes on the next pages and completing the application form(s) pages 5-7
- Checking you have included all the necessary information – use the checklist on the front of the application form.
- Returning the application form(s) to the person and place indicated on the funding application form.

Useful Information

Aberdeen City - Designated Priority Areas

Alexander/Hayton (Tillydrone)	Mastrick	Printfield
Cummings Park	Middlefield	Rosemount Square
Ferrier/Sandilands	Northfield	Seaton
Froghall	Powis	Tullos(Torry)

Most funding applications are considered by the following committees

Drugs Task Group
Finance Monitoring Sub Committee
Resources Management Committee

The dates when these meet may be had from the officers who deal with the various funding applications - see page 9 for contact details and on the City Council website - Your Council/Committee Papers/Council and Committee Diary.

Guidance on Completing the Funding Application Form

Part 1 - All applicants must complete this

- **Name/Address/Contact details :** Give full details, including postcode, of the person/group/organisation that is applying for the funding.
The person or group named here, if successful, will have the cheque made out and sent to them.
- **Name of Contact/Status:** Complete this if different from above.
- **Type of Grant:** Give the name of the grant you are applying for. Page 8 has the list. Also state whether it is, for example; annual programme grant, development grant, guarantee against loss, project, small , or revenue grant etc.
- **Amount of Funding:** Give an exact amount you are applying for. Give full details of where else you have applied and whether this application is associated with any other application.
Contributions from other organisations might, for example, include Health Board, Charitable Trusts, Local Enterprise Company, National Lottery Distribution Funds, European Commission.
- **Declaration:** Read, sign and date this part of the form.
- **Return:** When you have fully completed your application , which may include: part 2 of this application form, additional information forms, if required, and supporting documents.
Return all papers including the Equal Opportunites Monitoring Form to the person and address given on Part 1 of the Funding Application Form.
Groups /Organisations are required to complete the Equal Opportunities Monitoring Form, individuals need not.
- **Checklist:** Complete the checklist to show what you have included with your application.
It is important that you include all relevant additional and supporting information. Without supporting documents your application may be delayed and possibly rejected.
- **For Office Use Only:** Please leave this part below the line completely blank.

If you need help to complete the application form, please contact the council for advice. Page 9 gives details of who to contact for all available grants.

Remember to sign your application form

Guidance on Completing the Application Form

Part 2 - To be completed by groups/organisations only

PLEASE NOTE: Part 2 need not be completed if you are applying for: Holiday Playscheme, International (Twinning) and Small Grants- Education. An additional form is provided for each of these.

Application on behalf of: Tick appropriate box.

Name and description of Project/Proposal /Event/Training

Use these sections to give full information about what you are proposing. The information given will be used to make decisions on whether funding can be made available to your group. You should pay attention to the information provided on page 4 and to the specific advice given about the grant you are applying for.

Include the following:

- What the project/proposal/event will achieve for those who participate in it and for Aberdeen as a whole.
- Say which particular sectors or communities will benefit.
- Explain how you plan to tackle the project from start to finish.
- Say when you will provide a report
- Explain how the benefits will be measured
- Make clear how you meet the specific requirements of the grant you are applying for.

Resources

Give all the information that is relevant to your group/organisation and to your application.

- Give the total hours per week contributed by volunteers and any resources in kind that your group/organisation will be providing.
- Make clear what you are requesting from Aberdeen City Council in financial terms and/or in kind.
- Include the date(s) relevant to the project/proposal/event and give the estimated start/finish dates.
- Give full information on any funds held by your group/organisation.
- Give income and cost details as requested.

Organisation or Partnership Profile

- Attach copies of all documents relevant to your application and tick boxes.

Management arrangements

Give details under the three sub-headings and include:

- Information about the membership of your management /advisory group or committee, including the previous experience of the people involved in management.
- Information(if appropriate)on how staff will be managed.
- Information on any projects previously undertaken by the group/organisation.

Guidance on Completing the Application Form Part 2 (Continued)

Please note: if your application is for:

- childcare (as part of an application for an Equalities Grant); you should also complete the "Request for Childcare Provision Costs Additional Information" pages 36-37
- holiday playschemes; you should complete the form titled "Holiday Playschemes Additional Information" page 39
- interpreting/translating costs (as part of an application for an Equalities Grant); you should complete the form titled "Request for Interpreting/Translating Costs Additional Information" page 38
- Small grants – education; you should complete the form titled "Small grants- education Additional Information" pages 42-43
- Twinning project you should complete the form titled "International (Twinning) – Additional Information" pages 40-41

If you need help to complete the application form, please contact the council for advice. Page 9 gives details of who to contact for all available grants.

A completed Equal Opportunities Monitoring Form must be attached to all applications made by groups and organisations - page 35.

Remember to sign your application form

List of Grants Available

Grants

Service/Organisation

Clothing*	Neighbourhood Services South
Community economic initiative funding	Neighbourhood Services Central
Cultural Organisations	Learning and Leisure
Drug strategy initiatives fund	OCE, Community Development
Equalities grants	OCE, Community Development
Higher School Bursaries*	Neighbourhood Services South
Holiday Playscheme	Neighbourhood Services South
Individual grants*	Neighbourhood Services South
International grants (Twinning)	OCE, Community Development
Miscellaneous -Financial assistance grants	Finance and ICT
National Youth and Children's Music Organisations	Neighbourhood Services North
Revenue grants (organisations)	Neighbourhood Services South
Small grants	Neighbourhood Services South
Sports Organisations	Neighbourhood Services North
Tenants groups –Annual and Start-up Grants	Neighbourhood Services North, South and Central

***Application for these grants should be made to the education service using a separate application procedure.**

Who to contact for: information, advice and to lodge applications:

Service	Contact	Address/Contact Details
Community Development	Principal Development Officer-Equalities Grants	Office of the Chief Executive, Community Development, St Nicholas House, Broad Street, Aberdeen AB10 1GZ Tel; 01224 523039, Minicom; 01224 522381 Fax; 01224 522832
Community Development	Principal Development Officer (International) - International (Twinning)	Office of the Chief Executive, Community Development, St Nicholas House, Broad Street, Aberdeen AB10 1GZ Tel; 01224 522690, Minicom; 01224 522381 Fax; 01224 522832
Community Development	Principal Development Officer-Drug Strategy Initiatives Fund	Office of the Chief Executive, Community Development, St Nicholas House, Broad Street, Aberdeen AB10 1GZ Tel; 01224 523036 Minicom; 01224 522381 Fax; 01224 522832
Finance and ICT	Principal Accountant -Miscellaneous Grants	Finance, Town House, Aberdeen AB10 1AH Tel; 01224 523561 Minicom; 01224 522381 Fax; 01224 632343
Learning and Leisure	Cultural Strategy Manager - Cultural Organisations Grants	Learning and Leisure, Summerhill Centre Stronsay Drive, Aberdeen AB15 6JA Tel; 07834 134621 Fax; 01224 346109
Neighbourhood Services North	Tenant Participation Officer - Tenants Groups - Annual and Start-Up Grants	Neighbourhood Services North, Mastrick Housing Office, Spey Road, Aberdeen Tel; 01224 522951
	Administrative Officer - National Youth and Childrens' Music Organisations	Neighbourhood Services North, AECC Balgownie 1, Conference Way, Bridge of Don, Aberdeen AB23 8AQ Tel; 01224 814543 Fax; 01224 814666
	Sports and Recreation Officer - Sports Organisations Grants	Neighbourhood Services North, Culture and Learning, AECC Balgownie 1, Lower Ground Floor, Aberdeen. AB23 8AQ Tel; 01224 814779 Fax; 01224 814566
Neighbourhood Services Central	Tenant Participation Officer - Tenant Groups - Annual and Start-Up Grants	Neighbourhood Services Central, Tillydrone Housing Office, Formartine Road, Aberdeen AB10 1AX Tel; 01224 522629
	Community Economic Development, - Community Training Manager	Neighbourhood Services Central, 74-76 Spring Garden, Aberdeen AB25 1GN Tel; 01224 523145 Fax; 01224 523151

