



## Main Grant Scheme – Application Guidance

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# 1. Introduction

## OUR PURPOSE

The purpose of the Trust is to use its available funds to benefit and improve the quality of life of all people living in Shetland, and to preserve the Trust reserves for future generations.

## OUR AMBITION

Over the period 2020-2025, the Trust will seek to use its funding:

- To improve the quality of life for all the people of Shetland;
- To achieve a positive impact against the Trust Strategic Objectives through its disbursement decisions;
- To promote inclusion and reduce inequalities in Shetland;
- To demonstrate the impact and outcomes of Trust funding.

## OUR STRATEGIC OBJECTIVES

The strategic objectives of the Trust 2020-2025 will be:

- To enhance provision of services and activities, aligned to the Trust's ambition, and beyond the obligation of statutory services;
- To support the services and activities provided by the three large Trusts in Shetland;
- To support voluntary sector services in Shetland;
- To support, if appropriate, the core revenue costs of organisations where there is difficulty in sourcing alternative external funding to maintain or enhance the services provided.

The ambition to **promote inclusion and reduce inequalities** in Shetland will be a central theme for the Trust over 2020-2025, across all its funding commitments. All organisations, which benefit from Trust funding, will be asked to demonstrate how they are addressing these aims within their service provision.

## FUNDING STRANDS

The Trust will consider funding for the following strands of activity:

- Arts and Culture
- Sport and Recreation
- Heritage and the Environment
- Social Care and Welfare

## 2. Who can apply?

Under this scheme we accept applications from organisations undertaking charitable activities that meet the Trust's charitable objects.

Applications will be considered from:

- Charities
- Trusts
- Charitable incorporated organisations
- Not-for-profit community and voluntary groups
- Public sector organisations undertaking charitable activities

We will not consider applications from:

- Community Councils or Development Companies
- Public Halls or Clubs
- Community Museums or Heritage Centres
- Churches or organisations promoting a religion
- Private sector companies or commercial entities

Applications will normally only be considered for organisations whose average annual turnover is over £50,000 in the last three years. New organisations will have to demonstrate their financial capacity including evidence of existing secured funding.

Applications will only be considered for organisations who have less than 12 months free reserves or can demonstrate financial need. We appreciate that your organisation may have good reason to hold more than 12 months free reserves, e.g. you may be planning a large capital investment. It is important that you let us know this at the time of application to allow us to consider these factors.

We encourage you to work with other organisations to develop and carry out your project / service / activity. If you plan to work with another organisation to carry out a significant proportion of your project / service / activity, we advise you to formalise your relationship with a partnership agreement.

If you are making a joint application, you will need to decide which organisation will be the lead applicant. The lead applicant will fill in the application form, and if you are successful, receive the grant and report on progress.

### 3. What can we fund?

We will consider funding projects, services or activities that:

- meet the strategic ambition and charitable objectives of the Trust;
- meets one or more of the Trust's funding strands;
- will promote inclusion and reduce inequality issues in Shetland;
- demonstrate effective delivery across Shetland;
- demonstrate evidence of need and the gap in provision;
- demonstrate the benefit and impact the Trust funding will make through the Specific, Measurable, Achievable, Relevant and Time based (SMART) objectives set out by the applicant.

We will consider revenue funding for:

- salaries or seasonal staff costs;
- project costs (such as activity costs, volunteer expenses, transport, etc.);
- core (running) costs such as rent, heating and lighting - in such cases, the core work of your organisation must reflect at least one of our funding strands.

We are a match funder; this means we **do not fully fund** projects, services or activities

**We do not fund the following:**

- Projects, services or activities that do not meet the Charitable objects of the Trust
- Work which does not address one of our funding themes
- Capital works
- The standalone purchase costs of buildings and/or land
- Statutory services or responsibilities or the replacement of statutory revenue
- Projects which duplicate existing projects, services or activities
- Projects which may be to the detriment of existing services and businesses
- Costs of any activity that has taken place before a grant is awarded
- Loan payments
- Business or commercial ventures
- Recoverable VAT
- Funding applications by individuals
- Projects, services and activities, which incorporate the promotion of political or religious beliefs.
- The salaries of staff employed by, or seconded from, another organisation

### 4. Your contribution

Applicants are encouraged to make every effort to obtain external funding which might further reduce any funding sought from the Trust.

We will prioritise applications that can demonstrate sustainable matched funding and leverage.

Your contribution will also depend on the level of grant you are asking for.

## 5. The application process

Our application process is competitive and we cannot fund every good quality application that we receive.

A full application is mandatory for all funding.

In the application, you will be required to provide:

- Organisational Details;
- Contribution to the Trust's Strategic Objectives;
- Project / Service / Activity details;
- Why Project / Service / Activity is needed;
- Outcomes and Activities;
- Details of your organisation's governance arrangements;
- Details of how you will acknowledge your grant;
- Summary of Evaluation Plan.

You will also be required to provide the following supporting documents

- Governing documents to demonstrate good governance. For guidance on this visit [https://www.oscr.org.uk/media/3621/v10\\_guidance-and-good-practice-for-charity-trustees.pdf](https://www.oscr.org.uk/media/3621/v10_guidance-and-good-practice-for-charity-trustees.pdf)
- Last three years' accounts and current year's management accounts
- Cash flow and detailed cost breakdown of project / service / activity (Please use the templates provided at Appendices A & B)
- Organisational staffing structure
- Detailed Evaluation Plan (Please use the template provided at Appendix C)
- List of current management committee / board representatives
- Copies of Adult/Child Protection policies and procedures
- Partnership agreements (if applicable)

Applications can be made for one year or up to maximum of four years.

