

Shetland Arts Fund Guidelines

The Shetland Arts Fund is designed to support:

- individuals who are aged under 18
- not for profit voluntary organisations who are either working with those aged under 18, or carrying out projects that are for the benefit of people who are aged under 18
- events and festivals that have received a Shetland Arts Fund Event and Festivals grant within the last two financial years

to develop their art form and/or to deliver arts related projects and events that meet local community needs and make a lasting difference in the community.

This grant aid scheme is funded by Shetland Charitable Trust and administered by the Shetland Charitable Trust and Shetland Arts Development Agency. The scheme can support all forms of arts genres including the visual arts, crafts, dance, drama, dialect, film, literature, music, theatre and combined arts. We hope it will make a **real difference to the quality of life** for people living in Shetland.

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

Shetland Charitable Trust's Arts Fund aims to support projects and activities that: –

- Are for the benefit of young people aged under 18;
- Meet a local need;
- 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;
- Has developmental potential of art skills;
- Reflect the core values of Shetland Charitable Trust and Shetland Arts Development Agency.

2. Who can apply?

We can support:

- Individuals based in Shetland who are aged under 18.
- Community groups and voluntary organisations based in Shetland to advance the arts that have an open constitution or set of rules which clearly defines their aims, objectives and procedures AND where the members are under 18, or the project to be funded is for under-18s.
- Events and festivals that have received a Shetland Arts Fund Event and Festivals grant within the last two financial years. (See point 7, 'How much can we fund?' for further details).

We cannot support:

- Adult individuals or organisations (for people aged 18 or over)
- Individuals or organisations seeking commercial gain;
- Individuals or organisations if there is no public benefit;

- Organisations or projects that should be funded from national or local taxation;
- Non arts related projects and activities;
- Retrospective funding;
- Organisations in receipt of annual core funding from either Shetland Charitable Trust and/or Shetland Islands Council for services purchased;

We can only fund projects and activities that are solely in the interests of Shetland and its inhabitants. This applies to participants, practitioners or audiences.

Please note all eligible applicants must operate a bank or building society account in their legal name. Voluntary organisations must have a bank or building society account that requires at least 2 signatures for cheques and/or withdrawals.

In exceptional circumstances applications can be considered from individuals temporarily living out with Shetland but only where the individual can evidence he/she has a permanent residential address in Shetland.

Applications from Individuals under 18 that are requesting financial support with off island travel may include the cost of one parent/guardian. The adult will only be financed for parts of the journey where they are accompanying the young person.

3. When should you apply?

If you are applying for an Events and Festivals Grant, Shetland Charitable Trust must receive your completed application **at least 8 weeks prior to the project's start date**.

For Project and Individual grants, we must receive your application **at least 4 weeks prior to the project's start date**.

We will not consider funding any costs that have been paid for before we receive your application.

Late applications will be automatically turned down.

4. What else does this scheme look for?

Applicants must also be able to link to one or more of the following Shetland Arts Development Agency's Trust Deed objectives:

- Encourage and assist in promoting and advancing the creation, practice, presentation and study of all forms of art – visual, performing and creative
- Support and encourage the continual development of all arts forms
- Support existing and encourage new work
- Improve access to the arts and create opportunities for individuals, geographical communities and communities of interest to participate in and enjoy a diverse range of arts activity through performance, exhibitions and education activity
- Create opportunities for personal development through arts activities
- Promote a culture of lifelong learning through a community development approach within the arts
- Support professional artists through residencies, workshops and performances
- Promote excellence in artistic quality
- Develop the skills experience of artist practitioners, and participants and encourage learning
- Provide facilities to support artistic activities

5. What can this scheme fund?

We will consider funding (for participants aged under 18 only):

- Projects that advance the arts;
- Training, courses, workshops and learning opportunities;
- Festivals, events, activities, performances, exhibitions;
- Annual arts programmes;
- Setting up a pilot project;
- Conferences, seminars and summer schools;
- Specialist or professional fees (other than for Capital Projects);
- Research and development costs;
- Equipment and materials;
- Publicity and promotion costs;
- External transport and accommodation and appropriate fees;
- Cultural projects

6. What can this scheme not fund?

We will not fund:

- Projects for adults (aged 18 and over);
- Non arts development related projects;
- Items that only benefit an individual e.g. prizes, musical instruments;
- Loan or endowment payments or guarantees against loss;
- Projects with no potential for long-term sustainability;
- Holidays and general entertainment costs e.g. cinema, theme parks;
- Projects/activities that have already taken place;
- Business or commercial ventures;
- Fundraising expenses or projects solely aimed at generating income;
- Meals and subsistence costs;
- Capital projects;
- School/college/university projects
- Fees and other costs relating to full time, part time, further and higher education;
- Projects that do not benefit Shetland and its inhabitants;
- Projects that do not have a public benefit;
- "In kind" non cash costs
- Costs that have been paid for before we receive your application

7. How much can we fund?

There are three types of grant applications that we can consider funding. Eligible voluntary organisations can apply for an **Events and festivals** grant or a **Projects** grant. Eligible individuals can apply for an **Individuals** grant.

Events and festivals (Please note that these grants are not available to new applicants, or to applicants who have not been awarded Events and festivals funding within the last two financial years):

Up to 50% of eligible costs up to a maximum of £750 in 2018/19

Projects:

Up to 50% of eligible costs up to a maximum of £1,500

Individuals:

Up to 50% of eligible costs up to a maximum of £1,000

Eligible organisations cannot apply for both an **Events and festivals** grant and a **Projects** grant in the same financial period. To be eligible for the higher level of funding, **Events and festivals** are generally expected to run for a number of days, offering a range of activities. Decisions on **Events and festivals** eligibility will be at the discretion of Shetland Charitable Trust and Shetland Arts staff. **Please note that Events and festivals grants are not available to new applicants.**

Eligible groups, and individuals aged under 18, can apply for more than one Shetland Arts Fund grant per Shetland Charitable Trust financial year - up to the above maximums. However if you have been already awarded a Shetland Arts Fund grant in the current financial year then priority will be given to applicants who have not received any funding. (For clarification Shetland Charitable Trust's financial period is 1st April to 31st March annually).