Who to contact for: information, advice and to lodge applications:

Service	Contact	Address/Contact Details
Neighbourhood Services South	Tenant Participation Officer - Annual and Start-Up Grants	Neighbourhood Services South, St Nicholas House, Broad Street, Aberdeen AB10 1XJ Tel; 01224 523813
	Senior Clerical Assistant - Clothing Grants and Higher School Bursaries	Neighbourhood Services South, Culture and Learning, St Nicholas House, Broad Street, Aberdeen AB10 1BY Tel; 01224 522423 Fax; 01224 623156
	Administrative Officer - Holiday Playscheme Grants, Individual Education Grants, Revenue Grants (Organisations) Small Grants (Education)	Neighbourhood Services South, Culture and Learning, St Nicholas House, Broad Street, Aberdeen AB10 1BY Tel; 01224 522806 Fax; 01224 623156

Clothing Grants

In some circumstances, a grant may be made towards the cost of clothing and footwear for children of statutory school age to attend school.

Funding available:

The normal grant is £50 per child (£100 per child who attends a residential special school).

Who can apply?

Children are entitled to a clothing grant if:

- they are in regular attendance at school, and
- their parents receive one of the following:
 - a) Income support
 - b) Income based job seekers allowance
 - c) Housing benefit
 - d) Council tax rebate

When do you apply?

Applications may be made at any time in the year.

The grant is:

- paid directly to parents by cheque and
- limited to one award per child per year

Separate application forms may be obtained from:

Schools, Community Centres, Social Work Family Centres, Grampian Women's Aid and Ebury House

Completed application forms should be returned to:

Moyra Forbes, Neighbourhood Services South, Culture and Learning, St Nicholas House,
Broad Street, Aberdeen. AB10 1BY
Telephone: (01224) 522423 Fax: (01224) 623156

For advice or further information contact:

Moyra Forbes, Neighbourhood Services South, Culture and Learning, St Nicholas House,
Broad Street, Aberdeen. AB10 1BY
Telephone: (01224) 522423 Fax: (01224) 623156

Community Economic Development Initiatives

These grants are used to fund projects within voluntary organisations that can demonstrate financial viability and which operate in a business-like manner. Ideally funds will be targetted towards securing external funding , obtaining expert advice and providing training opportunities for organisations where the information gained can be shared within the wider third sector.

Any proposed project must be discussed with the Community Economic Development Unit of Aberdeen City Council prior to submission. Funding is discretionary.

Applications are considered by: Corporate Director of Neighbourhood Services (Central)

Who can apply?

Read page 4 of this pack and includes the following:

- Voluntary organisations that can demonstrate the economic benefit or long term viability of their initiative.
- Projects and initiatives that can use the Community Economic Development Initiatives funding to attract external finances to benefit the wider voluntary sector will be given preference.

When to apply?

Applications can be made at any time in the year.

Complete the Funding Application Form - Parts 1 and 2.

For advice or further information contact:

Linda Murray, Community Training Unit, 74-76 Spring Garden, Aberdeen AB25 1GN

Telephone: (01224) 523145 Fax: (01224) 523151

Cultural Organisations

The Council provides funding to cultural organisations and individuals and to other groups undertaking cultural activities. The types of funding available and who can apply are detailed below:

Applications are considered by: The Council's Finance Monitoring Sub Committee

Funding available:

- Annual Programme Grants – a one-off payment designed to support the work of an organisation throughout the year.
- Development Grants – funds to develop cultural activities in new directions
- Guarantees Against Loss – the City Council can offer guarantees against loss up to agreed figures for activities promoted in Aberdeen where income is sought from ticket sales, etc.
- Project Grants – sums are available towards a wide range of cultural events and activities taking place in the City.

Who can apply?

Read page 4 of this pack and includes the following:

Cultural organisations and groups may apply for:

- annual programme grants
- development grants
- guarantees against loss
- project grants

Individuals may apply for:

- development grants

All applications will be considered with the following in mind:

Artistic – Consideration will always be given to the nature and quality of an artistic project.

Particularly important are:

- The opportunities offered for active participation by local people.
- The power to communicate in a meaningful way.
- The commitment shown to innovation.
- The imagination displayed.
- The contribution the project makes to the balance of artistic provision in the City.

Community Development – Consideration will be given to:

- The extent to which community groups, including those with special needs, inclusive of economic or environmental deprivation, are to be involved in the project.
- The extent to which the needs of such groups have been taken into account during the development of the project proposal.
- The long term benefits accruing to such groups from the project.

Cultural Organisations (continued)

Commercial – Consideration will be given to:

- The extent to which the financial request is a realistic reflection of the artistic proposals.
- The extent to which efforts have been made to involve other appropriate agencies in financial support.
- The extent to which efforts have been made to maximise sponsorship, self-generated and earned income.
- The organisational effectiveness displayed in areas such as finance, management and marketing.

When to apply?

There are no set deadlines but applicants should:

- complete the Funding Application Form - Parts 1 and 2.
- pay attention to the planned dates for Aberdeen City Council Finance Monitoring Sub Committee meetings
- make sure the application reaches the designated officer 21 days before the date of the next meeting.

For advice or further information contact:

Ciaran Monaghan, Cultural Strategy Manager, Summerhill Centre, Stronsay Drive, Aberdeen AB15 6JA

Telephone: 07834 134621 Fax: (01224) 346109

Drug Strategy Initiatives Fund

This fund has been created to extend the Council's contribution to drug prevention work in the city.

The fund will:

- support small projects which cannot be (fully) funded by existing council budgets
- help repeat and extend successful innovative work
- provide 'seed corn' funding for new initiatives and for longer-term service provision
- assist projects to access central government funding
- assist in drawing in funding (to both the Council and the Voluntary Sector) from Scotland Against Drugs, National Lottery, etc.
- not be used to replace existing drug prevention resources.

