

# Youth Activities - Small Grants Fund

APPLICATION FORM (continued)

Age range of membership:

Number in the group:

Number in the 12-25 age group:

Number in the group who live in Aberdeen:

Action Plan/Programme of Activities with timescales (please enclose details on a separate sheet).

Links with any other organisations (if applicable)

Have you applied for funding from any other source for this proposal or idea; if so please give details. (Applications elsewhere will not necessarily affect the outcome of this application).

Signature of Office Bearer of Group:

Date:

Send your completed form to:  
Rhona Whyte, Youth Activities Small Grants Fund,  
Mile End School, Community Wing, Midsocket Road,  
Aberdeen AB15 5LT Tel: 01224 498131  
email [rwhyte@aberdeencity.gov.uk](mailto:rwhyte@aberdeencity.gov.uk)



# Youth Activities - Small Grants Fund

GUIDANCE NOTE AND APPLICATION FORM



# Youth Activities - Small Grants Fund

## GUIDANCE NOTES

This fund offers young people opportunities to contribute to the life of the city and to their communities. Successful applicants are likely to benefit in terms of gaining; experience, confidence and skills. Applications will be considered by a small funding group made up of some members of the YC (Youth Council) and local councillors who will make recommendations to a council committee for ratification. The criteria have deliberately been left very open so that your application will be bound only by your own imagination.

### Who can apply and what for?

- Children and young people must be actively involved in making the application and in the project ideas.
- Funding is not available for individuals
- Group members must live in Aberdeen
- Groups applying for funding must be a voluntary organisation as described below.
- Applicants will be voluntary, community and school groups working with children and young people aged 12-25 years.
- Staff costs will not normally be funded.
- The usual maximum grant available is £1,500.
- One award will be made per group per year.
- Priority will be given to first time applicants.
- For groups that have had grants in previous years consideration will be given to applications to further develop previously funded ideas or for new projects.
- Applications must not duplicate diversionary activities supported through the Community Safety Partnership the Aberdeen City Alcohol & Drugs Partnership (ADP) the Communities Youth Work Team and Enterprise in Education.

### How to apply?

- Read carefully the "who can apply" section of this guidance note.
- Complete the application form, which is part of this guidance note.
- Send your application to:  
Youth Activities Small Grants Fund  
Mile End School  
Community Wing  
Midstocket Road  
Aberdeen  
AB15 5LT
- For closing dates please contact

**Rhona Whyte Tel 01224 498131 or consult the website [www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)**

Groups will be informed of award decisions approximately six weeks following the closing date. Successful groups must acknowledge support offered by the Council on all publicity relating to the activity. (Appropriate artwork will be provided on request)

### Make clear in your application:

- How children and young people are involved.
- Why/how you think the group's idea(s) fits this funding criteria.
- What the benefits will be for the city, for the community and for children and young people – why is it a good idea?
- What costs are involved and give details of these.
- When and how you intend to report to the Youth Council.

## DEFINITION OF THE VOLUNTARY AND COMMUNITY SECTOR

The voluntary and community sector embraces a diverse range of organisations. It includes small informal groups who meet to define themselves as having a common purpose, formally constituted community groups, service user groups, advocacy groups and service providers including social enterprises. The sector includes forum or umbrella organisations that act as a resource to the sector. They may assist in the dissemination of information, co-ordinate the voice of specific interest groups, or provide information, advice or training for voluntary sector management, staff and volunteers. It also includes larger local and national charities that provide services to people in the City. Full details of the Joint Public, Voluntary and Community Sector Compact 2005/8 can be seen at: [www.aberdeencitycommunityplanning.org.uk](http://www.aberdeencitycommunityplanning.org.uk)

## DATA PROTECTION

### How we use your data

Aberdeen City Council collects the information about you in this application form in order to provide you/your organisation with the opportunity to apply for a Youth Activities Grant, contacting you in relation to that grant, monitoring purposes if your application is successful and to collate information for statistical and audit purposes.

The Council shares the information provided on this form with the Youth Activities Funding Group who will decide if funding will be allocated, in line with the criteria set out within the application pack. We also share details of your specific financial transactions with our Service Income and Bank Reconciliation Team for the purpose of Local Government Audits.

### How long we keep your information for

If the application is successful, we will keep this information for 6 years from the date the funding was awarded. If the application is unsuccessful, we would keep this information for 1 year from the date of the decision.

### Your rights

You've got legal rights about the way the Council handles and uses your data, which include the right to ask for a copy of it, and to ask us to stop doing something with your data. Please contact the Council's Data Protection Officer by email [DataProtectionOfficer@aberdeencity.gov.uk](mailto:DataProtectionOfficer@aberdeencity.gov.uk) or in writing at: Legal and Democratic Services, Business Hub 6, Level 1 South, Marischal College, Aberdeen, AB10 1AB. More information about all of the rights you have is available on our website at: <https://www.aberdeencity.gov.uk/your-data>. You also have the right to make a complaint to the Information Commissioner's Office, ([www.ico.org.uk](http://www.ico.org.uk)). They are the body responsible for making sure organisations like the Council handle your data lawfully.

### Our legal basis

Aberdeen City Council is the Data Controller for this information about you. Wherever the Council processes personal data, we need to make sure we have a legal basis for doing so in data protection law. The Council understands our legal basis for processing personal data in relation to the Youth Activity Grants as Article 6(1)(e) of the General Data Protection Regulation. This is because administering these grants is part of our public task, under the Social Work (Scotland) Act 1968, The Requirements for Community Learning and Development (Scotland) Regulations 2013 and Local Audit and Accountability Act 2014. In carrying out this task, the Council is also likely to process special categories of personal data. The Council understands our legal basis for doing so as Article 9(2)(g) of the General Data Protection Regulation, because processing is necessary for reasons of substantial public interest.

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## APPLICATION FORM

Name of Applicant:

Age:

Names of young people consulted about this application:

Name of Group:

Address:

Telephone number to contact you if required:

Email:

Amount applied for:

Brief description of aims of proposal/idea:

### Additional Details

(Please supply additional details which are relevant to your proposal or idea using separate sheets if necessary). These must include

- a. details of costs involved
- b. involvement of children and young people
- c. why this is a good idea – the benefits
- d. when/how you will report.