**Coastal Communities Fund Grant Scheme**

**APPLICATION FORM**

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| **PROJECT NAME** |  |
| **TOTAL GRANT AMOUNT REQUESTED / £:** |  |

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| **SECTION 1: APPLICANT DETAILS** | | |
| **Applicant Organisation:** |  |
| **Organisation Address:** |  |
| **Is your organisation VAT registered?** |  |
| **If yes, VAT Registration Number:** |  |
| **Value of public funding received over the last three financial years\*** |  |
| **Contact Person Name and Position in Organisation:** |  |
| **Contact Person Address:** |  |
| **Contact Person Phone:** |  |
| **Contact Person Email:** |  |

**\***This grant scheme will be awarded under the Minimal Financial Assistance (MFA) provision of the UK Subsidy Control Act 2022. Under these rules:

* Applicants must ensure that the total amount of subsidies received under the MFA provision does not exceed £315,000 over the current and two preceding financial years.
* Subsidies include all forms of public sector assistance, such as grants, loans, tax reliefs, or other support.

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| **SECTION 2: PROJECT DETAILS AND OUTCOMES** |
| **Where is the project located/ project activity taking place?**  The location of the project must be **within 12 nautical miles** of the Moray coastline |
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| **Please provide details of the proposed project and activities that you are seeking funding for. Please include details about how your project aligns with the priorities of the fund and Scotland’s Blue Economy Vision.** |
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| **Please describe how the proposed project demonstrates a tangible link with the Moray coast and/or sea.** |
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| **Please describe the benefits, outcomes and impact that the project will bring to your coastal community.**  Anticipated outcomes include (tick all that apply):  ☐ Environmental Enhancement  ☐ Emissions Reduction or Removal of Waste  ☐ Jobs  ☐ Tourism  ☐ Skills Development  ☐ Diversification Projects  ☐ Investment for Community Purpose  ☐ Climate Change Adaptation |
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| **SECTION 3: CAPACITY TO DELIVER** |
| Please provide a summary of your organisation’s capacity to deliver the project, including information on previous experience and personnel/resources available to manage and deliver the project. |
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| **SECTION 4: PROJECT TIMESCALES** | |
| **Project must be complete by 31st March 2026** | |
| **Project Start Date** | **Project Completion Date** |
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| **SECTION 5: PROJECT COSTS** | | |
| **Please provide a breakdown of expenditure for which the grant will be used and distinguish between capital and revenue costs**  **NOTE: Please provide 2 quotes from suppliers for each expenditure item and indicate preferred supplier** | | |
| Cost Item | Company Name | Cost amount (£) |
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|  |  |  |
|  | **TOTAL** | £ |

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| **SECTION 6: FUNDING PACKAGE** | | |
| **Please enter a list of project match funding (if applicable)**  **Please provide evidence of all match funding for the project** | | |
| Source | Confirmed? (Y/N) | Amount (£) |
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|  | **Total match funding:** | £ |
|  | **Total project cost:** | £ |

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| **SECTION 7:** **BANK ACCOUNT DETAILS**  **(No payments will be made to personal accounts.)** | |
| **Account Name:** |  |
| **Account Number:** |  |
| **Sort Code:** |  |
| **Bank Name and Branch Address:** |  |
| **Bank Statement Upload Field** |  |
| This is the account your grant will be paid into and must be in the name of the Organisation. Please upload a recent statement for this account, **clearly showing the account details (including account holder name, account number and sort code)** to verify these match the details provided on the application form. | |

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| **SECTION 8: SUPPORTING DOCUMENTS**  Ensure that all relevant documents supporting your application are attached. The required documents are listed below; use the check boxes to confirm their inclusion |  |
| **Itemised quotes for proposed works or services** |  |
| **Recent Bank Statement (less than 3 months old)** |  |
| **Photo and project summary (less than 500 words) for Participatory Budgeting voting** |  |
| **Any necessary permissions** |  |
| **Evidence of match funding (if applicable)** |  |
| **Completed Subsidy Information Declaration Form (see below)** |  |