There is no defined upper limit that can be applied for, but any award will be assessed on the evidence of need and considered within the Trust's budgetary constraints.

**Once you have submitted your application form, it is not possible to return this for further work. It is therefore important you are happy with your answers and have included all supporting documents before you submit your application.**

## 6. When we receive your application

Once we receive your application, we will acknowledge receipt by email. Please note that late applications will not be considered. Therefore, to ensure your application is processed, please contact us if you do not receive an acknowledgement.

Your application will then be checked by Trust staff against the approved application criteria.

### **If your application is successful:**

- Successful applications will be issued with a grant offer letter and acceptance docquet. The acceptance docquet should be duly signed and a complete copy of the grant offer letter returned within 6 weeks of the letter date, failing to do so may result in the grant offer being withdrawn.
- An organisation must comply with the grant conditions and use the grant only for the purpose set out in your application form.

### **If your grant application is unsuccessful:**

- The organisation will be informed of the main reasons it was not successful. Some examples are given below.

### **Common Reasons for Rejection / Failure to demonstrate**

- Does your work closely match SCT's identified ambitions and objectives?
  - If your work genuinely doesn't fit with these then your efforts may be better focused on applying to other funders.
- What is the potential impact and reach of your work?
  - With limited funds, we need to make the most effective use of our money. Ideally, the work SCT funds should make a wider impact – beyond the immediate beneficiaries and life of the project / service / activity.
- Can you provide evidence of the difference you have made so far and that you have a track record to successfully deliver the work?
  - We need to see that organisations are best placed to provide the work they do. Evidence of past impact, and how you've learned from it. If your organisation is new, we need to see that your plans are based on sound evidence or learning from elsewhere.

## 7. Accounting for and evaluating your grant

### Accounting For Grant Awards

You must:

- Account for the grant in a separate restricted reserve, which includes Trust grant income and expenditure only.
- Provide evaluation and service performance reports as required for the proper monitoring of the grant, the reports to be of a format and frequency agreed by the Trust.
- Provide management accounts for the organisation to account for the grant at a frequency mutually agreed.
- Provide, within six months of the end of the period for which the grant was given, accounts prepared in accordance with current regulations, showing how the grant was applied and what surplus remains (if any).
- Repay to the Trust any unused monies in the restricted reserve over the value of 3 months of the total grant.
- Acknowledge the grant publicly as appropriate and as practical, in accordance with the Trust's published grant acknowledgement guidelines.
- Comply with every request from the Trust for the supply of any information as required for the proper monitoring of the grant, including the minutes of formal meetings where appropriate.

Tips for evaluating your grant award can be found below.

### Outcomes

Outcomes are changes, impacts or benefits that happen as a direct result of the project.

Outcomes are the differences or changes you want to make through your project / service / activity. They are about changes in people's skills, knowledge, feelings or behaviours. They should relate directly to the need for your project / service / activity, i.e. the reason it exists, and the people it will support, i.e. your beneficiaries.

Outcomes should include change words such as **“improve”, “increase”, “reduce”, “do better” or “maintain”**. When writing outcomes, you should explain who is changing, what is changing and how the change is happening.

Example Outcome: **Isolated older people experience reduced feelings of loneliness**

- Who is changing? **Isolated older people**
- What is changing? **Their feelings of loneliness**
- How (in what direction) is change happening? **Their loneliness is reduced.**

## Activities

Activities are the things you will do and deliver in order to achieve your outcomes. They should include words that describe what you will do e.g. **“support”**, **“provide”**, **“run”**, **“deliver”**, **“enable”**. They should also include relevant beneficiary numbers and frequency/duration of the activity, where appropriate. Examples of activities are:

- Deliver an annual support programme to 20 disabled people
- Run a monthly carers support group for 15 carers
- Recruit and train 5 volunteers
- Run programmes in 6 schools for a total of 60 pupils facing disadvantages

Make sure there is a direct link between your outcomes and the activities you will be doing.

## Evaluation

We expect all applicants to evaluate their funding against the agreed outcomes. You will need to create an evaluation plan at the start of your funding period. This will be an outline of how you are going to collect data to measure, analyse and understand what you are doing and ultimately to provide evidence about the outcomes you have achieved.

You will be expected to provide regular updates to the Trust in service performance monitoring reports either quarterly, six monthly or annually. The format and frequency will be agreed mutually between your organisation and the Trust.

As well as regular monitoring reports, at the end of your funding period, you will be required to write a comprehensive evaluation of your project / service / activity detailing the impact of the Trust funding.



## 8. Application Checklist

Use this checklist to make sure you are ready to apply.

- We have read this guidance document
- We have completed the application form
- We have fully demonstrated the need for my project / service / activity
- We have clearly demonstrated the outcomes and activities the funding will support
- We have prepared a detailed breakdown of costs and cash flow using the template provided at Appendices A & B
- We have included an evaluation plan using the template provided at Appendix C
- We have attached all the mandatory supporting documents (See section 5)

Please note that we are unable to accept emails larger than 25MB.

## 9. Contact details

If you have any questions, please contact us before you complete the application form.

Our contact details are as follows:

**Shetland Charitable Trust**

22-24 North Road

Lerwick

Shetland

ZE1 0NQ

Tel: (01595) 744994

Email: [grants@shetlandcharitabletrust.co.uk](mailto:grants@shetlandcharitabletrust.co.uk)