8. How do you apply?

You read this guide

Check that your organisation can apply, we can fund what you want to do, your project links to at least one of Shetland Arts Development Agency's core values and you can meet the terms and conditions of our grant



You complete an application form and send it to us.

For Event and Festival Grants, we need to receive your application at least 8 weeks in advance of the start of your project. For all other grants, we need to receive your application at least 4 weeks before your project is due to start. This gives us time to assess your application and you time to send back any additional information we ask for. We prefer to receive applications by email but we also accept them by post.



We assess your application.

Shetland Charitable Trust staff will acknowledge your application within 5 working days and will ask you for further information where necessary. Once your application is complete, it will be assessed by staff from Shetland Arts Development Agency. We might contact you with questions at any time during our assessment.



We tell you our decision.

Once your application is complete, we will give you a decision within 6 weeks, although usually it will be much sooner. If you are successful, you will receive a grant offer letter from Shetland Charitable Trust. You/your committee will need to sign the letter accepting the terms and conditions of grant and return it to the Shetland Charitable Trust by the date stated on the letter. If your application is unsuccessful we will write to tell you why.



You start your project.

You can start your project when you receive our letter confirming the grant. We cannot guarantee to fund any costs you have incurred before we have made a decision on the application. We will not fund any costs you have incurred before you make your application.

You must acknowledge your Shetland Arts Fund grant on all publicity and marketing materials.

If you want to change the purpose of your grant from that specified in your grant application, you must first get our agreement in writing.



You finish your project.

You should complete your project within 12 months of the date of our grant offer letter.
(If this is not possible, please contact us.)

We will ask you to complete an end of grant report, telling us how the grant has been spent and what you achieved with it. You will also have to send in the original receipts for the money that you spent. If you spend less than you estimated in your application, we will ask you to repay a proportion of the grant.

9. What happens if you are successful?

- Shetland Charitable Trust will issue 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 grant will be paid in full 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 will be required to complete a project evaluation form and submit a certification of expenditure form together with details of all relevant expenditure within **12 months** of the grant offer date

10. 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. You may also find it useful to contact Shetland Charitable Trust or staff at Shetland Arts for further advice and assistance.

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

11. 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.safersheland.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.

12. Other considerations

In addition to the above requirements, applicants should consider the following:

- **Shetland Arts Fund grants must be acknowledged on all publicity and marketing material;**
- Applicants in receipt of a Shetland Islands Council Development Grant cannot be considered for a Shetland Arts Fund grant and vice versa;
- Any Award will depend on the availability of funds by Shetland Charitable Trust;
- Applicants are encouraged to investigate other sources of funding prior to applying for a Shetland Arts Fund grant;
- Shetland Charitable Trust ultimately decides applications for grant assistance.
- No further grant applications can be considered until the previous Shetland Arts Fund grant award has been fully accounted for;
- Applications to bring professional artists or similar to Shetland are expected to supply details to vouch for their credentials e.g. a CV, biography or website

13. 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.

14. Alternative Funding Sources

In addition to Shetland Arts Fund, there is a number of other funding sources that you should consider applying to including:

- Shetland Islands Council – Economic Development Unit
- Shetland EU Leader Programme
- Highlands and Islands Enterprise – Shetland
- Shetland Arts – Visual Artists Award Scheme / Craftmakers Working Up Scheme
- Creative Scotland
- Awards for All

15. 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.

16. Contact Details

Shetland Charitable Trust are available to give advice and guidance with grant applications and project planning and ***all applicants are advised to discuss their project at the earliest opportunity prior to completing your grant application form.*** Alternatively, you may also seek assistance from staff at Shetland Arts Development Agency. Contact details are provided below.

Shetland Charitable Trust
22-24 North Road
Lerwick
ZE1 0NQ
Tel. (01595) 744994

Shetland Arts Development Agency
Mareel
Lerwick
ZE1 0WQ
Tel. (01595) 743843

17. Examples of projects that Shetland Arts Fund might fund...

- A youth group staging a music festival in Shetland
- A youth group publishing a series of local poems
- A young person travelling south to attend a National Youth Orchestra of Scotland course
- A community group holding a music competition for young people
- A community group bringing a professional artist to Shetland to hold a series of stained glass workshops for young people
- A youth group carrying out a film project
- A youth drama group undertaking a series of rehearsals in advance of performing a new play
- A young person curating an art exhibition that is open to the public
- A community youth group travelling out with Shetland to participate in an arts event

18. Examples of projects that Shetland Arts Fund is unlikely to fund...

- An individual or band wishing to make a CD for public sale
- An artist not based in Shetland wishing to mount an exhibition in Shetland
- A national touring theatre company seeking to perform in Shetland
- A local craft maker attending a trade fair to market and sell his/her products
- Film company wishing to make a commercial film in Shetland
- A full time/part time student from Shetland seeking assistance with university fees
- An individual, with permanent residence out with Shetland, seeking assistance to deliver an arts project locally
- Local shop selling arts related products seeking assistance to develop/sell arts products
- An individual wishing to bring a band to Shetland to perform

Please note your project may be more suited to one or more of the alternative funding sources detailed in Section 14.