

Shetland Arts Fund

Application Form for Individual Applicants

Applicant Name:

From 1 April 2016, the Shetland Arts Fund will only be open to those aged under 18.

A parent or guardian should complete this form on behalf of the young person. Applicants may request more than one Shetland Arts Fund grant per Shetland Charitable Trust financial year up to the grant scheme maximum award. However, priority will be given to applicants who have not received any funding.

Shetland Charitable Trust must receive your application **at least four full weeks** before the start of your planned project. For example, if you are travelling away from Shetland on 11 June 2018, we must receive your application by no later than 14 May 2018. Late applications will be rejected.

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.

In order to reduce the demand on this grant aid scheme you should apply to all alternative grant sources, where appropriate, prior to using this grant aid scheme.

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 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 0QN

Failure to observe any of the conditions applicable to this scheme may involve repayment of part or the entire grant award, and you 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. (This should be the applicant's parent or guardian.)

Title First name Surname

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 provide the applicant's date of birth, and let us know whether he or she is in education or employment. You should also enclose proof of age, if this has not previously been submitted to us. (For example, a scan or photocopy of a passport, birth certificate or Young Scot card.)

Date of Birth

In full-time education In full-time employment Other (please provide details below):

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 the applicant mainly involved with?

SECTION 2 - PROTECTION OF VULNERABLE GROUPS - Advice to parents and guardians

It's good for children to get a wide variety of experience through taking part in groups and group activities. But you need to be assured that the groups and activities your child takes part in are well managed and keep your child safe. The Shetland Child Protection Committee has put together a leaflet called 'Keeping Your Child Safe', with questions you may want to ask before your child takes part. It's available at:

www.safershetland.com/assets/files/update14-Keeping-Your-Child-Safe.pdf

SECTION 3 - PROJECT DETAILS

Q7 How will the grant be used? Please briefly describe your project and provide details of how you would spend the grant, specifying dates, venues and participant numbers, where appropriate.

Q8 How will your project benefit Shetland or its inhabitants?

Q9 How does your project relate to Shetland Arts core values (see section 4 of guidelines)?

Q10 What targets do you hope to achieve with this project?

Q11 How will you know if your targets are being met?

Q12 Please provide a summary breakdown of the costs of your project. You should note that we can only fund actual cash costs, and not 'in-kind' contributions. **We cannot consider funding any costs that you have already paid for.**

Item or activity	Amount
<input type="text"/>	<input type="text"/>
Total cost of Project (A)	<input type="text"/>

Which other funding sources have you applied to? We encourage you to consider alternative funding sources where applicable and we are happy to assist you with this.

Funding Body or Sponsor	Amount	Secured (yes/no)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total other funding (B)		<input type="text"/>
Your contribution / earned income (C)		<input type="text"/>
Grant requested from Shetland Arts Fund (D)		<input type="text"/>

(Please note, Total A must equal the total sum of B + C + D. Please ensure that you cost your project as accurately as possible. **In the event that the actual cost of your project is less than you have estimated, you may be required to repay a proportion of the grant.**)

SECTION 4 - FINANCIAL DETAILS

Q13 Please complete your bank details below. (These should be the bank details for the main contact named at Question 1)

Account name

Bank or Building Society name

Bank or Building Society address including postcode

Account sort code

Account number

Roll number (building society accounts only)

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 have not yet paid for any of the costs 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
- you meet 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

Other Important Checks

- I have answered all the questions on the form
- I will ensure that the Shetland Charitable Trust receives this form at least four weeks before my project is due to start.
- I have made a copy of this application to keep for our reference.
- I understand that if I am asked to provide any additional information, I must do so within 2 months of the date of receipt of this application, otherwise it will be withdrawn.

And, if applicable:

- I have enclosed official confirmation of my booking/place on the course
- I have enclosed proof of my age (if not previously submitted)
- I have enclosed a CV, biography or similar (for professional artists)
- I have submitted the receipts and evaluation form for my last Shetland Arts Fund grant

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

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 has appealed against the decision of a grant application.

Applicant appeal received in writing Date

Applicant appeal considered Date

Appeal outcome Date