

Positive Action Grants

Guidance for applicants

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1 What are Positive Action Grants and who awards them?

Positive Action Grants will support Aberdeenshire organisations to deliver innovative sports and cultural projects which contribute to the aims of the Live Life Aberdeenshire Business Plan and Strategies.




See Appendix 1 for full details and paragraph 3 below for a brief outline.

Positive Action Grants are awarded by Live Life Aberdeenshire, which is the sports and cultural service of Aberdeenshire Council.

How much can be applied for and for which elements of a project?





A minimum of £200 with the maximum amount per year of £5,000.

The elements of the project that funding will support:






-  revenue costs directly linked to the project such as staffing costs - up to a maximum of 50% of the amount awarded.
-  match funding where other sources of external funding are available
-  non-fixed infrastructure

2 Priorities and principles for the LLA Business Plan

2.1 Priority Areas




-  Supporting mental health and physical wellbeing
-  Supporting personal and family support outcomes
-  Tackling poverty and inequality
-  Building community resilience

2.2 Principles

-  A clear focus on funding to address identified health and wellbeing issues in our communities.
-  A strong emphasis placed on making early interventions for vulnerable individuals, families, and disadvantaged communities
-  Promotion of joint working between local partners
-  Ensuring that communities in the target areas are supported to become strong and resilient where people take responsibility for developing and delivering services which meet their needs.
-  Exit plan in place to continue support / projects as required

3 Who can apply?

3.1 If you have an idea that can improve health and wellbeing in Aberdeenshire, you are encouraged to apply providing you are :

-  A constituted group
-  based in Aberdeenshire
-  deliver in Aberdeenshire

Groups currently in receipt of funding from Aberdeenshire Council in FY21/22 can apply but must declare this funding in the application.

4 Deadlines for applications

4.1 When applications open and when they must be submitted

30 June 2021: An intention to apply must be given by this date

16th July 2021: All completed applications must be returned to Live Life Aberdeenshire.

Any applications and associated documents received after this date will not be considered.

4.2 When decisions will be made on awards



It takes up to six weeks to process your application and funding can only be used for activities that have **not started** prior to a funding award being confirmed.

For 2021 projects should commence on a date on or after **September 2021**.

Please note any award must be used in full by March 31, 2022.

5 Information on the types of projects that may be considered

5.1 Examples of the types of projects that may be considered

-  pilot initiatives to widen access to services for under-represented groups
-  pilot initiatives which have the potential to create new services or networks

- 🌈 innovative new events or performances which deliver health and wellbeing outcomes
- 🌈 projects which will enable volunteers to develop their skills, contributing to the development and sustainability of services

5.2 What the grant cannot be used for

- 🌈 loan or endowment payments
- 🌈 second-hand vehicles and second-hand equipment (unless valued or certified by an independent or qualified assessor)
- 🌈 alcohol or an alcohol license
- 🌈 projects or activities that have already taken place and are either underway or already complete prior to receiving a letter of award for the funding
- 🌈 upgrade or refurbishment of premises
- 🌈 activities which do not further the priorities outlined in the strategic outcomes in Live Life Aberdeenshire's Business Plan
- 🌈 fundraising expenses
- 🌈 meals and subsistence costs
- 🌈 general entertainment costs
- 🌈 curricular based school activity aimed at school pupils
- 🌈 clerks' wages and administration costs
- 🌈 political or religious activities
- 🌈 recoverable VAT
- 🌈 items of personal effect (e.g. team clothing)
- 🌈 organisations which discriminate unfairly against any of the nine protected equality characteristics
- 🌈 purchase or maintenance of Christmas lights
- 🌈 activities or projects linked to or related to one which we have already provided funding for from another part of the Aberdeenshire Council budget
- 🌈 other services who are part of Aberdeenshire Council

6 Application procedure

6.1 Stating your intention to apply

To state your intention to apply please email

LLAFunding@Aberdeenshire.gov.uk

by the **June 30, 2021**

Provide the following details:

- 🌈 name
- 🌈 organisation
- 🌈 address and contact email and phone number
- 🌈 very brief description of project.

You will then be contacted by a member of staff to discuss your intended application. If your decision is to proceed with an application a form will be issued.

6.2 Completing your full application







It is important to fully answer all questions and follow the word limits.

You must also supply the required documents.

If your application form is not correctly completed, with the additional documentation your application **will not be considered**.







