

REPORT TO BUCHAN AREA COMMITTEE – 19th April 2022

AREA COMMITTEE BUDGET 2022/2023

1. Reason for Report/Summary

- 1.1 To agree the allocation process of the Area Committee budget for 2022/2023 amounting to £81,200.

2. Recommendations

The Committee is recommended to:

- 2.1 **agree to make available a Brighter Buchan Initiative in 2022/2023 at a cost of £17,000,**
- 2.2 **agree that £1,000 be allocated to Buchan Development Partnership to deliver the “Buchan in Bloom” scheme, and**
- 2.3 **agree that £61,500 is devoted to the Area Committee Grant Scheme to be publicised and developed in tandem with the Buchan Development Partnership,**
- 2.4 **agree that the remaining £1,700 is retained as a contingency budget to cover hospitality and any unforeseen events, and that this sum be delegated to the Area Manager to disburse appropriately**

3. Purpose and Decision-Making Route

- 3.1 At the start of each financial year the Area Committee is asked to agree the process for allocating the Area Committee Budget amounting to £81,200 for 2022/23.
- 3.2 As in previous years it is the intention to fund projects that will help deliver towards the Council’s priorities and the Local Outcome Improvement Plan (LOIP), to provide start up funding where required and to help groups attract match-funding where possible.

4 Discussion

Brighter Buchan Initiative

- 4.1 The Brighter Buchan Initiative continues to be highly successful and well received by our local communities.
- 4.2 It is proposed that the Brighter Buchan grant made to each town/village will allow local groups to organise environmental works in co-operation with the Council. As previously confirmed by Committee, the allowance can be used for employment and provision of materials or plants. The groups will be advised that appropriate public liability insurance will have to be negotiated.
- 4.3 In 2020/2021 Peterhead was included in the Brighter Buchan Initiative for the first time. This proved to be successful, with four local groups applying for a Greening Grant for four separate neighbourhoods within Peterhead. It is proposed to continue with this scheme this year again, whereby the Area Manager will hold the £1,000 and local groups will be encouraged to apply for a 'Peterhead Greening Grant' of up to £200.
- 4.4 In addition, we are aware that several of our villages in Buchan are making local arrangements to join-in with the Queens Platinum Jubilee Celebrations, or that there may be other local events that the community would wish to mark. It is therefore proposed to continue to offer the £1,000 allowance to Peterhead and sixteen of the larger villages in Buchan, and that up to £250 of each of their £1,000 allocations may be used for local community events - should the groups so-wish. Again, the groups will be advised that appropriate public liability insurance will have to be negotiated.
- 4.5 This will commit a total of £17,000 from the Grant Scheme.
- 4.6 Given the present circumstances, the groups will also be reminded to adhere to any current restrictions and guidelines whilst considering the delivery of their projects.

Buchan in Bloom

- 4.7 It is proposed to reintroduce the "Buchan in Bloom" competition this year. This initiative has proved to be very popular and the improvements in the floral displays throughout Buchan have been a tribute to the hard work of the volunteers.
- 4.8 It is therefore proposed to allocate £1,000 to Buchan Development Partnership towards the cost of the prizes for the successful villages and to cover volunteer expenses incurred.

- 4.9 Buchan Development Partnership will also reintroduce the “Buchan Beginning to Bloom” competition for all primary schools in Buchan. Above the usual prizes, Simpsons Garden Centre has donated £100 of vouchers for a Queens Platinum Jubilee Prize for the most environmentally friendly project.

Area Committee Grant Scheme

- 4.10 The Area Committee Grant Scheme will continue in 2022/23 and it is proposed to allocate £61,500 for this purpose.
- 4.11 Based on previous years’ success, it is proposed that the Area Committee Grant be organised in tandem with the Buchan Development Partnership.
- 4.12 We will once again be setting a limit of up to £10,000, or 80% of the project cost, but Councillors will have the discretion, should a project of exceptional merit be received, to allocate funds accordingly.
- 4.13 This will apply to projects where the work has been identified and prioritised by the community and will help them deliver targets identified in their action plans. These projects may help groups develop their halls or parks, explore Asset Transfer possibilities, develop community resilience plans, improve the sustainability of their assets through renewable energy or carbon footprint reducing measures, as well as addressing emerging priorities where evidence supports the need.
- 4.14 Buchan Development Partnership will work with applicants to identify joint funding streams, including partner budgets, that will deliver partnership projects and improved outcomes for our communities.
- 4.15 An informal meeting will be scheduled for Buchan Members, with representatives of Buchan Development Partnership, to consider the applications received prior to formally reporting to the Buchan Area Committee on 28th June 2022.
- 4.16 It is hoped that this Fund will assist community groups in finding a sustainable way forward in the light of the current economic climate. There may also be an opportunity for some schemes to lever additional support through other funding streams and agencies.
- 4.17 The scheme will be advertised widely by the Buchan Development Partnership. An application form and criteria are appended (Appendix A1 and A2). The first round of applications will be requested by Sunday, 29th May. Any remaining funds will be subject to a second call in the autumn.

