

# Shetland Arts Fund

## Application Form for Community Groups

**Organisation Name:** (Please insert your organisation's full name as detailed on your constitution)

From 1 April 2016, Shetland Arts Fund will only be open to:

Community groups and voluntary organisations based in Shetland whose members are under 18, or where the project to be funded is for solely for under-18s OR

Events and festivals that have received a Shetland Arts Fund Event and Festivals grant within the last two financial years of the Shetland Charitable Trust. (For clarification, Shetland Charitable Trust's financial period runs from 1 April - 31 March).

Shetland Charitable Trust must receive your application:

**AT LEAST 4 FULL WEEKS** before the start of your project for a Project Grant

(for example, if you are due to travel away from Shetland on 11 June 2016, we need to receive your application by no later than 14 May 2016)

**AT LEAST 8 FULL WEEKS** before the start of your project for an Event and Festival Grant (for example, if your Event is due to start on 11 June 2016, we need to receive your application by no later than 16 April 2016)

We will not fund any costs you have paid for before we receive your application, and we cannot guarantee to fund any costs you incur before we make a decision on your application.

You must acknowledge the Shetland Arts Fund on all publicity and marketing materials for your project, where applicable.

**Before you fill in the form please make sure you have thoroughly read the scheme guidelines**, as this will help you when filling in the application form. You may also contact staff at the Shetland Charitable Trust and/or Shetland Arts Development Agency to discuss your proposal prior to completing the application form to ensure you are eligible to apply for grant aid and that the intended project(s) fits with our scheme requirements.

When you have answered all the questions please go to Section 6 of the application form and work through the checklist to ensure that you enclose all the relevant information when you submit your form. This will help us to consider your completed application as quickly as possible

**Electronic applications should be emailed to [grants@shetlandcharitabletrust.co.uk](mailto:grants@shetlandcharitabletrust.co.uk). Written application forms and enclosures should be completed neatly in black or blue ink** and returned to the Shetland Charitable Trust, 22 - 24 North Road, Lerwick, Shetland, ZE1 0NQ.

Failure to observe any of the conditions applicable to this scheme may involve repayment of part or the entire grant award, and the applicant body may be disqualified from future assistance from this or other grant schemes run by Shetland Charitable Trust.

**Please note application forms will be returned if all sections are not completed.**

**FOR OFFICIAL USE ONLY**

Application No

## SECTION 1 - APPLICANT DETAILS

**Q1** Name of main contact

Title  First name  Surname

Position within the organisation

Contact address

Postcode

Contact telephone numbers (including area code, where applicable)

Home  Work  Mobile

Contact email address, if applicable

Would you prefer to receive your grant acknowledgement letter: By post?  By email?

**Please refer to Section 14 of the guidelines with regard to our use of the information you provide.**

**Q2** What art genre(s) is/are your group mainly involved with?

**Q3** When was your organisation formed?

Month  Year

**Q4** Does your organisation have charitable status and/or is it registered for VAT? If so, please confirm details below:

Charity number  VAT number

## SECTION 2 - PROTECTION OF VULNERABLE GROUPS DETAILS

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. All groups must also have policies and procedures in place that adequately cover child protection and welfare issues.

**Q5a** Does your group have individuals involved in 'Regulated Work' with children and young people under the age of 18?

Yes  No

**Q5b** Does your group have individuals involved in 'Regulated Work' with protected adults (from the age of 16)?

Yes  No

**If you answered no to both question 5a and 5b, go to questions 7 and 8;**

**If you answered yes to either, or both, questions 5a or 5b, please complete all of the following questions:**

**Q6a** Does your organisation 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 as part of checking their suitability for the particular post?

Yes  No  Not applicable

**Q6b** Does your organisation take reasonable steps not to appoint anyone who is unsuitable to work with children/protected adults or who is barred from working with children/protected adults?

Yes  No

**Q6c** How does your organisation access PVG checks for its volunteers? Please tick one of the following options:

Voluntary Action Shetland

National Governing Body

Other (please specify)

Not applicable

(If not applicable, please let us know why. You should use the space below to explain why your volunteers do not undertake PVG scheme record checks)

**Please note that it is a requirement of this scheme that your organisation has in place policies and procedures that meet the requirements of the Protection of Vulnerable Groups (Scotland) Act 2007, and which adequately address child protection and adults at risk of harm.**

**Q7a** Does your organisation have an approved:

Child and Adult Protection Policy? Yes  No

**Q7b** Does your organisation have an approved:

Child and Adult Protection Procedure? Yes  No

**Q7c** Does your organisation have an approved Equal Opportunities Policy?

Yes  No

**Q7d** For organisations working with children and young people, do you have an approved Code of Conduct for staff and volunteers?