6.2.1 Documents to accompany your application

You must provide the following additional documents with your application:

-  a copy of your constitution or memorandum and articles
-  your latest independently audited accounts
-  a copy of your latest bank statement
-  evidence of other guaranteed funding if your application exceeds the amount requested from the Live Life Aberdeenshire.
-  copies of documentation to evidence the costs relating to your project
-  evidence of other funding if this is required

7 How your application will be judged

Consideration will be given to the following:

-  the governance of your group
-  how well your work will deliver on Live Life Aberdeenshire's strategic outcomes
-  the amount funding you have asked for
-  the purposes and proposed outcomes of the funding
-  if the costs are realistic and give value for money
-  what you are contributing towards your project. This could be monetary funds, or it could be something in kind such as time, materials, transport or use of premises.

8 What happens if your application is successful?

The LLA PAG group will meet to look at the application and agree on those which are to be funded.

If your application is successful, we will discuss this with you and send you a confirmation detailing the amount you have been awarded, plus any specific conditions of grant if applicable.

You will be required to sign and return a grant agreement with Live Life Aberdeenshire.

If your application is not successful, we will write to you telling you the main reasons why.

9 The content of the Grant Agreement

If your application is successful, you will be required to sign a grant agreement.







The detailed terms and conditions which apply to the grant you are being offered are set out in both the grant agreement and within the general and specific conditions.

Please note that the grant agreement represents a legally binding agreement between the grant recipient and Live Life Aberdeenshire and you may wish to seek independent legal advice on its terms prior to signing.

On completion of your project / activity, you should be able to demonstrate evidence to show the effects on participants / attendees/ communities. Your grant agreement will indicate how you will provide evidence of this impact.

Funding will only be paid to you on receipt of the signed and returned grant agreement.

10 Conditions on the award of a grant

-  your group should not have more savings than the amount of money you are applying for without explaining to us what the money is for; we are unlikely to fund a project that brings in as much or more income than the cost of the project
-  you will be responsible for any ongoing maintenance of equipment purchased with the funds
-  the total cost of the project can exceed the amount of grant available, however, we will only award the amounts available per scheme; we only contribute towards items detailed in the application and do not make general contributions towards projects
-  when the amount of grant from us does not fund the cost of the whole project, we will only award funding for project where the organisation can evidence that they have a guaranteed offer(s) of funding to the full amount of the project in place, prior to commencement of the project
-  you can match fund your project from your own, private, trust, lottery, or services in-kind
-  on completion of the project, you will ask recipients to complete an evaluation of the work the grant has funded, this is to understand the benefits (impacts) that have resulted from the project.

- 🌈 LLA should be credited with having provided funding on any promotional materials such as signs; this can be done by displaying a Live Life Aberdeenshire logo, which we will provide
- 🌈 we would like to promote our partnership working in the press and on social media; successful applicants must be willing to participate in promotional activity and publicity material if appropriate
- 🌈 funding must be used within the financial year to which it is allocated
- 🌈 offers of grants will be time-limited and subject to withdrawal if the offer period is exceeded; this will be made clear in the award letter.
- 🌈 Organisations are responsible and must comply with any relevant legislation, national guidance, or codes of practices which are relevant to their project. Examples of this may include PVG checks, food hygiene, Health and Safety legislation, or using qualified instructors where required.
- 🌈 If groups are hosting a public event, applicants will be expected to make arrangements for necessary public liability, permissions, Health and Safety assessments and insurances etc.

An officer will be allocated to your organisation to work with you and support reporting.

11 Contact details for assistance

If you require further information, guidance or assistance in connection with Positive Action Grants, please contact:

Live Life Aberdeenshire
Aberdeenshire Council
Woodhill House
Westburn Road
Aberdeen, AB16 5GB

Email: LLAFunding@aberdeenshire.gov.uk

12 Appendices



12.1 Appendix 1

Priority Areas. Here are examples of projects which are:

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| Supporting mental health and physical wellbeing |
| Work with healthcare providers to support programmes which promote good mental health and improve life chances. |
| Encourage and support the inactive to be more active and reduce barriers to participation |
| Develop opportunities for people to come together to share, learn and create which support mental health |
| Supporting personal and family support outcomes |
| use cultural and sports activity to help older people live rich and independent lives for longer. |
| actively engage with disadvantaged groups to increase their access to, and participation in, Sport & Physical Activity |
| encourage and promote learning and literacy |
| Tackling poverty and inequality |
| support local economic regeneration, focusing on the North coast communities of Peterhead, Fraserburgh, Banff and Macduff |
| use culture and sport to tackle inequalities and promote diversity in our communities |
| focus on looked after young people, low-income families, carers and people with a disability, long term physical or mental health condition, older adults and overweight or obese children |
| Building community resilience |

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| promote social connections and reduce social isolation by bringing people together to participate in sport & physical or cultural activities in their community |
| make use of our natural landscape and environment to enable people to be active |
| work with communities to support the development of sport & physical activity and culture infrastructure, maximising access to additional resources |