Contingency Budget

- 4.18 It is proposed to reserve the residual sum of £1,700 to cover unforeseen costs that occur at area level, and, as in previous years, that this sum be delegated to the Area Manager to disburse appropriately.
- 4.19 This report has been developed in consultation with Buchan Development Partnership.

5. Council Priorities, Implications and Risk

5.1 This report helps deliver:

- Local Outcome Improvement Plan (LOIP) Connected and Cohesive Communities
- Our People – by improving the health and wellbeing of our residents and reducing social isolation
- Our Environment – by creating resilient communities and improving the environment in our villages and natural areas
- Our Economy – by supporting community businesses and social enterprises

5.2 The table below shows whether risks and implications apply if the recommendations are agreed.

Subject	Yes	No	N/A
Financial	X		
Staffing		X	
Equalities and Fairer Duty Scotland			X
Children and Young People's Rights and Wellbeing			X
Climate Change and Sustainability			X
Health and Wellbeing			X

5.3 The screening section as part of Stage One of the Integrated Impact Assessment process has not identified the requirement for any further detailed assessments to be undertaken. Each application received for Area Committee budget funding will be assessed and reported to the Area Committee.

- 5.4 There are no staffing implications arising from this report. The management of this budget will be undertaken within existing area management resources. The proposals outlined in this report are in line with the allocation of financial resources approved as part of the approval of the Councils Revenue Budget on 17th March 2021.
- 5.5 The following risks have been identified as relevant to this matter on a Corporate Level:
ACORP001 – Budget Pressures and
ACORP005 – Working with other organisations
- 5.6 No risks have been identified as relevant to these matters on a Strategic Level.

6. Scheme of Governance

- 6.1 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and their comments are incorporated within the report and are satisfied that the report complies with the Scheme of Governance and relevant legislation.
- 6.2 The Committee can consider and take a decision on this item in terms of Section B.6.3 of the List of Committee Powers in Part 2A of the Scheme of Governance as it relates to the authorisation of expenditure from the Area Committee Budget.

Ritchie Johnson
Director of Business Services

Report by Theresa Wood
Area Committee Officer
7th April 2022

List of Appendices –

Appendix A1 – Area Committee Grant Scheme Application Form
Appendix A2 – Area Committee Grant Scheme Criteria



BUCHAN AREA COMMITTEE GRANT SCHEME
 (Grants up to £10,000, or 80% of the project cost)
Application for Assistance

Name of Organisation	
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Contact Name	
Position in Organisation	

Address (including postcode)	
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Telephone Number	
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Email Address	
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Applicants MUST discuss their project with Buchan Development Partnership prior to submitting the application form.

<p>Tell us about your organisation. <i>(Please include details of your legal structure, aims and purposes, membership and evidence that the organisation has the right level of resource, skills, and capacity to deliver the project)</i></p>

What is your organisations total income for the most recent full financial year?	£
What is your organisations total expenditure for the most recent full financial year?	£
<p>Please estimate how many months of unrestricted reserves your organisation has available?</p> <p>You can use the formula below to calculate this:</p> $\frac{\text{Unrestricted Reserves}}{\text{Annual Expenditure} / 12}$	£

Tell us what would you like to do with the funding?
(You should describe all the activities you want to carry out, services you will provide and identify who will benefit)

Tell us about the need and support for your project?
(Who have you engaged with and what did they say)

Tell us how your project will be sustained in the future?
(If you are delivering a service, describe how you will continue to deliver this service after the grant has finished? If you are delivering a capital project, do you have a maintenance plan?).

Please explain how the project will deliver positive benefits.
(Will this grant help you: attract funds or other support from additional sources, support economic growth, regeneration and rural development?)

What is the total project cost? *(The cost of everything related to your project, even the items or activities you aren't asking us to fund)* £

Please tell us the costs of each item or activity you would like us to fund *(If VAT registered, costings should exclude VAT, if not registered include the VAT):*

Item / Activity	Total Cost	Amount Requested from Area Committee Grant
Total		£

Please provide details of the total funds raised for your project to date and the amounts raised (include grants, your own fundraising activities and donations)

Source	Amount	Date confirmed
Total		£

Other funding applied for: (give details of the amount(s) and source(s) as appropriate – in particular Aberdeenshire Council sources)

Source	Amount	Date confirmed

Please tell us the total value of public funding received over last three financial years. (you should declare the total value received by your organisation since 2018–19).

£

Will your project be completed by 31st March 2023?

If you answered no, can your project be delivered in phases and if so please explain how this can be done?

Give details of how your project meets the requirements of the Equality Act 2010 ensuring that it will be inclusive and not discriminate against any members of your community

For projects taking place on a site, do you own or control it? Please indicate if you have a lease agreement for the site and how long the lease has left to run. *(A letter of comfort may also be accepted as adequate consent in certain circumstances).*

Applicant Declaration: -

I certify that the information contained in this application is correct, and that I am authorised to make the application on behalf of the above group. I understand that decisions made by the Buchan Area Committee are final.