Yes  No

**Q7e** Are you satisfied that your organisation complies with the requirements of the Protecting Vulnerable Groups Act 2007?

Yes  No

For more information on Protection of Vulnerable Groups requirements please refer to grant scheme guidelines. You may also wish to contact us for advice or refer to the Shetland inter-agency Child and Adult Protection Procedures that are available through a link from the Safer Shetland website below:

[www.safershetland.com](http://www.safershetland.com)

### **SECTION 3 - PROJECT DETAILS**

**Q8a** Is your group's membership open only to people who are under the age of 18?

Yes  No

**Q8b** Is your planned project solely for people who are under the age of 18?

Yes  No

**Q8c** If your application is for Events/Festivals funding, has your organisation already received a Shetland Arts Fund Events/Festivals grant within Shetland Charitable Trust's last two financial years (1 April - 31 March)?

Yes  No

If you answered 'No' to all of the above questions, your project is unlikely to be eligible for the Shetland Arts Fund. Please see scheme guidelines for further details.

If you are still unsure whether your project is eligible, please contact us to discuss on 01595 744994 or email [grants@shetlandcharitabletrust.co.uk](mailto:grants@shetlandcharitabletrust.co.uk)

**Q9** How will the grant be used? Please briefly describe your project and provide details of how you would spend the grant, specifying dates, venues, participant numbers, where appropriate. If you are applying for assistance with more than one project, you may detail them on page 7.

**Q10** How will your project benefit Shetland or its inhabitants?

**Q11** How does your project relate to Shetland Arts core values (see section 4 of guidelines)?

**Q12** What targets do you hope to achieve with this project?

**Q13** How will you know if your targets are being met?



## Shetland Arts Fund - Annual Programme

This section should only be used if you intend to carry out a number of individual projects as part of one Shetland Arts Fund grant application. For example, an organisation planning to hold several concerts or host several visiting artists should list all events programmed during the year.

<b>Project description</b>	<b>Date</b>	<b>Venue</b>	<b>Number of Participants</b>	<b>Estimated cost</b>

Please ensure you supply as much information as possible in the space provided. If you require more space please detail on a separate sheet.



**SECTION 4 - FINANCIAL DETAILS**

**Q15** Please complete your bank details below.

Account name	<input type="text"/>
Bank or Building Society name	<input type="text"/>
Bank or Building Society address including postcode	<input type="text"/>
Account sort code	<input type="text" value="- - -"/>
Account number	<input type="text"/>
Roll number (building society accounts only)	<input type="text"/>

**Q16** How many people have to sign each cheque or withdrawal from this account?

**Q17** Please supply the following information from your most recent annual accounts.

Accounts for financial year ending

Day	<input type="text"/>	Month	<input type="text"/>	Year	<input type="text"/>
-----	----------------------	-------	----------------------	------	----------------------

Total gross income	<input type="text"/>
Minus total expenditure	<input type="text"/>
Equals profit or loss for the year	<input type="text"/>
Savings, reserves, cash or investments	<input type="text"/>

## SECTION 5 - COMMITTEE DETAILS

### Chairperson

Title	<input type="text"/>	First name	<input type="text"/>	Surname	<input type="text"/>
Address	<input type="text"/>				
	<input type="text"/>				
	<input type="text"/>				
	<input type="text"/>				
Postcode	<input type="text"/>				
Tel No Home	<input type="text"/>	Tel No Work	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>				

### Treasurer

Title	<input type="text"/>	First name	<input type="text"/>	Surname	<input type="text"/>
Address	<input type="text"/>				
	<input type="text"/>				
	<input type="text"/>				
	<input type="text"/>				
Postcode	<input type="text"/>				
Tel No Home	<input type="text"/>	Tel No Work	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>				

### Secretary

Title	<input type="text"/>	First name	<input type="text"/>	Surname	<input type="text"/>
Address	<input type="text"/>				
	<input type="text"/>				
	<input type="text"/>				
	<input type="text"/>				
Postcode	<input type="text"/>				
Tel No Home	<input type="text"/>	Tel No Work	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>				

## SECTION 6 - FINISHING YOUR APPLICATION

### We can only process your application if:

- You complete all the questions on this form;
- You complete this checklist
- You send us all the necessary documents.

