

Aberdeen City Council

Small Financial Assistance Grant

Guidance

Small Financial Assistance Grant

This guidance explains the procedure for groups applying for a small financial assistance grant.

Who Can Apply

One-off requests which arise from time-to-time and do not fall within the assessment criteria of another established Council funding budget will be considered.

Only one application per group/organisation will be considered in any financial year (1st April – 31st March).

All applications must be for a clear and specific purpose.

How Much Funding is Available

The fund has limited resources and grants will be allocated to all eligible applications as they are received.

Applications can only be considered whilst budget remains available.

What We Will Not Fund

Aberdeen City Council are unable to offer small financial assistance grants for:

- Projects/events already being funded from another Council Budget

- Projects/events which secured a small financial assistance grant in the previous 12 months
- Applications which do not demonstrate a clear benefit to the City or its' residents

How To Apply

Step 1: Read the guidance to ensure that you meet the grant requirements

Step 2: Submit the application form to: FinAsstGrantsandGala@aberdeencity.gov.uk or by post to:

Small Financial Assistance Grant, Corporate Accounting Team, Aberdeen City Council, Marischal College, First Floor West, Business Hub 7, Broad Street, Aberdeen, AB10 1AQ.

What Happens Next

Your application will be assessed to ensure it meets the grant criteria. Additional information may be sought to support the application.

Applications which fall within the assessment criteria of another established Council funding budget will be referred to that process.

Eligible applications will receive written notification detailing the amount of funding awarded or reasons the application was unsuccessful in attracting support.

If funding is awarded, payment will be made by BACS and could take up to 6 weeks.

Funding Conditions

- Grants must only be used for the purpose as set out in the application.
- Grant recipients must keep appropriate financial records and receipts of expenditure. Proof of expenditure will be required by Aberdeen City Council.
- Funding will only be issued to accounts in the name of groups, associations, organisations and representative bodies not individuals.
- Under no circumstances will the council increase a grant after the allocation has been set.

Acknowledgement

Successful applicants should:

- acknowledge Aberdeen City Council's support through the Small Financial Assistance Grant scheme.
- Place Aberdeen City Council's logo on any advertising publication.