Applications are considered by: The Drugs Task Group

Funding available:

- Small Grants - to support preparatory/pilot/one-off initiatives of up to £500
- Revenue Grants - to support targeted and planned initiatives of up to £10,000

Who can apply?

Read page 4 of this pack and includes the following:

- Council Service Departments.
- Voluntary Organisations.
- Community Groups.
- Partnership/Joint initiatives.

Applications will be assessed taking all of the following into account:

- The relative needs of the specified target groups
- The viability of the proposed initiative
- Value for money
- The prospects for sustaining on-going projects
- The inclusion of appropriate monitoring and evaluation procedures
- Initiatives should address at least one of the fund's 3 objectives, listed over, and should be consistent with the Aberdeen City Drug Action Team Strategy. You need to make clear on Part 2 of the Funding Application Form which objectives are relevant to your initiative.

The Drug Strategy Initiatives Fund Objectives are:

Supporting community responses to local drugs issues.

New or existing community organisations providing local solutions to local problems including support to families and friends of drug users, supporting drug users to tackle their drug problems, community safety measures, or youth work.

Targeting young people at high risk/diversionary projects.

Work, that specifically targets young people who have either developed or are in danger of developing a drug centred lifestyle. As well as engaging with young people at risk it is expected that projects will include a clear drug education component.

Education/prevention.

Projects designed to build upon existing drug education/prevention services in order to meet a specific need, which cannot be resourced within the existing service. Please note that applications from schools must show that proposals are an extension to the schools planned drug education programme. It is anticipated that such initiatives would be part of a local integrated approach to drug education/prevention and as such developed in partnership with community education, other agencies and possibly the wider community.

Drugs Action involvement

Projects that plan to use Drugs Action should negotiate their involvement before submitting an application form and confirm this within your application.

When to apply?

For the closing date for applications contact one of the people listed below.
Complete the Funding Application Form - Parts 1 and 2.

Successful applicants are required to submit a report within 12 months of the commencement of the initiative or at the conclusion if sooner.

For advice or further information contact:

Jackie Burns, Office of Chief Executive, Community Development, St Nicholas House,
Broad street, Aberdeen AB10 1GZ Telephone: (01224) 523040 Fax: (01224) 522832

Dave Valentine, Office of Chief Executive, Community Development, St Nicholas House,
Broad Street Aberdeen AB10 1GZ Telephone: (01224) 523036 Fax: (01224) 522832

Your local community worker will be able to help groups setting up new initiatives –
contact the Community Education Service for details, Telephone: (01224) 346148.

For copies of the Drug Action Team Strategy document contact:

Kay Geddes, Drug Development Officer, Office of Chief Executive, Community Development,
St Nicholas House, Broad Street Aberdeen AB10 1GZ Telephone: (01224) 523011 Fax: (01224) 522832

Equalities

Aberdeen City Council is committed to promoting equality of opportunity for everyone and values the diversity of all its citizens. There is a small grants budget to support community groups and other non-profit organisations contributing to this work.

Applications are considered by: The Council's Finance Monitoring Sub or Resources Management Committees

Funding available:

Most of the grants awarded are likely to be in the £250 - £500 range, although applications for larger amounts will be considered for longer-term projects. Applicants will be expected to contribute something in cash or in kind, or both, towards the costs of their project. These contributions should be in proportion to the size and income/expenditure of the group and the amount being requested. The projects can be short term or long term but they must all demonstrate that they will contribute to promoting equality in the city and support the current equality work priorities.

Here are some ideas of the kinds of project likely to be funded:

- Support to organise or attend conferences or meetings on equal opportunities issues.
- Production of materials, training resources, etc to raise awareness of equalities issues and/or challenge discrimination and exclusion.
- Publicity, travel expenses, speakers expenses, venue hire costs, etc for meetings arranged to give voice to those who face discrimination so that their views and voices are heard.
- Initiatives to increase public awareness of equalities issues or the needs of the equality target groups.
- Projects which will influence policy and practice on equal opportunities matters at local, regional or national levels.
- Projects building on the capacity of members of the equality target groups to get involved in and influence the democratic process.
- Childcare, interpreting/translation and other access costs to enable people to participate in the above kinds of projects.

Funding is not available for:

- Costs which have already been incurred or previously committed.
- Food and drink costs.
- Access costs (childcare, interpreting/translation, etc) for general events funded elsewhere.
- Childcare/interpreting and translating costs which do not meet our quality standards.
- Travel costs to equalities events outwith the City will only be considered if there is no reasonable opportunity to attend a similar event within the city.

Equalities (continued)

Who can apply?

Read page 4 of this pack and includes the following:

- Groups working to benefit one or more of the Equality Target Groups i.e. Women, Minority Ethnic People, People with Disabilities, Lesbians, Gay Men, Bisexual and Transgender People, Travellers and Refugees.
- Groups including people from the Equality Target Groups

In particular, the Council is keen to support projects in line with its own current equal opportunities work priorities, which are;

- Tackling violence against women.
- Promoting access to employment and services for the equalities target groups.
- Developing anti-racist policies and practices.
- Developing a strong black voluntary sector.
- Participation/representation of equalities target groups in decision-making and ensuring they are represented in the democratic process.
- Removing any barriers to equality – by tackling exclusion or discrimination resulting from social attitudes, environmental or institutional barriers.
- Providing support for refugees.
- Tackling racist incidents/violence.

When to apply?

Complete the Funding Application Form - Parts 1 and 2.

If your application is for Childcare Costs and/or Interpreting and Translation Costs you will also have to complete the additional information forms provided for these.

There are no set deadlines but applications should reach the relevant officer 3 weeks before the next relevant committee meeting date.

N.B. Only one funding award may be made to a group in any one financial year.

For advice or further information contact:

Sandra Bruce, Office of the Chief Executive, Community Development,

St Nicholas House, Broad Street, Aberdeen AB10 1GZ

Telephone: (01224) 523039 Fax: (01224) 522832

Higher School Bursaries

These are discretionary grants made by the Education Authority within the terms of both the Education Authority (Scotland) Regulations 1988 and the currently approved policy of Aberdeen City Council.

In granting a bursary the Education Authority reserves the right to withhold it if, at any stage, the person to whom the grant has been made fails to attend school regularly without reasonable cause.

The amount of money awarded depends on the applicant's circumstances and their parental income.

Payments:

- are made monthly by bank credit transfer
- are paid to the school pupil's account
- will not be made retrospectively.

Who can apply?

- People of school leaving age and in full-time education attending classes for more than 21 hours per week.
- Residents in Aberdeen on 30th June in a given year and
- Resident in the British Isles for at least three years immediately preceding 31st August in the year in which application is first made.

When to apply?