Name
(Please print)

Signature

Date

Checklist – please attach the following items

- Constitution or Memorandum & Articles of Association
- Your most recent verified accounts
- Two most recent bank statements
- Quotes / Specifications

Application should be emailed to - applications@bdp.scot

If you require further information or to discuss your project please call 01771 622071.

Please Note - As a condition of an award, successful applicants –

will be required to provide a short report on the project by 31st March 2023, and

will be asked to create a video of their project and a representative of the group will be invited to share the video at a ‘Celebration of Success’ event to be held in March 2023.

If you need inspiration or want to find out about some of the projects the Area Committee have already funded visit BDP’s Facebook page and

<https://www.facebook.com/Buchandevelopmentpartnership>



BUCHAN AREA COMMITTEE GRANT SCHEME

Criteria for Application

Aberdeenshire Council Buchan Area Committee will distribute £61,500 through the Area Committee Grant Scheme. The fund is available for community projects that can demonstrate wide community benefits that are sustainable and can enhance their local area.

The deadline for applications is Sunday, 29th May 2022.

You will be notified if you have been successful by Thursday, 30th June 2022.

Please note: - Applicants **MUST** discuss their project with Buchan Development Partnership prior to submitting the application form. For further information please contact applications@bdp.scot or phone 07855-78626. Applications should be made to: applications@bdp.scot.

About your organisation:

- Applications must be submitted by a constituted group with bank account.
- A copy of the Constitution and two most recent bank statements must be submitted with your application.

Fund eligibility:

- You can apply for capital costs (works to buildings, equipment etc) or revenue costs (venues, staff time, sessional fees etc).
- Your project must contribute to at least one of Aberdeenshire Council's 6 priorities (see overleaf)
- Your project should also demonstrate positive benefits such as rural/community development/regeneration or economic growth/environmental benefit. *(In assessing applications, the Area Committee will actively favour projects that demonstrate they have considered the environmental impact and sustainability of their proposals).*

Financial notes:

- Maximum grant is £10,000 or 80% of the total project cost (whichever is lesser)
- Your project must have a minimum of 20% match funding (this can include in-kind contributions)
- Grants will be paid retrospectively (subject to satisfactory evidence being submitted to support all claims)
- You must be able to meet spend/completion deadline of 31st March 2023
- You must submit evidence of the costs of your project (for example quotes for items or services you will purchase, or cost breakdowns of staff and running costs)
- We cannot fund costs already incurred or activities that will take place prior to decision, i.e. retrospective funding.

(Note – The Buchan Area Committee wish to support local businesses, so applications will be stronger if goods or services are sourced in Buchan, or if this is not practicable, as close to your project as possible.)

Consents and permissions:

- If your project takes place on a site you do not own or control you must confirm you have permission and provide information/evidence of a lease agreement for the site.
- If your project involves building works you must have the relevant planning permission and/or building warrant (or be able to confirm they are not required) unless your application is for fees to obtain such consents as part of your project development

Examples of projects that may be eligible for funding:

- Repair or renovation of local facilities, for example village halls, allotments, harbours.
- Skills development and engagement activities including transport costs.
- Start-up funding for groups where their aims are consistent with the Councils objectives*.
- Set up costs of a new recurring event or costs for a one-off event which is consistent with council objectives*
- Projects that improve access to the outdoors including paths, benches, signage
- Professional Services for projects that bring substantial local benefit e.g. feasibility studies

*** applications for Start-up funding and events would have to provide evidence of longer-term financial sustainability and provide evidence that all other avenues have been exhausted.**

Note: - Your application must evidence how your project meets the criteria and priorities. Depending on the type of project, some criteria and priorities may be more relevant and some will only be pertinent to the Council.

Council Priorities: Aberdeenshire Council Plan 2020 to 2022 is centred around three pillars; **Our People, Our Environment, Our Economy**. Under these sit six strategic priorities: -

- The priorities under **Our People** are Education and Health and Wellbeing.
- The priorities under **Our Environment** are Infrastructure and Resilient Communities.
- The priorities under **Our Economy** are Economy and Enterprise and Estate Modernisation.

For more information on the Councils Priorities visit - <https://www.aberdeenshire.gov.uk/council-and-democracy/council-plan/>

The table below gives an indication of how common projects fit within the council priorities framework.

Project Aims	Strategic Priority Fit
To support community mental and physical health and well-being e.g Mensheds	Health and wellbeing, Resilient communities, Economy and Enterprise.
Provide young people's activities or skills development events.	Education, Health and wellbeing, Economy and Enterprise
Provide open spaces that encourage active, healthy lifestyles (paths, benches, signage, allotments, play areas)	Health and wellbeing, Resilient communities
Recycling projects, or projects that contribute to reduction in emissions	Infrastructure, Resilient communities
Maintain village halls (or other facilities) to a high standard	Health and Wellbeing, Economy and Enterprise