



Theme	Communities & Place
Programme Name	Information and Advice (Revenue)
Budget	£650,000
Purpose	To enhance the provision of cost-of-living information and advice services for low-income or low-wealth individuals and households
Investment Plan Priority(ies)	S10: Community measures to reduce the cost of living, including through measures to improve energy efficiency, and combat fuel poverty and climate change
Council Priority(ies)	<ul style="list-style-type: none"> • Learning for life • Health and Wellbeing • Resilient Communities
Programme Priority(ies)	<ul style="list-style-type: none"> • Community-based cost-of-living information and advice services (e.g. money management, debt, income maximisation, fuel poverty)

Eligibility Criteria	Eligible	Ineligible
Applicants	Community organisations	Businesses
	Registered charities	Sole Traders
	Public sector organisations	Individuals
Geographical Area	Aberdeenshire	N/A
Costs	Marketing	Services related to a procured contract
	Overheads (max 15% of total direct staff costs)	Costs formally committed to or spent prior to the project start date
	Staff Costs (Direct project delivery)	Costs incurred or invoiced after the project end date
	Travel Expenses	Costs involved in winding up a company or organisation
		Bad debts, fines, financial penalties and expenses of litigation
		Payments not supported by invoices and/or documents proving expenditure
		Recoverable VAT
		Costs not procured in line with UK Shared Prosperity Fund requirements
		Alcohol
		Minimum
Grant (£)	£50,000	£650,000
Grant (%)	10%	100%
Indicator (outputs)	Definition	Target

<p>Number of organisations receiving financial support other than grants (numerical value)</p>	<p>Number of organisations that have received financial support other than grants.</p> <ul style="list-style-type: none"> - Organisations mean those that are not defined as an enterprise, for example, a local authority, higher education institute, charity, community centre or an organisation representing a specific sector. - Non-grant financial support refers to loans, risk finance, and financial investment from the project that is repayable or confers equity in the enterprise. 	<p>0</p>
<p>Number of organisations receiving grants (numerical value)</p>	<p>Number of organisations receiving grants.</p> <p>Organisations here will either be:</p> <ul style="list-style-type: none"> - The end beneficiary is the recipient of the award itself, for example, a local authority, higher education institute or an organisation representing specific sector who may be undertaking a feasibility study. - An organisation that is an end beneficiary and does not fit into the above description nor can be classified under the business output indicators, for example, a charitable organisation. - Grant means a cash payment by the project that is not repaid. 	<p>0</p>
<p>Number of organisations receiving non-financial support (numerical value)</p>	<p>Number of organisations receiving non-financial support with the intention of improving performance.</p> <p>Organisations here will either be:</p> <ul style="list-style-type: none"> - The end beneficiary is the recipient of the award itself, for example, a local authority, higher education institute or an organisation representing specific sector who may be undertaking a feasibility study. - An organisation that is an end beneficiary and does not fit into the above description nor can be classified under the business output indicators, for example, a charitable organisation. - Non-financial support means business advice, guidance, mentoring and training. This must involve some form of direct interaction with members of the enterprises - in other words it cannot be broadcasted advice. Support may be on-going. - Improved performance means reductions in costs or increases turnover/profit. 	<p>0</p>