Applications may be made at any time throughout the school year

Separate application forms may be obtained from:

Moyra Forbes - as below

Completed application forms should be returned to:

Moyra Forbes - as below

For advice or further information contact:

Moyra Forbes, Neighbourhood Services South, Culture and Learning,
St Nicholas House, Broad Street, Aberdeen. AB10 1BY
Telephone: (01224) 522423 Fax: (01224) 623156

Holiday Playscheme Grants

Applications are considered by: Head of Service, Culture and Learning

Funding available:

- One grant per organisation per year will be awarded
- The maximum available is £1000.

Who can apply?

Read page 4 of this pack and includes the following:

- groups providing educational, social and recreational experience for children and young people during school holidays.
- groups may be required, by The Children Act, to register with the Registration and Inspection Unit based in Johnstone House; Tel 01224 523455.
- priority will be given to individuals/groups who belong to one or more of the following categories:-
 - Long term unemployed (six months or more)
 - Low income
 - Minority groups
 - Special needs
 - Single parents
- a minimum charge of 10p per child per day is made or an equivalent amount raised by alternative means.
- the play-scheme day shall be a maximum of 6 hours.

Please note:

- Groups offering full-time day-care in the private sector will not be funded.
- Only playschemes in designated areas may include residential experiences that are targeted at the over 12's. A list of designated areas is included on page 4 of this funding pack.
- No award can be made to groups receiving funding from other organisations where that would result in the total funding exceeding requirements or where it would lead to a particular aspect of the organisation's work being double funded by the Council and by another organisation.
- You should ensure that you complete: a Funding Application Form, Part 1, a Playscheme Application Form and a Playscheme Registration Form.
The information requested on **all three forms** is essential and must be given for your application to be considered and processed.
- A report of the playscheme, together with an audited statement of accounts must be submitted by the end of October. Reporting forms are available from the education service.

When to apply?

Complete the Funding Application Form - Part 1, Holiday Playschemes Additional Information Form and Playscheme registration Form.

All applications should be submitted by the end of the 3rd week in April.

For advice or further information contact:

Anne Watson, Neighbourhood Services South, Culture and Learning, St Nicholas House, Broad Street, Aberdeen AB10 1BY. Telephone: (01224) 522806 Fax: (01224) 623156

Individual Educational Grants

These grants are available to individuals who are attending recognised educational* courses or to support involvement as a volunteer in organised projects that support educational* initiatives in the UK or overseas. Contact the officer named below for this particular application form.

Applications are considered by: Head of Service, Culture and Learning

Funding available:

There are two types of funding available. Details of both are given below.

Who can apply?

Read page 4 of this pack and includes the following:

Individuals may apply for:

- support to attend recognised educational* courses, except courses at institutions of Further and Higher Education and courses covered by the National Youth Orchestra of Scotland Grants Scheme.

You should:

- be in full-time school education.
- need to travel outwith the City
- have passed an audition or selection procedure

The maximum award will be 50% of the course fee.

- support to enable involvement as a volunteer in organised projects which support educational initiatives in the UK or overseas. Any award will be in line with the overall cost of the project to a maximum of £500. You will be entitled to only one such grant.

You should:

- be attending an FE/HE course when you apply or
- be able to show evidence of being accepted on an FE/HE course following the end of the project.
- meet a proportion of the costs involved
- need to travel outwith the City
- have passed an audition or selection procedure

When to apply?

You must apply before the event and by 31 May of the current financial year.

*Definition of "educational "

- development of core skills, including adult literacy, numeracy, use of ICT, problem solving and working together;
- engaging with young people to help them experience positive development – whether they are of school age or beyond. This applies particularly to those at transition stages who are, or who are at risk of becoming, alienated from society, whose educational experience has left them dissatisfied or whose lifestyles makes them vulnerable;
- educational support to individuals, families, people with disabilities, interest groups and communities that are endeavouring to improve the quality of their lives;
- promotion of lifelong learning and healthier, more positive lifestyles within the context of community and voluntary activities.

For application form, advice or further information contact:

Anne Watson, Neighbourhood Services South, Culture and Learning, St Nicholas House, Broad Street, Aberdeen AB10 1BY. Telephone: (01224) 522806 Fax: (01224) 623156

International (Twinning)

This fund is available for twinning projects or visits.

Before an application for financial assistance may be considered the views of the host Twin City will be taken into account.

Applications are considered by: The Council's Finance Monitoring Sub or Resources Management Committees. The International Officer will discuss with you and decide which committee will consider the application.

Funding available:

A maximum of 50% of the total cost of the visit may be awarded, except in exceptional circumstances.

Funding is not available for:

- visits that are simply touristic.

Who can apply?

Read page 4 of this pack and includes the following:

Individuals or projects that:

- promote the breaking down of barriers;
- encourage international understanding and friendships.
- further social and economic links and
- promote the image of the city overseas;

You should

- clearly state what the aims of the visit are
- indicate what the group/individual hopes to achieve in the twin city
- set out clearly the prospects for sustaining on-going projects

When to apply?

You may apply at any time.

Complete Part 1 of the Funding Application Form and also the International(Twinning Projects and Visits) Additional Information Form.

For advice or further information contact:

Elaine Robertson, Office of the Chief Executive,Community Development,
St Nicholas House, Broad Street, Aberdeen AB10 1GZ.
Telephone: (01224) 522690 Fax: (01224) 522832

Miscellaneous Grants

This is a limited fund that is available to support the voluntary sector and partnerships within local communities and where the application would not meet the criteria for any other available grant.

Applications are considered by: The Council's Finance Monitoring Sub Committee

Funding available:

Small amounts of money are provided to contribute to proposals.

Funding is not available for:

- individuals seeking sponsorship, to take part in fund-raising events abroad or for placements with charitable organisations or trusts in developing countries.
- national organisations unless there is some clear and measurable local benefit.
- health related applications; these are seen to be the clear responsibility of the health authorities.

Who can apply?

Read page 4 of this pack and includes the following:

- local and national organisations may apply for contributions such as:
the cost, either in whole or in part, of hiring council accommodation such as the Beach Ballroom and the Music Hall for various fund-raising events and gatherings.

When to apply?

There are no set times for submitting applications

Complete the Funding Application Form - Parts 1 and 2.

For advice or further information contact:

Steven Whyte, Finance and ICT, Town House, Aberdeen AB10 1AH

Telephone: (01224) 523561 Fax: (01224) 632343

National Youth and Children's Music Organisations

These grants are available to individuals towards the course fee for attendance at easter and summer courses of national music organisations that offer places following audition.

Applications are considered by: Head of Service, Culture and Learning

Funding available:

People will be awarded one grant per year.

The amount of individual grant will be dependent on the total number of applicants and will be subject to the maximum amounts given below.

Who can apply?

Read page 4 of this pack and include the following:

- People who are in fulltime school education to enable attendance at specific courses that are offered following audition.
Currently these courses are:
 - National Youth Orchestra of Scotland - summer
 - National Youth Choir of Scotland – summer
 - National Youth Jazz Orchestra of Scotland – summer
 - National Children's Orchestra of Scotland – easter
- Those who qualify for free instrumental tuition under the Aberdeen City Council Scheme will receive a maximum grant of £75 for courses up to one week in length and a maximum of £150 for courses of more than one week.
- All others will receive a maximum grant of £50 for courses up to one week in length and a maximum of £100 for courses of more than one week.

