



**Aberdeen City Council/
Burgesses of Guild of the City Of Aberdeen**

**Guildry Funds Award
2012/13**

GUIDELINES

CONTENTS

SECTION

1 THE GUILDRY FUNDS

2 THE AWARD

- 2.1 What is the Award?
- 2.2 What is the amount of Award?
- 2.3 How long will Award support be provided for?

3 ELIGIBILITY

- 3.1 What are the residential conditions?
- 3.2 What are the qualifications for Award support?
- 3.3 Are previous studies taken into account?

4 ASSESSMENT OF APPLICATIONS

- 1. How will the successful applicant(s) be chosen?
- 4.2 Why might the application have been unsuccessful?

5 GENERAL INFORMATION

- 5.1 What is the closing date?
- 5.2 Where should the application form be sent?
- 5.3 Will receipt of the application be acknowledged?
- 5.4 Is the information provided treated in confidence?

6 INTIMATION OF THE AWARD

- 6.1 How is the Award intimated?
- 6.3 What are the Conditions of the Award?

These Guidelines should be read thoroughly before completing the application form. It is acknowledged that the circumstances of applicants will vary and, while every effort has been made to provide as comprehensive a range of information as possible, certain matters may not have been addressed. Accordingly, if the answer to a query is not given in these Guidelines, contact should be made with the Awards staff at the following address:

**Burgesses of Guild of the City of Aberdeen
Office of Chief Executive
Town House
Broad Street
Aberdeen AB10 1FY
Tel: (01224) 522293
email: chiefexecutive@aberdeencity.co.uk**

The information given in these guidelines is intended as a general guide to the Awards scheme administered by the Burgesses of Guild of the City of Aberdeen and Aberdeen City Council and should not be regarded as a statement of the statutory position.

1 THE GUILDRY FUNDS

The Aberdeen Guildry is an association of like-minded individuals from professional and commercial backgrounds living and/or working in Aberdeen and interested in maintaining the ancient traditions of the city.

Its origin may well be as early as the 12th century but it was in the following century, in 1222, that a charter granted by Alexander II gave to the Burgh of Aberdeen the right to establish a Merchant Guild. Every merchant was obliged to join the Guild and only the Burgesses could sell their wares within the Burgh. On admission to the Guild a trader made a contribution to its charitable funds which were used to assist those Burgesses in need of financial help.

Today on admission a new member attends a Council meeting and presents to the Lord Provost a white kid bag containing five old pennies representing the original entry fee of five shillings Scots. This money, paid to the City Council, is credited to the Guildry funds held in property and investments.

The Guildry has at its head the Dean of Guild who holds an historic office going back to the days before the city had a Council and a Provost. He attends meetings of the City Council but he has no voting right and takes no part in formal discussion or debate. Until the mid 19th century all Town Councillors were members of the Guildry but since 1833 the Dean of Guild has been elected directly by the Burgesses. He is supported in his role by six Assessors who, like the Dean, are elected by the Burgesses to serve for a period of four years. Together they organise the activities of the Guildry and, in conjunction with the City Council, distribute the income from Guildry funds. They also represent the Guildry on civic occasions such as the parade and service to mark Remembrance Sunday and the Kirking of the Council.

A new chapter in the long history of the Aberdeen Guildry was begun in 1983 when women were first admitted as Burgesses of Guild.

Further change came about in 1996 when the Guildry, having been granted a Petition by the Court of Session in Edinburgh, was enabled to use surplus funds for the benefit of members of the community in the furtherance of their post-secondary education or career — provided the obligation to pay annuities to those Burgesses in need remained a prior claim on Guildry funds.

2 THE AWARD

2.1 What is the Award?

The purpose of this Award 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, which would qualify them for admission as Burgesses of Guild of the City of Aberdeen.

The Award is a discretionary grant made by Aberdeen City Council (the Trustees) in partnership with the Burgesses of Guild of the City of Aberdeen to assist applicants who wish to pursue a course of study or to undertake a project or venture, or otherwise to further their professional careers.

Consideration will be given to a research project, study trip, business venture, or other such project which fulfils the conditions of the Trustees.

2.2 What is the amount of Award?

The amount available for the provision of financial assistance from Guildry Funds will be determined annually in the light of available resources. In past years, it has been found possible to make up to £10,000 available, and this requires to be shared out among those candidates deemed to be the most deserving of support.

3 How long will Award 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.

3 ELIGIBILITY

3.1 What are the residential conditions?

In order to fulfil the conditions relating to residence, an applicant must be currently resident in Aberdeen and be able to demonstrate a commitment to developing his or her career in Aberdeen.

3.2 What are the qualifications for Award support?

Award support will be considered “to assist persons currently resident in the City of Aberdeen and intending to pursue careers that, if pursued, would qualify them for admission as Burgesses of Guild of Aberdeen, to pursue educational or vocational training courses or otherwise to further their proposed careers”.

To qualify for admission as a Burgess of Guild, a person must reside or have a business address within the City of Aberdeen, and:

- be at least 25 years old;
- have some years experience in industry, commerce or the professions;
- be holding or have held a position of responsibility in his or her business or organisation;
- have shown involvement in activities outwith work which are of benefit to the community.

Applicants must be proposed and seconded by current Burgesses and applications are considered by the Assessors at their meetings.

It is emphasised, however, that these qualifications for admission as a Burgess are not qualifications which applicants for Award support need to possess at the time of application; they are qualifications which applicants should intend to acquire, with the assistance of Award support.

3.3 Are previous studies taken into account?

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.

4 ASSESSMENT OF APPLICATIONS

4.1 How will the successful applicant(s) be chosen?

Applicants may be asked to present their case at a formal interview.

Initial assessment will be by a committee of three Burgesses, one of whom will be an Assessor. The committee may also call on persons, ideally from within the Burgesses, with knowledge of the subject matter of the application.

4.2 Why might the application have been unsuccessful?

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.

5 GENERAL INFORMATION

5.1 Where should the application form be sent?

The application form should be sent to:

Burgesses of Guild of the City of Aberdeen
Office of Chief Executive
Town House
Broad Street
ABERDEEN
AB10 1FY
Tel: 01224 522293

5.3 Will receipt of the application be acknowledged?

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.

5.4 Is the information provided treated in confidence?

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 Award.

6 INTIMATION OF THE AWARD

6.1 How is the Award intimated?

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

- i) an Award 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;
- ii) a document entitled "Conditions of Award" which will detail the conditions which the applicant is required to fulfil;
- iii) a Form of Acceptance which requires to be completed, signed and returned to the Trustees; and
- iv) a Bank Mandate (if appropriate) which should be completed giving details of the applicant's Bank Account and returned to the Trustees.

6.2 What are the Conditions of Award?

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:

- a) The applicant must be prepared to accept a Monitor appointed by Burgesses who may assist in ensuring the project is worthwhile for both parties.
- b) 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.