

Grants to Senior Citizens Clubs - Guidelines

The “Grants to Senior Citizens Clubs” Scheme is designed to support not for profit community groups that organise and deliver social and recreational activities for senior citizens’ clubs in Shetland.

Shetland Charitable Trust funds this grant aid scheme. This scheme can assist with annual running costs for senior citizens’ groups.

We hope it will make a **real difference to the quality of life** for senior citizens living in Shetland.

1. What do we expect all funded applications to demonstrate?

This scheme aims to support projects and activities that:

- Meet local senior citizens’ needs
- Represent value for money
- Are well planned
- Demonstrate public benefits and make a difference to the community
- The project expenditure can be fully accounted for
- Reflect the core values of Shetland Charitable Trust

2. Who can apply?

We can support:

- Constituted senior citizens’ groups

We cannot support:

- Individuals
- Groups seeking commercial gain
- Groups where there is no public benefit
- Groups that should be funded from national or local taxation
- Groups from out with Shetland
- Groups already in receipt of annual core funding from either Shetland Charitable Trust and/or Shetland Islands Council for services purchased;
- Retrospective funding

We can only fund your group if you cater exclusively or primarily for senior citizens in Shetland.

Your group must also operate a bank or building society account in its legal name. This account **must require a minimum of 2 signatures** on each cheque or withdrawal.

3. When should you apply?

We need to receive your “Grants to Senior Citizens Club” application within **SIX MONTHS** of your group’s new financial year commencing.

4. What can this scheme fund?

We will consider funding:

- Hire of premises
- Heating / Lighting
- Local Transport
- Outings
- Meals / Lunches / Teas
- Postage & stationery
- Telephone
- Photocopying
- Event costs
- Entertainment costs
- Advertising & publicity costs
- Honoraria
- Audit fees
- Any other appropriate costs

5. What can this scheme not fund?

We will not fund:

- Costs that are not related to Senior Citizens
- Alcohol
- Items that only benefit an individual
- Loan or endowment payments or guarantees against loss
- Groups with no long-term sustainability
- Activities that have already taken place
- Business or commercial ventures
- Fundraising expenses or activities solely aimed at generating income
- Capital or construction projects
- School/college/university projects or costs involving school/college/university students
- Activities that do not benefit Shetland and its inhabitants
- Activities that do not have a public benefit

6. How much can we fund?

There is no minimum grant specified for this scheme. However, your group can only apply for up to 75% of its eligible running costs. If you have previously received this type of funding from Shetland Charitable Trust, you can only apply for grant assistance in line with the Shetland Charitable Trust’s annual budget strategy.

Senior Citizen Clubs **can only be considered for one** “Grants to Senior Citizens Club” application per Trust financial year i.e. 1 April to 31 March.

7. Other considerations

In addition to the above, please note the following:

- All awards will depend on funding being available from Shetland Charitable Trust.
- Shetland Charitable Trust ultimately decides all applications for grant assistance.
- Shetland Charitable Trust reserves the right to reduce funding for local transport costs if your group is also in receipt of Mileage Subsidy payments from Shetland Islands Council.
- Only groups that cater exclusively or primarily for Senior Citizens who are 65 years or older are eligible for consideration.
- We encourage you to investigate other sources of funding wherever possible.

8. What happens if you are successful?

Once you have completed your grant application please send it, along with all the necessary enclosures, to Shetland Charitable Trust (see address in section 11).

- If your application is successful, we will send you a grant offer letter and acceptance docquet detailing the terms and conditions of the grant award.
- Once you have accepted the terms and conditions of the grant and returned the acceptance letter, the Trust will pay the grant directly into your bank account.
- You must comply with grant conditions and only use the funding for the purpose(s) as set out in your application form.
- You must submit a report at the end of the year together with details of all relevant expenditure within **12 months** of the grant offer date.

9. What happens if you are unsuccessful

We will tell you the main reasons why in a letter **within 6 weeks** of receiving the completed application.

Following receipt of the written explanation you may wish you to revise your application and resubmit it or appeal the original decision.

10. Service pledges

In order to improve service delivery, we have the following service pledges that apply to this grant aid scheme:

- Shetland Charitable Trust will provide **accurate information** about this grant aid scheme and the application procedures.
- All grant application forms requested will be sent out **within 2 working days**.
- All grant application forms received will be acknowledged **within 5 working days**.
- All applicants will receive a decision on completed grant application forms **within 6 weeks**.
- All applicants who have had a grant application rejected will receive a **written explanation** of why it was unsuccessful.
- All applicants who have had a rejected grant application advised in writing have the **right to appeal** against the decision.

11. Data Protection / Freedom of Information (Scotland) Act 2002

Shetland Charitable Trust is registered as a Data Controller in terms of the Data Protection legislation. The information provided by you will be stored by the Trust on a central electronic database and will be used in a number of ways by the Trust when processing any funding applications made by your organisation. The information will not be transferred outwith the Trust without your explicit consent, subject only to the transfer being necessary for the Trust to comply with a legal obligation. Please contact us if you have any queries about how your information will be used.

Please note that the Trust is not subject to the Freedom of Information (Scotland) Act 2002, which gives any person the right to request certain information held by public bodies. However, in order to be transparent and accountable, the Trust regularly releases information about grant awards and information regarding your application may be made available to the public. Any personal information provided will be processed in accordance with the Data Protection legislation in force from time to time.

12. Protection of Vulnerable Groups requirements

From 1st April 2011, if your organisation is applying for grant assistance from this scheme, your group/ organisation will need to decide whether you have anyone (staff or volunteers) involved in 'Regulated Work' with children (and/or protected adults)*. If your organisation has individuals involved in Regulated Work then those individuals will need to apply to become a member of the PVG Scheme, and your group must also have policies and procedures in place that adequately cover adult and child protection and welfare issues.

You will need to decide whether or not your group has individuals involved in 'Regulated Work' with children and young people under the age of 18, and/or 'Regulated Work' with protected adults (from the age of 16, generally, in receipt of specified services)*

If either of these conditions applies to your group, then you will need to ensure that you have in place **all** of the following: an Adult and Child Protection Policy and an Adult and Child Protection Procedures; for organisations working with children and young people a Code of Conduct for staff and volunteers; an Equal Opportunities Policy. Templates for these documents are available from the Community Planning & Development Service or at www.shetland.gov.uk/grants/PVG_Templates.asp and must be approved and signed by committee members of your group. Your organisation must undertake a PVG Scheme Membership check when appointing staff, volunteers or helpers who are doing 'Regulated Work' to make sure they are not barred from working with children/protected adults and as part of checking their suitability for the particular post.

*There are various stages to go through to decide whether someone is doing 'Regulated Work.' The Safer Shetland website www.safershetland.com includes links to sources of help, in particular a self-assessment tool produced by Disclosure Scotland which will help you work through the various stages: www.disclosurescotland.co.uk/pvg_training/self-assessment/

In case of doubt, you may wish to seek further advice from either the Central Registered Body for Scotland (CRBS), on 01786 849777, or Disclosure Scotland on 0870 609 6006. Contact details for local support on this subject and more information are available on the Safer Shetland website www.safershetland.com.

Help and information about training courses is also available from the Community Development Team or from Voluntary Action Shetland, who undertake free checks for volunteers.

13. Contact details

We can give you advice and guidance with grant applications and project planning. **If you have any questions, please contact with us before you complete the application form.**

Contact details for Shetland Charitable Trust are as follows:

Shetland Charitable Trust

22-24 North Road

Lerwick

Shetland

ZE1 0NQ

Tel. (01595) 744994

Or email grants@shetlandcharitabletrust.co.uk