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| **SECTION 9: SUBSIDY CONTROL** |
| Grant funding provided by the Council may be considered a subsidy under the UK Subsidy Control Regime. Where this is the case, the Council must meet the relevant conditions. There may also be conditions for the grant recipient. Information for beneficiaries can be found on the [UK Government website](https://www.gov.uk/government/publications/subsidy-control-a-guide-for-beneficiaries).  Further information about the Regime can be found on the [Scottish Government website](https://www.gov.scot/publications/subsidy-control-guidance/pages/principles-assessment/).  This grant scheme is awarded under the Minimal Financial Assistance (MFA) provision of the UK Subsidy Control Act 2022. Under these rules:   * Applicants must ensure that the total amount of subsidies received under the MFA provision does not exceed £315,000 over the current and two preceding financial years. * Subsidies include all forms of public sector assistance, such as grants, loans, tax reliefs, or other support.   To comply with these requirements, applicants must complete the **Moray Council Subsidy Information Declaration From** *(see below, double click to launch)* and provide details of any public financial assistance received during:   * The current financial year (2025–2026). * The two preceding financial years (2023–2024 and 2024–2025).   **Moray Council Subsidy Information Declaration Form**    **Key Points to Remember:**   1. **Disclosure Obligation:** All public support received must be disclosed, including the name of the support scheme, the amount received, the type of assistance (e.g., grant, loan), and the sector of the business. 2. **Threshold:** The £315,000 threshold applies to the applicant at the group level (e.g., if a company owns multiple businesses, the threshold applies to the entire group). 3. **Retention of Records:** Keep a written record of all subsidies received for at least three years from the date they were granted.   **Failure to disclose relevant information may result in the need to repay the value of the subsidy plus interest.** |

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| **SECTION 10: DECLARATION** | |
| By submitting this application, I declare that the information contained in this application is accurate to the best of my knowledge   * The submission of this application and your acceptance of any formal grant offer which follows will form the basis of a legally binding contract between the applicant and Moray Council. * Submitting this application means that you accept the terms and conditions of the grant. * Submitting this application means that you agree to your personal information being used as outlined in the [Moray Council Fund Applications Privacy Notice](http://www.moray.gov.uk/downloads/file151888.pdf).   I declare that:   * The information given in this form and the attached details are true and accurate to the best of my knowledge and belief. * I can confirm that the quotations enclosed are bona fide competitive quotes. * I accept the grant is discretionary and is subject to funds being available and the results of the Participatory Budgeting process. * I will accept and abide by the terms and conditions of the grant award and the agreed works and/or purchases - failure to do so will render the applicant liable to return any grant disbursed.   An application will be invalid until **ALL** the necessary documents and information is received and acknowledged. | |
| **SIGNATURE** |  |
| **PRINT NAME** |  |
| **POSITION IN ORGANISATION** |  |
| **DATE** |  |

Please be advised that unless otherwise agreed in writing prior to 30th January 2026, all spending must be completed by **31st March 2026**. Final claims must be submitted to [CCF@moray.gov.uk](mailto:CCF@moray.gov.uk) no later than **Tuesday 31st March 2026**. Any expenditure incurred past this deadline will not be eligible for payment, and Moray Council will not be held responsible.

**GUIDANCE NOTES and CONDITIONS**

**About the fund**

Moray Coastal Communities Fund Grant Scheme recognises the Moray coastline as a vital asset for sustainable development and has been designed to strengthen the economic, environmental and social resilience of Moray’s coastal communities.

The fund has been created to ensure that coastal communities benefit from the allocation of net revenue generated by the Scottish Crown Estate’s marine assets. The scheme is aligned with [Scotland’s Blue Economy Vision](https://www.gov.scot/publications/blue-economy-vision-scotland/pages/5/): By 2045 Scotland’s shared stewardship of our marine environment supports ecosystem health, improved livelihoods, economic prosperity, social inclusion and wellbeing.

