

GUIDANCE NOTE FOR FOOD GROWING AND GREEN SPACE FUND

PLEASE READ CAREFULLY WHEN COMPLETING YOUR APPLICATION

1. CONTACT DETAILS

Name of Organisation –

Please ensure you add the **full** name of the organisation as it appears on the Bank Account. ie if the bank account is “Happy Play Group Amenities Fund” do not just put “Happy Play Group”.

Treasurer and bank details -

Please complete with the group’s Treasurer contact details, and Bank details.

2. DESCRIPTION OF PROJECT

Please give a short description of the project including the aims, objectives and outcomes the project hopes to achieve.

3. PROJECT PLAN

Please provide details of the person(s) responsible for managing the project, if different from the contact details in Section 1 above, the start and finish date, key milestones such as when the project is likely to be operational and key risks such as what will happen if additional funds cannot be secured.

Please ensure that all or any necessary licences, planning permission, building warrants, owner permission, etc., are in place before any application is submitted.

4. MAINTENANCE ARRANGEMENTS

Please confirm that this project will not incur any financial or time cost to the Council in future and identify who will be responsible for any maintenance.

5. PROJECT COST

Please provide the total expected cost of the current phase of the project and the amount requested. Please provide a breakdown of the total cost showing the VAT amount, where applicable. Please provide quotations, invoices or receipts for items or works planned when submitting the application form.

Please remember to enclose, with your application, provide a copy of your :

- Quotations for proposed works;
- Constitution, or Memorandum of Association;
- Insurance documents;
- Most recent verified accounts; and
- Three most recent bank statements,

Please give details of any funds which have been earmarked for other projects.

Payment will be made on the award of funding and successful applicants must be able to give an assurance that they will be able to provide receipts for the purchases as detailed on the application form no later than **14 March 2025**.

Successful applicants must also provide a brief report on the progress of their project and describe the local benefit, including photographs, if available, by **30 June 2025**

Please ensure that you return the application form and supporting documents **by email** to banffandbuchanamo@aberdeenshire.gov.uk

If any additional assistance or guidance is required, please contact:

Telephone: 01467 530700

Email: banffandbuchanamo@aberdeenshire.gov.uk