



NOTES OF GUIDANCE FOR APPLICANTS

Overview

The ABZ Propeller Fund, previously known as the Community Trust/Fund was established to ensure local communities share in the success of Aberdeen International Airport. It provides financial support to community groups and charities that are committed to improving the opportunities, facilities and services available to local people. It also supports volunteering and fundraising by airport staff.

Funding criteria

The ABZ Propeller Fund makes donations to those projects within close proximity to the airport, in the areas most affected by the airport's operation. Typically, these projects are located in the relevant parts of Aberdeen City and Aberdeenshire.

Funds come directly from Aberdeen International Airport itself which makes an annual donation to the ABZ Propeller Fund.

Investment is focused in three key areas:

- **Economic Regeneration**
We recognise the importance of making sure the future workplace is equipped with the skills that society and industry demands and by supporting specific projects we aim to help young people in the community reach their full potential.
- **Sustainability**
To underpin our commitment to making a positive contribution to the environment, the ABZ Propeller Fund supports those projects with a focus on protecting and enhancing our natural environment and sustainability.
- **Education**
The ABZ Propeller Fund supports social and educational projects which are designed to bring positive benefits and to change the lives of people in the communities we serve.

How are applications assessed?

The ABZ Propeller Fund is competitive and each application is considered on its individual merit. Those applications that make the most convincing arguments for funding are most likely to succeed.

Representation on the ABZ Propeller Fund includes employees of the airport and representatives from local council and government.

The ABZ Propeller Fund currently does not accept funding requests that are more than £5,000.

Are there any types of applications unable to get funding?

Yes. Funding will not be available for:

- Activities taking place outwith the local community
- Applications made by an individual alone
- Capital expenditure spend on equipment or upgrade works for schools
- General running costs including staff
- Travel costs

The ABZ Propeller Fund will not provide funds for commercial sponsorship, to individuals, for third party advertising or political campaigning.

Whilst the ABZ Propeller Fund does not dissuade those groups or charities who have previously secured funding from re-applying, funding will only be awarded to any one project a maximum of three times.

How to apply

All applications must be submitted using the standard ABZ Propeller Fund application which can be viewed at [ABZ Propeller Fund | Aberdeen Airport](#)

The ABZ Propeller Fund committee meets every quarter to consider funding applications.

General conditions of Funding

1. The funding can only be used for the purposes outlined in the application.
2. A Media pack has been enclosed with your award outcome. Organisations are asked to follow the media pack to help communicate their funding announcement from the ABZ Propeller Fund.
3. The Board's liability is to pay the funding to the organisation. Any other liabilities or claims are the responsibility of your organisation.
4. After the funding has been awarded the Board may ask your organisation to:
 - Provide updates on how your organisation's project is progressing
 - Provide invoices or receipts for equipment purchased.
 - Provide a statement of all expenditure for the project upon completion
5. The funding awarded must be spent within 12 months from the date it was approved. For equipment it should be spent within a six month period. If details of your project change you must let us know as soon as possible. If the funding is not spent within 12 months it must be repaid to the ABZ Propeller Fund.
6. If you spend less than the amount awarded the surplus must be repaid to the ABZ Propeller Fund.
7. A valid bank statement and proof of bank details is required in order that an award payment can be made. These must be supplied within 30 working days of the receipt of the award letter sent by the Fund's administration team. Failure to do so will result in the award being rescinded.