When to apply?

Application forms will be sent in April of each year to those who are eligible.

For application form, advice or further information contact:

Karen Webb, Neighbourhood Services North, AECC Balgownie 1,
Conference Way, Bridge of Don, Aberdeen AB23 8AQ
Telephone (01224) 814543 Fax (01224) 814666

Revenue Grants (Organisations)

This scheme provides financial assistance to local and national voluntary organisations providing educational* opportunities for people in local communities in Aberdeen.

Applications are considered by: Head of Service, Culture and Learning

Funding available: To support management, administration and on occasion, staffing costs of an organisation or event.

Who can apply?

Read page 4 of this pack and includes:

- groups, which are non-denominational and have clear educational* purposes.
- individuals/groups that come into one or more of the following categories will be given priority:-
 - Long term unemployed (six months or more).
 - Low income.
 - Special needs.
 - Minority groups.
 - Single parents.

*Definition of "educational"

- development of core skills, including adult literacy, numeracy, use of ICT, problem solving and working together;
- engaging with young people to help them experience positive development – whether they are of school age or beyond. This applies particularly to those at transition stages who are, or who are at risk of becoming, alienated from society, whose educational experience has left them dissatisfied or whose lifestyles makes them vulnerable;
- educational support to individuals, families, people with disabilities, interest groups and communities that are endeavouring to improve the quality of their lives;
- promotion of lifelong learning and healthier, more positive lifestyles within the context of community and voluntary activities.

When to apply?

Complete the Funding Application Form - Parts 1 and 2.

Applications should reach the education service by the first week in May

Please note: No award can be made:

- to groups receiving funding from other organisations where that would result in the total funding exceeding requirements or
- where it would lead to a particular aspect of the organisation's work being double funded by the Council and by another organisation.

For advice or further information contact:

Anne Watson, Neighbourhood Services South, Culture and Learning, St Nicholas House, Broad Street, Aberdeen AB10 1BY. Telephone: (01224) 522806 Fax: (01224) 623156

Small Grants – Education

This grants scheme is available for a range of community groups requiring special support and is for educational* purposes only.

Applications are considered by: Head of Service, Culture and Learning

Funding available:

- Towards NEW assets, resources or services, not to cover replacement of equipment or ongoing running costs.
- The maximum award will be £600

Who can apply?

Read page 4 of this pack and includes:

- groups with members living in a designated priority area or areas in Aberdeen.
- groups in which 75% of the members and services users:
 - are in receipt of state pension
 - have a disability
 - are single parents
 - are unemployed

as the others above are in receipt of income support, working families tax credit or training allowance

*Definition of “educational”

- development of core skills, including adult literacy, numeracy, use of ICT, problem solving and working together;
- engaging with young people to help them experience positive development – whether they are of school age or beyond. This applies particularly to those at transition stages who are, or who are at risk of becoming, alienated from society, whose educational experience has left them dissatisfied or whose lifestyles makes them vulnerable;
- educational support to individuals, families, people with disabilities, interest groups and communities that are endeavouring to improve the quality of their lives;
- promotion of lifelong learning and healthier, more positive lifestyles within the context of community and voluntary activities.

What you can apply for:

Equipment and Furniture, Training, Classes, or Educational Visits

The following information should be given on the small grants

Additional information form:

- Exact cost of equipment and furniture
- Training - details of: course content, where it will take place, who is providing the training, proposed rate of pay and any other details, are all required.
- Classes – details of: the programme, who is teaching, rate of pay and any other costs.
- Educational visits - details of: the educational purpose and content of visits; cost of travel and of accommodation are required. The group should raise a reasonable proportion of the costs.
- Details of adequate insurance and security arrangements
- A clear statement of educational need and benefits, especially where the assistance requested could be eligible for support by other Council services e.g. sports, arts etc.

Small Grants – Education (continued)

When to apply

Complete Part 1 of the Funding Application Form and the Small Grants Additional Information Form. Applications should be received by the end of the 3rd week in October in any year.

Please note:

- Only one grant is available in any financial year (April 1-March 31)
- Grants awarded must be spent within 6 months of receiving it.
- Groups making visits abroad must be prepared to make presentations on the educational aspect of their visit
- If, after receiving funding, your group/organisation is dissolved then any assets/equipment bought should be returned to the Director of Education who will then decide on it's future use.
- New equipment bought should be made available for use by other community groups when not required by your group/organisation
- A report form is provided for use when reporting on the grant received.
- A list of designated priority areas is included in this pack on page 4

For advice or further information contact:

Anne Watson, Neighbourhood Services South, Culture and Learning, St Nicholas House, Broad Street, Aberdeen AB10 1BY. Telephone: (01224) 522806 Fax: (01224) 623156

Sports Organisations

The Council provides funding to sports clubs and organisations undertaking sports development and organising sporting events.

Applications are considered by: The Council's Finance Monitoring Sub Committee

Funding available:

- Annual programme Grants – a one-off payment designed to support the work of the organisation throughout the year.
- Development Grants – funds to develop sports activities in new directions.
- Project Grants – sums are available towards a wide range of sports events and activities taking place in the City.

Who can apply?

Read page 4 of this pack and includes:

- sports organisations in Aberdeen may be eligible for annual programme funding
- organisations and individuals wanting to develop their sports activities in new directions.

All applications will be considered with the following in mind:

Sports Development Impact – Consideration will always be given to the nature and quality of the project.

Particularly important are:

- The opportunities offered for active participation by local people.
- The place of the project in the overall sports development plan for the sport.
- The place of the project in delivering against the strategic frameworks for sport and recreation in the City.
- The contribution the project makes to the balance of sports provision in the City.

Community Development – Consideration will be given to:

- The extent to which community groups, including those with special needs, inclusive of economic or environmental deprivation, are to be involved in the project.
- The extent to which the needs of such groups have been taken into account during the development of the project proposal, if appropriate.

Financial – Consideration will be given to:

- the extent to which the financial request is a realistic reflection of the overall proposals.
- the extent to which efforts have been made to involve other appropriate agencies in financial support.
- the extent to which efforts have been made to maximise sponsorship.
- the award of only one grant per organisation per year.

Sports Organisations (continued)

When to apply:

Complete the Funding Application Form - Parts 1 and 2.

Applications may be submitted at any time but 3 weeks is required before the next available committee meeting.

For advice or further information contact:

Caroline Walker, Neighbourhood Services North, Culture and Learning,

AECC Balgownie 1, Lower Ground Floor, Aberdeen AB23 8AQ

Telephone (01224) 814779 Fax (01224) 814566

Tenants Groups - Annual and Start-up Grants

The Council makes grants available for tenants' group to cover the costs of hiring premises, expenses for meetings and special projects.