Eligible projects must have a tangible link to the coast and/or sea and support the community and economic development of Moray by investing in coastal infrastructure, environmental enhancement, tourism development, climate change adaptation, community capacity/skills building, developing community assets and encouraging inclusive growth and wellbeing.

For example:

* Projects that help people develop skills related to coastal or seafaring pursuits, activities or enterprise, for example sailing, fishing or boatbuilding
* Projects that celebrate the heritage of coastal and seagoing communities of place and interest, for example a coastal or fishing village or township, historic boatbuilding or relevant clubs and organisations
* Projects that improve access to coastal areas, for example paths and viewpoints
* Projects that improve the coastal environment, for example applications to establish and community groups looking after their coastline
* Projects that improve community- controlled infrastructure such as harbours, boathouses and building.

Eligible applicants include:

* Constituted community groups and voluntary organisations
* Charities and social enterprises
* Local development trusts
* Educational institutions
* Public sector organisations
* Public-private or third-sector partnerships working in the [Blue Economy](https://www.gov.scot/publications/blue-economy-vision-scotland/)

The location of the project must be **within 12 nautical miles** of the Moray coastline.

Grants between **£10,000 minimum and £20,000 maximum** are available to eligible organisations listed above for projects that align with Moray Council priorities and will deliver coastal community benefit. Larger scale grants would be considered if a joint initiative or partnership application of two or more organisations/communities apply.

Grants can be up to 100% of the project cost however applications with some match funding are encouraged to maximise the community benefit from increased local investment.

Unless otherwise agreed in writing with the project officer before 30th January 2026, all works must be completed and grants claimed by **31st March 2026.**

**NOTES:**

NOTE 1: Applications cannot include core running costs of an organisation.

NOTE 2: Quotes for works cannot include anything already committed to or paid for prior to grant award.

NOTE 3: Applications should include at least two quotes from suppliers for each expenditure item and, where applicable, specify the chosen supplier along with reasoning for your choice.

**APPLICATION PROCEDURE**

The fund will open Friday 5th September and will close **Friday 31st October** **2025** when all applications will be assessed for eligibility. Ineligible applicants will be notified thereafter.

It is intended that the new [Moray Engage](https://engage.moray.gov.uk/) platform will be used to invite the Moray community to vote on the eligible projects via a 2-week Participatory Budgeting exercise. Applicants will be notified in advance of the voting process going live and there will be a press release. The voting results will decide which projects will be allocated CCF grant funding. However, if it is not technically possible to use this new platform, an assessment panel will be formed.

The successful applicants will receive written notification and a Letter of Grant Offer. Please note that no grant related work or purchases should start before written approval has been received.

To support the Participatory Budgeting process, please include a suitable cover photo and project summary restricted to 500 words maximum. An A4 visual aid (e.g. poster) can also be submitted.

Please email the completed and signed application form and all supporting documents with quotes to [CCF@moray.gov.uk](mailto:CCF@moray.gov.uk) before the closing date. Applications received after this date will not be considered.

For assistance completing this form, or if you need an alternative format, please contact us at the above email address.

**GRANT CONDITIONS**

Moray Council reserves the right to withdraw the offer of grant or require repayment of the grant or a portion thereof where: -

(a) The organisation becomes insolvent before completion of the Grant-Aided Works.

(b) It appears to Moray Council that any of the information submitted in connection with an application for grant is fraudulent, false or materially misleading.

(c) If in the reasonable opinion of Moray Council, the organisation has withheld information which would have had a material bearing on the decision to approve the grant; and/or

(d) The organisation fails to observe and comply with any and all legislation applicable to the project and/or the terms of any planning or listed building consent and/or building warrant and if they are a tenant of the property to which this grant relates, if they have not obtained the consent of the landlord to the repairs.

The Moray Council reserves the right to withhold all, or part of the grant, if any of the conditions are not complied with.