You must tick **all** the boxes below to confirm that:

- you have answered all the relevant questions on the form
- you (the main contact named in question 1 of this application form) are authorised to apply for a Shetland Arts Fund grant on behalf of your organisation
- your organisation has not yet paid for any of costs that you would like us to fund
- you understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay any funding to us
- your organisation meets our eligibility requirements as set out in our guidelines
- you understand and accept our obligations under the Data Protection and Freedom of Information Acts as set out in our guidelines
- you understand that you must acknowledge the Shetland Arts Fund on all advertising and promotional material, etc, relating to the project that you are applying for funding for
- you will provide us with a full evaluation at the end of your project, including photographs, copies of promotional material, and details of press coverage, where applicable

---

Now please use this checklist to make sure you are sending us everything we need.

**We are sending ALL necessary documents :** (Scanned, emailed copies are acceptable. Otherwise, you should post the appropriate documentation to the Shetland Charitable Trust, 22 - 24 North Road, Lerwick, Shetland, ZE1 0NQ.

- A copy of our constitution or set of rules - **ONLY ENCLOSE CONSTITUTION** if this is your first application or your constitution has been recently amended.  
  
A bank or building society statement not more than three months old. (A photocopy is acceptable. Original statements will be returned.)  
**Or if you have a passbook**
- A copy of the pages in our passbook, which shows our organisation's name, account number and current balance  
**Or if you are a new organisation** (with no bank statements)  
A letter from our bank on headed paper with our organisation's account details
- A copy of our most recent annual accounts, dated, checked and signed by an individual independent of the organisation. (This person should not be related or married to a member of your committee.)  
  
**OR** if you are a new group
- An estimate of our income and expenditure for the first year dated and signed as approved by our committee.

(Continued overleaf)

**Please make sure you have also enclosed:**

(you only need to enclose these documents if you haven't already sent us copies, or if you have recently amended them)

- A copy of our Child and Adult Protection Policy
- A copy of our Child and Adult Protection Procedures
- A copy of our Equal Opportunities Policy
- A copy of our Code of Conduct for staff and volunteers

**Other Important Checks**

We will ensure that the Shetland Charitable Trust receives our application:

- EITHER at least 4 weeks before our project is due to start**  
(for Project grants of up to £1,500).
- OR at least 8 weeks before our project is due to start**  
(for Events and Festival Grants of up to £2,250).
- We have made a copy of this application to keep for our reference.
- We understand that if we are asked to provide any additional information, we must do so within 2 months of the date of receipt of this application, otherwise it will be withdrawn.

If you have ticked all the boxes above, your application should now be complete. We need to receive the completed application and ALL relevant documents to process your application. **If we do not receive all these things, we may have to return your application to you.....SO....double check** - just to be sure.

You can email your application to [grants@shetlandcharitabletrust.co.uk](mailto:grants@shetlandcharitabletrust.co.uk)

**We strongly recommend that you save your application before sending it.**

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

**Or post your application to:**

**Shetland Charitable Trust**

22 - 24 North Road

Lerwick

Shetland

ZE1 0NQ

Tel. (01595) 744994

**SECTION 7 - FOR OFFICIAL USE ONLY -  
Shetland Arts Fund**

This section is for internal use only. Assessing officers will be responsible for completing Section 7 in order to monitor the progress of this application form.

This application form must be certified and signed by authorised officials of Shetland Arts Development Agency. Project Officers (PO) should certify all applications with the General Manager (GM) or his/her nominee authorising all decisions reached.

Application form requested by  Date

Application form issued  Date

Application form received  Date

Application form acknowledged  Date

Additional information required. Please detail here:

All information received  Date

Comments

Grant Calculation:

% of eligible project cost £  less underspend £  = approved grant £

Application certified (PO)  Date

Application  (GM)  Date

Applicant advised of decision in writing  Date

**This section should only be completed in the event that the applicant organisation has appealed against the decision of a grant application.**

Applicant appeal received in writing  Date

Applicant appeal considered  Date

Appeal outcome  Date