Applications are considered by: The relevant Tenant Participation Officer

Funding available:

A maximum of £150 per application has been set for grants but if the Council considers a group's application merits it, more than this may be awarded. All grants are given at the discretion of the Council and are based on the information supplied in the application form.

The grant is designed to help with the costs of running the group and may be used for:

- administrative costs
- training
- childcare costs
- hire of premises
- expenses for meetings
- other - e.g. special projects

Who can apply?

Read page 4 of this pack and includes:

- groups that are actively involved in housing and environmental issues in their area.

To qualify a group must:

- have a majority of members that are Council tenants.
- have a constitution and office bearers.
- be active in housing issues in their area.

Funding is not available for:

Grants will not be given to cover social or recreational activities.

When to apply:

Complete the Funding Application Form - Parts 1 and 2.

Applications can be made at any time

For advice or further information contact:

Tenant Participation Officers,

Neighbourhood Services North - Sandra Wood, Mastrick Housing Office. Tel (01224) 522951

Neighbourhood Services Central - Clare Campbell, Tillydrone Housing Office. Tel (01224) 522629

Neighbourhood Services South - Mhorag Thomson, St Nicholas House. Tel (01224) 523813

Application Timetable

The meeting dates of relevant Council Committees can be found on the Aberdeen City Council website and from the relevant officers - see page 9.

Grant	Application By	Response By	Reporting
Clothing Grants	At any time in the school year	See application form	Not required
Community Economic Development Initiatives	At any time	Within one month of application being received.	Within 12 months of grant being awarded or sooner if project ends sooner
Cultural Organisations	21 days before Finance Sub Committee Meeting date	7 days after Finance Sub Committee Meeting date	On completion of project
Drug Strategy Initiatives Fund	Contact officer named on page 9	Within 7 days of council decision	Within 12 months of initiative beginning or when it ends if sooner
Equalities grants	3 weeks prior to the relevant committee meeting	Within 7 days of council decision	As soon as possible after event/project for which funding was received.
Higher School Bursaries	At any time in the school year		Not required
Holiday Playscheme Grants	3rd week in April	Within one month	A report including an audited statement of account is required by the end of October. Report forms are provided.
Individual - Education	Prior to the event and by 31 May	Within one month	Not required
International (Twinning)	At any time	Acknowledgement within 4 weeks of receipt of application	Within 12 months of initiative beginning or when it ends if sooner
Miscellaneous – financial event	At any time	Within 7 days of committee decision	As soon as possible after event for which funding was received
National Youth and Children’s Music Organisations	Application forms sent out in April	Within one month	Not required
Revenue Grants	1st week in May (Organisations)	Within one month	Within 6 months of receipt of grant. Report forms are provided.
Small Grants – Education	3rd week in September	Within one month	Within 6 months of receipt of grant. Report forms are provided.
Sports Organisations	At any time, but 3 weeks is required before relevant committee meeting.	Within 7 days of committee decision.	Not required
Tenants Groups- annual and start up grants	At any time	Within 28 days of application being submitted	Not required

Funding Application Form – Part 1

Type of grant applied for:

Name of organisation/group/individual:

Address of organisation/group/individual:

Tel no: _____ Fax no: _____ Postcode: _____
 email: _____

Name of contact person:

Status in relation to organisation/group, e.g. secretary

Tel no: _____ Fax no: _____ email: _____

Amount of funding requested: £

Has this application been submitted to:	Yes	No
Any other Aberdeen City Council service?	<input type="checkbox"/>	<input type="checkbox"/>
Any other council or statutory body?	<input type="checkbox"/>	<input type="checkbox"/>
Any other organisation?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, give details:		
Was it successful? No reply yet <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is this application associated with any other application to:	<input type="checkbox"/>	<input type="checkbox"/>
Aberdeen City Council?	<input type="checkbox"/>	<input type="checkbox"/>
Any other organisation?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, give details:		

Declaration: All the information included as part of this application is correct. Should any changes occur I will inform Aberdeen City Council. A report will be provided as required and the Council's support acknowledged.

Signature: _____

Date: _____ This application should be returned to:

- Completed and included with this form:
- Equal Opportunities Monitoring Form**
 - Additional information:**
 - Interpreting/Translating
 - International
 - Holiday Playscheme
 - Childcare
 - Supporting Documents:**
 - Constitution
 - Partnership Agreement
 - Equal Opportunities Policy
 - Most recent statement of accounts

IMPORTANT: A computer database will be used to store the information given on this form. The data will be processed in compliance with the Data Protection Act.

For Office Use			
I/we declare that any personal association with the above organisation/group/individual applying for a grant has been disclosed			
Signed	Date	Signed	Date
Service:	Date Application received:		
Date Funding Approved:	Date Funding rejected		
Amount of Award	Date of confirmation to finance/payment made:		

Funding Application Form – Part 2 Groups/Organisations – Application Details

Is this application made on behalf of:

An individual organisation?

A formal partnership of organisations?

An informal grouping of organisations?

Name of Project/Proposal/Event/Training: _____

Description of the Project/Proposal/Event/Training Please Describe:

The purpose for which the grant is required

The benefits (including how many people and who will benefit)

IMPORTANT: A computer database will be used to store the information given on this form. The data will be processed in compliance with the Data Protection Act.

Funding Application Form – Part 2 Groups/Organisations – Application Details (Continued)

The main activities

The monitoring and evaluation plans

IMPORTANT: A computer database will be used to store the information given on this form. The data will be processed in compliance with the Data Protection Act.

Funding Application Form – Part 2

Groups/Organisations – Application Details

Resources

Volunteer contribution (approximate hours per week)

Resources in kind (please describe)

What are you looking for from Aberdeen City Council?

Total amount: in money? £ _____ in kind? _____

What period is the funding to cover?

Will participants in planned project/event etc. be charged?

Yes

No

If yes, please give details

Does your group/organisation hold unrestricted and uncommitted funds?

Yes

No

If yes, please explain why these are not being used for this project/proposal/event?

Does your group/organisation make donations, either financial or in kind to any political group? Yes

No

If yes please give details of the donation, recipient and the circumstances that give rise to it.

Please complete:

Staff costs

Salaries and wages

£

Recruitment

£

Training

£

Travel

£

Property costs

Rent and supported services

£

Insurance

£

Maintenance

£

Administration costs

Management costs

£

Administration

£

Capital costs

£

Contribution from other organisations

£

Total costs

£

IMPORTANT: A computer database will be used to store the information given on this form. The data will be processed in compliance with the Data Protection Act.

Funding Application Form – Part 2 Groups/Organisations – Application Details (Continued)

Organisation or partnership profile

Please enclose (where appropriate) a copy of your organisation's:

Constitution	<input type="checkbox"/>	Partnership agreement	<input type="checkbox"/>
Most recent statement of accounts	<input type="checkbox"/>	Equal opportunities policy	<input type="checkbox"/>

Management arrangements

Please describe (where appropriate) the arrangements you have for managing the project or event.