<p>Number of people reached (numerical value)</p>	<p>Number of people directly impacted by the UKSPF intervention. The definition of direct impact will vary across interventions e.g.:</p> <ul style="list-style-type: none"> - Energy efficiency improvements - those living or working within the treated premise. - Engagement schemes - those directly engaging (e.g. reading, viewing, attending). - Direct impact should only be recorded where it can be done so robustly. 	<p>450</p>
<p>Number of households receiving support</p>	<p>Number of households receiving support to reduce the cost of living.</p> <ul style="list-style-type: none"> - A 'household', as defined in the 2011 Census is: 'one person living alone; or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area', includes houses, bungalows, flats, and maisonettes. - Support is provision that helps reduce the burden of the cost of living. 	<p>225</p>
<p>Number of households supported to take up energy efficiency measures</p>	<p>Number of households that have received support to take up energy efficiency measures.</p> <ul style="list-style-type: none"> - A 'household' as defined in the 2011 Census is: 'one person living alone; or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area', includes houses, bungalows, flats, and maisonettes. - Energy efficiency means any measures which could improve a household Energy Performance Certificate rating. It is not required to shift the letter rating, only to make progress towards this. 	<p>25</p>
<p>Greenhouse gas reductions (% decrease in Tonnes of Co2e)</p>	<p>Carbon dioxide equivalent (CO₂e) covers a wide range of greenhouse gases (GHG) that have an impact on climate change resulting from the specific UKSPF intervention. Decrease in tonnes of CO₂e should be measured using BEIS Conversion Factors for calculating resulting primary energy savings.</p> <p>The estimate is based on the amount of CO₂e saved in a given year, i.e., a projection of estimated savings of either one year following project completion or the calendar year after project completion through a methodology agreed by project appraisers.</p>	<p>0</p>

	Reporting will also facilitate the option to report an increase metric.	
Increased take up of energy efficiency measures (% increase)	<p>The increase in number of households taking up energy efficient measures following support.</p> <p>- A 'household', as defined in the 2011 Census is: 'one person living alone; or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area', includes houses, bungalows, flats, and maisonettes.</p> <p>- Energy efficiency means any measures which could improve a households Energy Performance Certificate rating. It is not required to shift the letter rating, only to make progress towards this.</p> <p>Reporting will also facilitate the option to report a decrease metric.</p>	0

Decision-Making			
Award Process	Open Challenge Fund		
	<ol style="list-style-type: none"> 1) Call for expressions of interest issued 2) Eligible projects invited to submit full application by Investments & Projects Team 3) Bids scored by Tackling Poverty and Inequalities Strategic Group 4) Bids prioritised/ranked by Communities and Place Member Officer Working Group 5) Award recommendations made by Local Partnership Group 6) Formal sign-off by Chief Officer or Full Council if above £250k 		
Assessment Panel/Partnership	Tackling Poverty and Inequalities Strategic Group Communities and Place Member Officer Working Group		
Scoring Criteria	1) Strategic Fit –To what extent does the project align with the priorities, outputs and outcomes of the framework, Aberdeenshire Council, Locality Plans and Community Action Plans?	1-10	20%
	2) Cross-Cutting Themes – To what extend can the project demonstrate a neutral or positive contribution to the following themes?: <ol style="list-style-type: none"> a. Equalities b. Fairer Scotland Duty 	1-10	15%

	c. Town Centre First Principle		
	d. Sustainability		
	e. Children and Young People's Rights and Wellbeing		
	3) Legacy and Sustainability – To what extent will the project deliver a lasting legacy beyond its lifetime and be sustainable once grant funding has ended?	1-10	15%
	4) Project Need and Demand – To what extent is there sufficient evidence that the project will meet an unmet demand?	1-10	20%
5) Value for money – To what extent does the project represent good value for the funding requested and deliver programme outcomes and objectives?	1-10	20%	
6) Capacity to Deliver – To what extent does the delivery organisation have sufficient capacity (financial and people) to complete the project as set out and on time?	1-10	10%	

Claims, Monitoring & Reporting	
Frequency	At least quarterly
Process	<ul style="list-style-type: none"> • Project sponsor completes provided template • Project sponsor submits completed template and supporting evidence to externalfunding@aberdeenshire.gov.uk • Investments & Projects Officer acknowledges receipt and processes claim • Any costs which are ineligible or not supported by evidence are removed from the claim • Investments & Projects Executive checks claim • Team Manager approves payment (or refers to Chief Officer if above authorisation limit) • Claim is paid and applicant notified
Evidence required	<ul style="list-style-type: none"> • Invoices • Payroll records (for funded staff) • BACS records • Bank statements

	<ul style="list-style-type: none"> • Timesheets for staff working part-time on projects • Activity report including progress against target indicators • Breakdown of data making up indicator report
Monitoring	<ul style="list-style-type: none"> • Final project report to be produced • 100% checks on financial information • Minimum 20% checks on activity/indicator records