

Place Based Investment Programme Application

Submitting your application

Applications may be submitted at any time, please see guidance for decision deadlines. [Place Based Investment Programme | Aberdeen City Council](#)

Applications should be submitted via email to ExternalFunding@aberdeencity.gov.uk

Application Guidance

All applicants are advised to read and follow the Application Guidelines. These are available to download at the above website or can be requested by contacting the External Funding Team.

Place Based Investment Programme states the key conditions are:

- *To link and align place based initiatives and establish a coherent local framework to implement the Place Principle;*
- *To support place policy ambitions such as town centre revitalisation, community led regeneration, 20 minute neighbourhoods and Community Wealth Building;*
- *To ensure that all place based investments are shaped by the needs and aspirations of local communities;*
- *To accelerate our ambitions for net zero, wellbeing and inclusive economic development, tackling inequality and disadvantage, community involvement and ownership.*
- *The grant is to be used in the financial year the fund is awarded. It is expected that expenditure will be met, or at least work or contracts signed or commenced by 31 March of that year.*

Contact Details

Organisation Name		Phone	
Lead Contact		Email	
Address		Website	
Organisational Status			

Application Summary

Project Name	
Total Project Cost (inc or exc VAT)	£
Own Funding Available	£
Additional Match Funding Available (please indicate source)	£
Value Of Place Based Investment Programme Funding Being Applied For	£
Project Start Date	
Project Completion Date	
Can The Organisation Reclaim VAT	Yes / No

Please provide milestones and values for payments to be released if your application is successful.

Grant funding for approved projects will be made on a pre-agreed milestone basis. The Council may consider advance payment of works in some circumstances given the short timescales involved and if applicant can evidence this is required to facilitate delivery of the project. Please see guidance document for example. In line with Following the Public Pound requirements, please ensure there are at least four milestones, if the PBIP ask is over £15,000.

Milestone	Grant Value

1. Please provide a written summary of your proposal describing the activity you are seeking support for. (Suggested 500 words). When responding to this question please write clearly and concisely about your idea including information about any partners and communities involved and planning permission requirements.

2(A). Please tick ü the objectives that the project will deliver on *(The project can deliver on one or more of these)*

Objective	ü/ û <i>(delete as appropriate)</i>
Net Zero Contribution	ü/ û
Wellbeing and Inclusive Economic Development	ü/ û
Tackling Inequality and Disadvantage	ü/ û

Community Involvement and Ownership	ü/ û
<p>2(B). <i>continued</i> Provide an explanation on how the project supports the objective(s) selected. (Suggested 500 words)</p>	

<p>2(C). Please tick ü the ambitions that the project will deliver on (The project can deliver on one or more of these)</p>	
Ambition	ü/ û (delete as appropriate)
20 Minute Neighbourhoods	ü/ û
Town Centre Revitalisation	ü/ û
Community Led Regeneration	ü/ û
Community Wealth Building	ü/ û
<p>2(D). <i>continued</i> Provide an explanation on how the project supports the ambition(s) selected. (Suggested 500 words)</p>	

3. Please demonstrate the demand and support for this project and how this links to local policies and strategies in particular the Local Outcome Improvement Plan. (Suggested 300 words).

Please highlight what you think the lasting benefits will be if your project is supported?

4. Please show how the project has community support?

Please show evidence of how the project has community support, this could be in the form of public consultation, community involvement, letters of support from local groups etc

5. Aberdeen City Council is committed to progressing equality and diversity. (Suggested 300 words).

Please include in your application information describing how you will make sure your proposed activity is open and encourages diversity, and how it removes potential barriers, allowing for equal opportunity. If your organisation has an equality and diversity statement or policy, please attach with your application submission.

Equality and Diversity PDF

6. Project deliverability

Please explain how you will manage the activity and project, including how you plan to deliver the proposal and how you intend to evaluate the project. You may wish to include a Gantt chart. Please also mention how you will follow the public procurement rules (Up to 300 words).

A project plan can be attached with your submission.

7. Please consider and outline any risks associated with the project and how you intend to mitigate against the risks.

A basic risk assessment can be included in the support material. *(Suggested 300 words)*. This should also take into consideration future maintenance costs if applicable.

8. Please describe a timeline of the activity you propose to undertake based upon a grant agreement being in place in the weeks following committee *(Suggested 300 words)*.

9. Please state the exact location of where this activity will take place and tick what ward it falls under.*(You may insert a tick ü for more than one)*Map of ward areas

Airyhall/Broomhill/ Garthdee		Kingswells/ Sheddocksley/Summerhill	
Bridge of Don		Lower Deeside	
Dyce/Bucksburn/ Danestone		Midstocket/ Rosemount	
George Street/ Harbour		Northfield/Mastrick North	
Hazlehead/ Queens Cross/Countesswells		Tillydrone/Seaton/ Old Aberdeen	
Hilton/Woodside/Stockethill		Torry/Ferryhill	
Kincorth/Nigg/Cove		Other	

10. Please provide a full breakdown of expenditure for the project. You may wish to use budget headings, but a full breakdown is required with your submission.*Please include last audited accounts or management accounts (as appropriate). If the project is expected to run over two financial years, please state which years the funding will be spent*

Expenditure	Amount
Total Expenditure	

11. Does the project have match funding? If no, please provide justification as to why and which other sources have been considered.

Please delete as appropriate

Please note match funding is not essential but will strengthen application. Where applications are submitted, please provide status of application and funding body.

Yes

No

13. Please provide a full breakdown of public subsidy received by your organisation in the past 3 years.
Please see guidelines for more information on subsidy control

Public Body	Amount Received (£)	Date Awarded

12. What would happen to the project without Place Based Investment Programme Funding?

14. Support Material/Uploads

Photographs

Photographs should be good quality and carefully selected to reflect the activity proposed in the application form. Please ensure images are clearly labelled and include relevant information as appropriate. Where possible, please save multiple images as one PDF document with clear titles and dates of the activity they relate to. Please make sure where possible the final file does not exceed 5mb in size. If sharing a link to online images, check the link is to pages specifically related to the organisation and not to personal accounts.

Video and Audio Files

Please check that any links to online video or audio files are working, if sending files as attachments please make sure they do not exceed 5mb in size.

Please include the following support material as part of your application to Place Based Investment Funding.	Please insert tick ü below
Current Business Plan/Constitution <i>(as appropriate)</i>	
Last Audited Accounts <i>(as appropriate)</i>	
Support Material - <i>info about your organisation, staff CVs, a marketing plan, any consultation, stakeholders/partners information or evaluation of previous projects.</i>	

15. Procurement

Please tick to confirm you understand the rules, requirements, and thresholds of procurement.

Please see guidance document for more information on procurement requirements.

Declaration and Use of Your Information

Aberdeen City Council collects and maintains the data on this form about you for the purpose of determining your application for funding, presenting to Committee for a funding decision, contacting you in relation to that funding, monitoring purposes if your application is successful and to collate information for statistical and audit purposes.

The External Funding Team has a data privacy notice on the Aberdeen City Council website which outlines how we will use any data received in regard to this application.

To confirm that all information included in this application is accurate and that you have read and followed the application guidelines, please sign and date below. If submitting by email an electronic signature or the typed name of the appropriate applicant should be inserted.

Name:

Signature (Electronic or typed name):

Date:

External Funding team
externalfunding@aberdeencity.gov.uk