Management/Advisory Group/Committee membership:

Staff Management arrangements

Methods used to involve people who use the service in the management of the project/event.

IMPORTANT: A computer database will be used to store the information given on this form. The data will be processed in compliance with the Data Protection Act.

Equal Opportunities Monitoring Form - Grants

We ask you to complete this form and return it with the completed Funding Application Form. This will enable us to monitor grant allocations in line with the existing and emerging equalities legislation. For photocopying purposes please complete in DARK INK or TYPE.

Name of group/organisation/individual:

Which area(s) of the city will benefit from this application?

North

Central

South

Whole City

Grant applied for:

How many people do you expect will benefit from the application? If unsure please estimate.

1. Ages

males

females

under 5

6-12

13-25

26-49

over 50

2. General description:

with disabilities

homeless

transgender

from disadvantaged areas

unemployed

lesbian

on low income

substance users

bi-sexual

families

gay men

Other (please specify)

Equal Opportunities Monitoring Form - Grants (cont)

3. Ethnic Categories:

African
American
Asian

Indian Pakistani
 Bangladeshi Chinese
 Other

Multiple Ethnic Background

if more than one ethnic background

Other Ethnic Background
Australasian
Caribbean
European

English Scottish
 Northern Irish Irish
 Welsh Other
 Gypsy/Traveller

IMPORTANT: A computer database will be used to store the information given on this form. The data will be processed in compliance with the Data Protection Act.

For Office Use	
Funding awarded:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date decision made:	Total amount:
Forward to: Principal Development Officer (Voluntary Sector), Office of the Chief Executive, Community Development, St Nicholas House, Broad Street, Aberdeen AB10 1GZ (for monitoring purposes)	

Equalities - Request for Childcare Provision Costs

Additional Information

IMPORTANT; A computer database will be used to store the information given on this form. The data will be processed in compliance with the Data Protection Act.

If your request for financial assistance includes a sum for childcare provision you must also complete this form and attach it to your completed Funding Application Form Parts 1 and 2.

This additional information is required to ensure that these services meet the Council's quality standards. Your application is unlikely to be successful if the services are to be provided by a person without relevant qualifications or experience, or if the rate to be charged is not in line with the level of charges locally for similar provision.

Name of Group

Details of Childcare to be provided.

Please tick

Creche

Babysitting costs (Childcare provided at home)

Childminding

Out of school provision

Other (please specify)

The childcare is being provided from

am/pm to

am/pm,

for

day(s), on

dates.

How much of your grant application is to cover childcare costs? £

How is this money to be spent? (Please provide a breakdown of how the above figure is calculated, including hourly rate being paid to the childcare workers, and numbers and ages of children for which childcare is being provided.)

Breakdown of above figure

What rate per hour is being charged?

Who is providing the childcare?

Please provide the name and address of the person(s) or organisation, and details of their relevant qualifications/experience. If the childcare is to be provided by Community Development Section/Creche workers please and ignore the rest of this question.

Name(s) and Address (es)

Equalities - Request for Childcare Provision Costs (continued)

Are they registered /approved by the Registration and Inspection Unit? Yes No
Details of relevant qualifications/experience

For creche out of school provision or similar:
Where is the crèche or other provision to take place?
Address of venue, including room location

Has this room been used as a crèche before? Yes No
Give details of the room, including approx. size, what equipment is in the room (tables, chairs etc),
access to toilets, flooring etc.

What play equipment is available? (a crèche pack is available from the Shoppers Creche if you do not
have sufficient/appropriate equipment. Please (if you require the pack)

For babysitting (provision of childcare at home) Costs:

Is the person(s) providing the babysitting service a close relative of the child/ren or parents involved,
and/or in the same household? Yes No

If yes, please give details of the relationship. (Please note that, funding is unlikely to be made available
to cover cost of babysitting provided by a close relative or other adult living in the same household)

Is the person over 16? Yes No
How much is the carer to be paid per hour? £

Note: (Parents are responsible for ensuring that their children are being supervised appropriately in their own
home. The above questions are to ensure that Council funding is being used responsibly and relevantly.)

Equalities - Request for Interpreting/Translating Costs

Additional Information

IMPORTANT; A computer database will be used to store the information given on this form. The data will be processed in compliance with the Data Protection Act.

If your request for financial assistance includes a sum for interpreting and/or translating costs, you should also complete this form and attach it to your completed Funding Application Form. Your application cannot be considered without this information, which is required to ensure that these services meet the Council's quality standards. Your application is unlikely to be successful if the services are to be provided by a person without relevant qualifications or experience, or if the rate to be charged is not in line with the level of charges locally for interpreting/translating.

Name of Group:

Start Date of Event/Project:

Brief Details of Project:

How much of your grant application is to cover interpreting/translating costs? £

How is this money to be spent? (Please provide a breakdown of how the above figure is calculated, including hourly rate being charged by the interpreter/translator, and number of pages and/or hours of interpreter time to be supplied). Breakdown of above figure:

Hourly rate being charged:

Number of Pages/hours being supplied:

Who is providing the interpreting/translating service? Please provide details of the name and address of the person or organisation, and details of their relevant qualifications.

Name and Address

Relevant qualifications:

Holiday Playschemes Additional Information

IMPORTANT; A computer database will be used to store the information given on this form. The data will be processed in compliance with the Data Protection Act.

BLOCK CAPITALS PLEASE

Name of Playscheme

Address of Playscheme Premises

No of Regular Helpers	No of Additional Voluntary Helpers	Total no of Helpers					
Age Range of Children with Special Needs		Nos. Expected Daily					
Age Range of Others		Nos. Expected Daily					
Daily Fee per Child		Total No of Children					
Playscheme dates	From:	For Official Use only					
	To:						
Playscheme Hours							
	From (am)	To (am)	From (pm)	To (pm)	No Hours	No Days	Total hours
Mon							
Tues							
Wed							
Thurs							
Fri							
Sat							
Sun							
NB: Playscheme Day Maximum = 6 Hours						Total Hours	

Estimated income

Total Bank/Cash /	£
Building Soc. Balances	£
Total from Daily Fees	£
Total from Events	£
Total from Trips/Outings	£
Total from Tuck Shop	£
Total from Donations	£
Other Income	£

Estimated Expenditure

Equipment	£
Trips/Outings	£
Premises	£
Insurance	£
Salaries	£

Total income

£

Total expenditure

£

Less total income

£

Grant requested

£

International (Twinning Projects and Visits) Additional Information

IMPORTANT; A computer database will be used to store the information given on this form. The data will be processed in compliance with the Data Protection Act.

If your request for financial assistance is in respect of a twinning project, you should also complete this form and attach it to your completed Funding Application Form Part 1

Organisation/individual applying for grant:

Number of participants: _____

(a) City to be visited: or _____

(b) visit from which twin city _____

Dates and duration of visit – From: _____

To: _____

Type of Event (attach provisional programme if available)

Purpose of the project/ visit, what it is hoped to achieve and why this particular city was chosen:

Details of community groups/individuals to be involved (including those with special needs, economic or environmental deprivation):

Describe the long term benefits to groups/individuals participating in the project/visit:

Have you, your organisation or any of the participants taken part in a Council-assisted twinning visit before?

