



## Aberdeen Guildry Awards

**The Aberdeen Guildry Awards fund residents in Aberdeen who, through education or by means of undertaking a specific project or venture, wish to further their professional career.**

The Awards support individuals currently resident in the City & demonstrating a commitment to developing their career in Aberdeen, to pursue educational & vocational training or projects to further their careers.

The purpose of the Awards is to assist applicants in developing skills and knowledge in the areas of Business, Commerce, the Arts, Cultural Heritage, the Environment, Sport or the Professions.

The Awards are made in partnership between Aberdeen City Council & the Burgesses of Guild. Dating back to 1124, the Burgesses of Guild of the City and Royal Burgh of Aberdeen is one of the oldest civic institutions in Scotland. The Burgesses of Aberdeen today number some 1,100 men and women who with positions of responsibility and industry experience, have shown involvement in activities out with their individual occupations which are of benefit to the community or city.

---

### Eligibility for the Awards

**To be eligible for the Awards, applicants must:**

- Reside or have a business address within the City of Aberdeen
- Be able to demonstrate a commitment to developing his or her career in Aberdeen
- Intend to develop a career that, if pursued, would qualify them for admission as Burgesses of Guild of Aberdeen

### How to apply

**The Aberdeen Guildry Awards application form is available for download on the Burgess of Guild website at [www.aberdeenburgesses.com](http://www.aberdeenburgesses.com)**

**Completed application forms should be sent to:**

Ciaran Monaghan  
Head of Service, Office of Chief Executive  
Aberdeen City Council  
Town House  
Broad Street  
Aberdeen  
AB10 1FY

Receipt of an application form will be acknowledged. If no acknowledgement has been received within two weeks from the date of posting, contact should be made to the above address.

The closing date for this round of applications is [Insert date]

An application received after the closing date will not be accepted irrespective of the reason for late submission.

All information given both on and along with the application form either prior to or after submission of the application to the Trustees will be treated in absolute confidence and such information will be used solely for the purpose of conducting an assessment of the application. None of the information provided will be disclosed to any person or organisation, other than those involved in the selection procedure, unless with the express approval of the applicant.

For the purposes of the Data Protection Acts 1984 and 1998, some of the information given both on and along with the application form may be stored in a computer system by the Trustees for the purpose of assessment and payment of the Awards.

*\*Please read the Aberdeen Guildry Awards FAQs page thoroughly before applying.*



## Aberdeen Guildry Awards FAQ

### When can I apply?

The applications process opens in June and closes in November. The assessment stage begins soon after the applications close and continue until February with Awards made in March.

### Am I eligible?

The aim of the Aberdeen Guildry Awards is to support individuals demonstrating a commitment to developing their career in Aberdeen. As long as your proposed area of study / project falls within the remit of the Awards, our trustees may consider you.

### Do I need to have been born in the UK?

No. However, you must be living, studying or working permanently in the City of Aberdeen to be eligible for the funding.

This means we cannot accept applications from those living outside of the UK or residing in the UK on temporary work or study visas.

### Can I apply for funding for courses/projects outside of the UK?

Yes, you can apply for funding to attend a course outside of the UK, although you would need to assure us that your long term plan is to bring these skills back to Aberdeen to pursue a career in Aberdeen.

### Can I apply for funding for purchasing equipment and/or business start-ups?

The Aberdeen Guildry Awards does not give funding for equipment, or business start-ups.

### Can I apply for tuition fees if I have already started a course of study?

Yes, although you need to state clearly on the application form what part of the course you are requesting funding for and what element has been completed.

### Can I apply for personal subsistence/ living expenses?

The Aberdeen Guildry Awards does not give funding for personal subsistence / living expenses.

### Do I need previous experience before I apply?

In determining whether or not an applicant will qualify for an Award, account will be taken of school studies and any full-time studies undertaken since leaving school. Relevant work experience will also be taken into consideration.

### Can I submit my application via email or letter?

No. All applications must be submitted in writing through the application form on the Burgess of Guild website. Any applications received via any other means will not be considered.

### What can I apply for?

You can apply for funding for the following; further study, training and practical experience in order to improve your craft and trade skills. Scholarships may not be used for acquiring equipment, premises or for other business set-up costs.

### How much can I apply for?

Between £1,000 and £20,000. The size of each Award depends on how much funding is needed for the training / project. The maximum grant is £20,000 but very few grants are awarded at this level. The average grant is £1,500-£2,000.

### Would it be advisable to apply for a lower amount?

It would be advisable to apply for a lower amount but do be realistic about what funds you require and what you can budget for. If successful, Awards funding cannot be increased retrospectively.



## Aberdeen Guildry Awards FAQ

### If unsuccessful can I apply again?

Yes, you are permitted to apply again should you not be successful the first time.

### Who reviews my application?

All applications are reviewed by a committee from the Burgesses of Guild, and a group of experienced advisors with knowledge of the subject matter of the application. Once applications are processed, a shortlist is drawn up for interview. After the interviews, a decision is made promptly. The decision of the panel is final and appeals are not applicable.

### How long will Awards support be provided for?

The Award comprises a sum, which is awarded to cover the duration of the project. This amount will generally be paid in instalments, but will depend on the project requirements.

No additional monies will be available to any project at any time or for any reason. Receipt of an Award will render that person ineligible to apply for a further Award at any time in the future.

### Do you give feedback?

Regrettably due to the high volume of submissions; it is impossible to offer feedback on unsuccessful applications. Because of the limited funds available, it may not be possible to make Awards to all applicants whose projects may be thought worthy of support. It should not be thought, therefore, that an unsuccessful application has been lacking in merit or inadequately prepared.

### How are Awards intimated?

Once the application has been formally assessed, a successful applicant will be advised of the outcome as follows:

- An Awards Letter which will give details of the total value of the Award and how payments will be made. The method of payment will depend on the venture or project requirements;

- A document entitled “Conditions of Awards” which will detail the conditions which the applicant is required to fulfil;
- A Form of Acceptance which requires to be completed, signed and returned to the Trustees; and
- A Bank Mandate (if appropriate) which should be completed giving details of the applicant’s Bank Account and returned to the Trustees.

### What are the Conditions of Awards?

The offer of an Award is made subject to certain conditions being fulfilled by the applicant to whom the offer is made. These will include:

- The applicant must be prepared to accept a Monitor appointed by Burgesses who may assist in ensuring the project is worthwhile for both parties.
- Within three months of the agreed completion of the venture/project, the applicant must:
  - Write a report detailing the progress and conclusions of the venture/project;
  - Make a presentation, e.g.: present a paper, show a portfolio, present a video.

If the conditions are not fulfilled, payment of any Award will cease and the applicant may be asked to refund all or part of any payments made.