

Programme One – Community Services and Infrastructure

Part A - About your Organisation

Organisation Name	
Charity Number	

Organisation Contact Details	
Address	
Lead Contact	
Position	
Telephone	
Email	<i>This should be the principle email address where all correspondence is sent to. If correspondence being sent to individuals please include additional email address(es) of secondary contact(s) to ensure that correspondence is received.</i>
Website	

Organisation Details	
Staff FTE	
Staff Numbers	
Trustee/Board Numbers	
Volunteer Numbers	

Please enter number of full-time equivalent staff members; and number of staff; Trustees and Volunteers.

Please ensure that Trustees are not included in volunteer numbers.

1. Please provide a brief description of your organisation.

(500 words max)

Please provide a summary of the organisation. 500 words max.

2. Please briefly describe who your target beneficiaries are and the type of direct and indirect benefit that will be generated by your activity.

Please demonstrate how this aligns to one or more of our quality of life goals. You can provide more detailed information about your target outcomes in question 6.

(500 words max)

Please tell us about challenges people using your organisation / services / project face and how you support them. Please refer to our strategy and our quality of life goals. 500 words max.

3. We believe our goals are better achieved when different voices are heard and responded to, and impact is experienced across our islands. Please tell us how you support equality, inclusion, and accessibility.

(500 words max)

Please tell us how you work with others to deliver services or change how services are delivered for your beneficiaries. 500 words max.

4. We are interested in creating meaningful change for residents and want to ensure Shetland is looked after for future generations, can you tell us if and how your organisation pursues sustainable impact?

(500 words max)

Please tell us how your organisation is working toward long term sustainability. This may encompass some of the following:

- *Governance*
- *Strategy*
- *Organisational Planning (infrastructure resources and people)*
- *Income generation, diversification of funders*
- *Cost controls*
- *Cash flow*
- *Leadership (trustees, staff, volunteers)*

500 words max.

Part B – About your request

5. Please tell us exactly how you would use the Shetland Charitable Trust grant that you are applying for?

(500 words max)

Please provide us with detail on how you would use the funds. If these are project or service costs, tell us what is involved, where and how often it will take place who will deliver the work and who will benefit directly from the work.

If this is for a specific project, service or salary please detail if these are new or existing costs, specific salaries, what the role will involve and what will be delivered. 500 words max.

6. Tell us what you want to achieve as a result of Shetland Charitable Trust funding?

(500 words max – see “Introduction to Outcomes” for guidance)

Please tell us about the key outcomes you will plan to achieve as a result of this funding. These could be specific to a project we are funding, or relate to your overall aims. They should align with our strategy and quality of life goals.

What we are looking for is clear concise outcomes. Each outcome should sum up one key change you are looking to achieve.

We will look for evidence of progress towards these outcomes in your progress reports, and we will use them to understand how the work has contributed to impact our goals when the grant ends.

There is no need to cover everything you deliver, please focus on key activity and outcomes

In Appendix A please detail indicators for each outcome that are relevant to track your progress.

There may be many possible indicators for each outcome, however please focus on the key outcomes with no more than 2 indicators per outcome. These can be quantitative or qualitative.

500 words max.

7. How much funding are you requesting and for how many years?

2025/26	2026/27	2027/28	2028/29	2029/30
£	£	£	£	£

Funding applications can span from one to a maximum of five years (or until 2029/30, whichever is shorter). However, new applicants may initially receive one year funding to establish a track record with the Trust before seeking additional support.

Please complete Appendix B, providing details of your forecast income, planned expenditure, and cash flow.

Large Grants are considered as Revenue funding and can be utilised to cover the expenses associated with delivering day to day services or activities.

Large Grants are Restricted funding and designated for specific purposes such as salaries, projects, or services, including associated small equipment costs.

As a match funder, we do not fully fund projects, services, or activities. We prioritise applications that demonstrate matched funding appropriate to the project, service or activities' size and scope.

Please provide details of any confirmed income, and also note explicitly if income is unconfirmed and forecast only. Do not include details of in-kind support.

Please try to include all the associated costs of your planned expenditure under summary headings that align with Management Accounts that will be provided for reporting purposes.

If applying for salary costs you should include NI and employer's contributions in the total salary cost. If you expect costs to increase year on year (e.g. increments or inflation), please note explicitly the basis that you have used.

The cash flow forecast required is for the initial year of funding only, for successful applicants subsequent years' cash flow forecasts will be required when submitting updated budgets in future.

8. Does the work of your organisation involve children, young people or vulnerable adults?

YES	
NO	

IF YES – Please upload a copy of your Adult/Child Protection policies and procedures.

Large Grants – Application Form Explanation

Supplementary information required	
Copy of applicant's Governing documents	
Copies of last three years' independently verified financial statements	
Copy of a recent bank statement in the name of group or charity	
Organisation's Management Committee / Board Representatives	
Outcomes and Indicators (Appendix A)	
Cash flow forecast (Appendix B)	
Cost breakdown of project, service, activity applied for (Appendix B)	

9. Does your organisation have a minimum of three members on its Board or Committee, at least two of whom are unconnected?

YES	
NO	

Failure to provide required information or answer questions will mean we cannot consider your application.

Large Grants – Application Form Explanation

Declaration

This declaration is to be signed by two authorised persons from the Organisation.

We confirm that, to the best of our knowledge and belief, all the information in this application form is true and correct, and that all possible alternative funding sources have been fully investigated.

Signed	
Print Name	
Position	
Date	

Signed	
Print Name	
Position	
Date	

Shetland Charitable Trust (SCT) takes your personal data and our obligations as a Data Controller under Data Protection Laws very seriously. The information provided by you will be stored by SCT on a central electronic database and will be used by SCT when; processing any funding applications made by you or your organisation, monitoring grants awarded, related administration, and evidencing its grant-giving charitable activities. The information will not be transferred out with SCT without your explicit consent, subject only to the transfer being necessary for SCT to comply with a legal obligation. SCT will only process your personal data in accordance with the Data Protection Laws. Please contact us if you have any queries about how your information will be used.

We strongly recommend that you save or copy your application before submitting it.

We will send you an email during normal office hours to acknowledge receipt.

To ensure your application is processed, please [contact us](#) if you do not receive an acknowledgement.