

# Aberdeen Harbour Community Action Fund

## Application Guidance Notes

To celebrate the fifth anniversary of the Harbour's Community Action Fund, and the funding of our 50<sup>th</sup> charity, Aberdeen Harbour Board is planning to award three larger funding awards in 2019. Each award will be up to £10,000 and the award will be for one year. We are keen that the awards are used in a way that makes a real impact on the work that the organisation is doing, whether that be a specific project or initiative. The project or initiative should have clear aims, and the resulting impact should be measurable.

## When to apply

Applications from community groups and local charities open on the **1st February 2019** and close on the **31st March 2019**. Successful applicants shall be informed in **May 2019** with sponsorship awards paid shortly thereafter. The Board will not approve applications or pay sponsorship awards at any other time.

## What we sponsor

Applications must meet one of the three Qualifying Categories:

- Environmental Improvement
- Health & Wellbeing
- Skills & Talent

Applicants must be:

- A community group or,
- A local charity

## What we don't sponsor

- Those seeking money for sponsored events to raise funds for charity;
- Commercial ventures, including business start-ups;
- Individuals;
- Projects that involve a form of religious practice;
- General appeals or mailshots.

**Meeting the criteria does not guarantee sponsorship, as awards are made at the discretion of the Board, and their decision is final.**

## How to apply

To apply, download the [Application Form](#) found on the Aberdeen Harbour website. The form requires a range of information including:

- A description of the project/sponsorship requirement – what services and or facilities do you provide?
- The benefit that you believe that your project/sponsorship will deliver;
- What demand is there for your service/ facilities?
- How you are going to measure/monitor these benefits;
- The expenditure budget of the project;
- Details of the financial support your organisation already receives;
- The Board is also keen to know how you might work with other bodies or organisations in your field.

## A summary of the application process is:

- Check that your application meets the criteria;
- If it does, complete and submit an application by post or electronically, before the deadline;
- Please answer all questions;
- Once sent, you will receive an acknowledgement that it has been received and the date your application will be considered.

### **The Board's decision is final and cannot be appealed.**

Complete the form and return it to Aberdeen Harbour by post:

Community Action Fund  
Aberdeen Harbour  
16 Regent Quay  
Aberdeen Harbour Board  
AB11 5SS

Or email to: [s-smart@aberdeen-harbour.co.uk](mailto:s-smart@aberdeen-harbour.co.uk)  
entitled 'Sponsorship Application'