Yes

No

If yes, provide brief details:

Details of fund-raising efforts you have undertaken or plan to undertake to help finance the visit:

International (Twinning Projects and Visits)

Any additional information or comments in support of your application:

Expenditure:

Travel costs

Mode of Transport:

Cost per Participant: £

Total:

Accommodation:

Type of Accommodation:

Cost per Participant: £

Total:

Additional Costs

Nature of cost (e.g. meals, insurance, visas, entrance fees, immunisation costs, local transport costs)

Total

●

£

●

£

●

£

●

£

●

£

Total cost of visit (travel & accommodation & additional costs)

£

Revenue:

Estimated Fund Raising:

£

Contribution by Participants

£

Other sources of income

£

Total

£

Balance:

£

Small Grants – Education Additional Information 2001/2002

The information provided will be processed in compliance with the Data Protection Act.
Please read to pages 25 and 26 of the Funding Pack before completing

Aims of your organisation:

Give the following details to help us in deciding whether your group is eligible for an award:

- a. Area served: _____
- b. Membership/user numbers: _____
- c. Are 75% of your members (or users where a service is being provided) in the following categories:
Please if this is the case
- | | | | |
|------------------------|--------------------------|--|--------------------------|
| Unemployed? | <input type="checkbox"/> | In receipt of State Pension? | <input type="checkbox"/> |
| Single Parents? | <input type="checkbox"/> | In receipt of Income Support/Training Allowance? | <input type="checkbox"/> |
| Disabled? | <input type="checkbox"/> | In receipt of Working Families Tax Credit? | <input type="checkbox"/> |
| Other? (Please detail) | _____ | | |
-

How would you spend any award made?

Please detail exact costs and other information as requested on pages 25 and 26 of the Funding Pack

Small Grants – Education (continued)

Does this replace any existing equipment/assets/or resources Yes No

What educational outcomes would result in your area or group from this grant?:

Have you raised any funds for your project, other than grants? If yes please give details.

Report Form Holiday Playscheme

Name of Playscheme

Name of Secretary/Correspondent

Address

Postcode

Contact Numbers: Business: Home:

Dates Playscheme Operated:

From: 2001 to: 2002

Days: (eg. Mon to Fri or Tues and Thurs)

Daily Hours: a.m. – from to

p.m. – from to

How many children attended in an average session?

Under 5 years 5-12 years 13-16 years Total

Daily Total (if playscheme ran for more than one session each day)

Did children pay a daily or session charge Yes/No (delete as appropriate)

About your leaders/helpers:

Was there a committee or group of leaders/helpers in overall charge?

Yes/No (delete as appropriate)

If yes, how many people were involved in this committee or group?

How many leaders/helpers were involved in each session?

How many came from:

Local neighbourhood area?

Outwith neighbourhood/area?

How many were:

Under 18 years of age?

Adults?

Voluntary?

Paid?

If leaders/helpers were paid, please indicate:

How many were paid for each session? and the amount per session

or, the amount per day or, the amount per week

or, the amount per scheme

Please give a brief account of the activities carried out during the Playscheme and make any other comments you feel are relevant (attach an additional sheet if necessary)

This form, together with Statement of Receipts and Payments form should be returned to;
Services to the Public Education Service, Summerhill Centre, Stronsay Drive, Aberdeen AB15 6JA
not later than 30 October.

Report Form Holiday Playscheme

Statement of Receipts and Payments

for _____ Playscheme

Receipts

Balance in hand brought forward	£
Daily Fees	£
Donations	£
Fund Raising Activities	£
Aberdeen City Council Grant	£
Other Income (detail overleaf)	£
Total receipts (a)	£

Payments

Equipment purchased (detail overleaf)	£
Transport	£
Insurance	£
Staff Costs	£
Outings and Activities	£
Canteen	£
Miscellaneous Payments (detail overleaf)	£
Total Payments (b)	£

Surplus Carried Forward (a) - (b)	£
Specify if cash held in Bank Account or Deficit (b) - (a)	£

I certify the above statement is a true record of the financial transactions of

Holiday Playscheme Year

Signed: _____ Date: _____
Designation: _____

Report Form Holiday Playscheme (continued)

Details of other Income:

Details of Equipment Purchased:

Details of Miscellaneous Payments:

This form, together with the Holiday Playscheme Report form should be returned to:
Services to the Public, Education Service, Summerhill Centre, Stronsay Drive, ABERDEEN AB15 6JA
Not later than 30 October.

Report Form Small Grants – Education

Please print your information

Name of group: _____

Meeting place: _____

Day: _____

Time: _____

Contact Person: _____

Postcode: _____

Contact No: _____

Amount of grant awarded £ _____

How did you spend it? _____

Did you receive any other grant associated with this request as appropriate Yes No

If yes, please give details of:

Organisation supplying grant _____

Amount received £ _____

Give a brief account of the benefits in your area resulting from the grant and make any comments you feel are relevant.

Signature: _____

Date: _____

Designation: _____

Please return to: _____

Services to the Public, Education Service, Summerhill Centre, Stronsay Drive,
Aberdeen AB15 6JA – **no later than 17 May.**

Aberdeen Council of Voluntary Organisations (ACVO) Information Sheet

Aberdeen Council of Voluntary Organisations exists to represent, support and develop the voluntary sector in Aberdeen and to foster and promote the sector's role in the development of caring communities where individuals are enabled to achieve their full potential.

Whether you are a new group and need help with your constitution, becoming a charity and working together as a committee, or an organisation in the process of change dealing with more complex issues such as finding funds and employing staff, ACVO can help.

We offer a full information service to the voluntary sector, including information on parliamentary issues. We run a training programme offering low cost training to groups.

One of our major roles is to work closely with Aberdeen City Council to ensure that the voluntary sector has a voice in the social issues, which improve the quality of life in the city especially for groups who are at a social disadvantage.

We also make sure that voluntary organisations are better able to deal with agencies like the Council and the Health Board through bringing networks of people with common interests together.

ACVO also provides up-to-date information and advice on all aspects of funding, whether you need help with:

- Finding funds
- Fundraising strategies
- Grant application

We can offer help and support through:

- Funderfinder – a database which may help you to find the right trust fund for your organisation
- Funding Information – a monthly newsletter of all the funding opportunities and information, including the Lottery, Lloyds TSB and all the other funding sources
- Internet access to the funding databases
- Individual advice on grant application

A healthy organisation needs a healthy bank balance. We will do all we can to help.

ACVO, 38 Castle Street, Aberdeen AB11 5YU

Tel: 01224 212021, Fax 01224 584792

E-mail: acvo@scvo.org.uk

Visit our website at www.acvo.org.uk