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| **Shetland Charitable Trust - Main Grant Scheme**  **Application Form** |

**Part A – Organisational Details**

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| **Is this an individual or joint application?** |  |
| **Lead Organisation Name** |  |
| **Charity Reg No.** |  |
| **VAT Reg No.** |  |
| **Partner Organisation Name.**  (If applicable) |  |
| **Charity Reg No.** |  |
| **VAT Reg No.** |  |

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| 1. **Lead Organisation Contact Details and Staffing Structure**   The grant contact should be available during normal office hours (i.e. 9am – 5pm) | | | |
| Name |  |  | |
| Position |  |  | |
| Address |  |  | |
| Telephone |  |  | |
| Email |  |  | |
| Website |  |  | |
| Additional Documents  (Please tick to confirm they are included with the application) | A copy of your organisation’s staffing structure, indicating which posts are part-time, and also any posts which are currently funded by Shetland Charitable Trust. |  | |
| An up to date list of all your committee members, with designations where appropriate. |  | |
| Partnership agreement with joint applicant (if applicable) |  | |
| 1. **Statement of Purpose of Organisation**   From Trust Deed or Memorandum and Articles | | |
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**Part B – Service Analysis**

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| 1. **Name of Project / Service / Activity** |
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| 1. **Funding Request**   SCT is a match funder; this means we do not provide 100% funding. | |
| Total cost of project / service / activity |  |
| SCT Funding request |  |
| Other funding / match funding  (Please provide details) |  |

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| 1. **Funding Strands**   Please indicate which of the following funding strand(s) your project / service / activity relates to | |
| Sport and Recreation |  |
| Arts and Culture |  |
| Heritage and the Environment |  |
| Social Care and Welfare |  |

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| 1. **SCT Ambitions and Objectives**   Which of SCT’s aims and objectives are relevant to your project / service / activity? (Please tick one or more) | |
| To improve the quality of life for all the people of Shetland |  |
| To promote inclusion and reduce inequalities in Shetland |  |
| 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. |  |

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| 1. **Please details all the services your organisation offers to its users. You should provide a brief summary on each service available to users.** |
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| 1. **Please tell us exactly how you would use the Shetland Charitable Trust grant that you are applying for?** |
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| 1. **Please tell us why this Project / Service / Activity is needed?** |
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| 1. **Who uses your service or project? What information or evidence do you have about their needs, expectations, age, gender and area of residence?** |
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| 1. **What makes your organisation the best choice to deliver this project / service / activity?** |
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| 1. **Does anyone else do similar work? If so, how do you work with them?** |
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| 1. **What are your outcomes for the coming year?**   Your outcomes must be measurable both in terms of numbers and quality of services. Your answers will most likely form part of any grant offer and service monitoring implemented by the Shetland Charitable Trust. | |
| Outcomes | Activities |
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| 1. **How does your project / service / activity address the Trust’s ambition to promote inclusion and reduce inequalities in Shetland?** |
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| 1. **Please can you provide details of your organisations governance arrangements.**   eg. number of Trustees, frequency of meetings, Board training arrangements.  For guidance on ‘Good Governance’ visit <https://www.oscr.org.uk/managing-a-charity/trustee-duties/good-governance/> |
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| 1. **How will you know that you have *“made a difference”* and that the project / service / activity has been successful?**   **How will you measure and track whether you are achieving the outcomes you have listed above?** |
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| 1. **How will you report this information back to stakeholders and the Shetland Charitable Trust? What evidence will substantiate that you have *“made a difference”*?** |
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| 1. **Please provide a summary of your evaluation plan**   Please attach your full evaluation plan to this application, an example template is attached as Appendix C. |
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| 1. **How do you promote and market your project / service / activity?**   **How do users find out about your organisation?** |
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| 1. **How do you propose to acknowledge Shetland Charitable Trust funding?**   For guidance on Shetland Charitable Trust grant acknowledgement please visit [www.shetlandcharitabletrust.co.uk](http://www.shetlandcharitabletrust.co.uk) |
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| 1. **Does your organisation help deliver on local plans, agreements or strategy documents?** If so, please specify which plans this project implements or is guided by and explain how this project / service / activity fits with the objectives of such document(s). (e.g. Single Outcome Agreement, Cultural Strategy) |
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**Part C - Financial Analysis**

Appendices A and B to this application are to be completed for the Financial Analysis of your project / service / activity.

Appendix A is the detailed cost break down of the project / service / activity.

Appendix B is the cash flow for the project / service / activity.

Please complete these appendices and submit a copy of your management accounts, or agreed extract, to 31 December 2019

**Part D – Protection of Vulnerable Groups**

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.

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| 1. **Does your group have individuals involved in ‘Regulated Work’ with children and young people under the age of 18?** | |
| YES | NO |

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| 1. **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 questions please proceed to Part E.

If you answered yes to either, or both, of the above questions then please complete all of the following questions.

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| 1. **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 |

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| 1. **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 |

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| 1. **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 (please let us know why) |  |

**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.**

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| 1. **Does your organisation have an approved Child and Adult Protection Policy?** | |
| YES | NO |

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| 1. **Does your organisation have an approved Equal Opportunities Policy?** | |
| YES | NO |

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| 1. **For organisations working with children and young people, do you have an approved Code of Conduct for staff and volunteers?** | |
| YES | NO |

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| 1. **Are you satisfied that your organisation complies with the requirements of the Protecting Vulnerable Groups Act 2007?** | |
| YES | NO |

You may wish to 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)

**Part E – Data Protection**

As a Data Controller, your organisation must comply with Data Protection Laws including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, when processing and storing personal data.

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| 1. **Does your organisation comply with Data Protection Laws?** | |
| YES | NO |

**Declaration**

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

This declaration is to be signed by two persons from the Lead Organisation.

We confirm that, to the best of our knowledge and belief, all the information in this application form is true and correct, and that all possible alternative funding sources have been fully investigated.

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| Signed |  |
| Print Name |  |
| Position |  |
| Date |  |

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| --- | --- |
| Signed |  |
| Print Name |  |
| Position |  |
| Date |  |

**Part F – Application Checklist**

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| **Application Checklist**  (tick as appropriate) | | |
| All questions on the application form have been answered |  |
| Main contact and additional person have signed the Declaration |  |
| **We have enclosed all necessary documents.**  (N.B. Supplementary documentation should not be substituted for the documents requested) | | |
| Application Form |  |
| Detailed cost breakdown and cash flow (Appendices A & B) |  |
| A copy of the organisation’s staffing structure, providing details of individual post holders i.e. name, job title, full or part time and whether post is funded by Shetland Charitable Trust |  |
| An up to date list of your organisation’s current management committee representatives, which provides the names and positions of all committee members |  |
| A copy of your last 3 years Annual Accounts |  |
| A copy of Management Accounts for mine months to 31 December 2019 |  |
| Copy of Adult/Child Protection policies and procedures |  |
| Partnership Agreement (if applicable) |  |
| Governing Documents |  |
| Evaluation Plan (Appendix C) |  |

Shetland Charitable Trust must receive the completed application and all relevant documentation no later than **12 noon on 27 March 2020.**

Shetland Charitable Trust (SCT) takes your personal data and our obligations as a Data Controller under Data Protection Laws very seriously. The information provided by you will be stored by SCT on a central electronic database and will be used in a number of ways by SCT when processing any funding applications made by you or your organisation, monitoring grants awarded, related administration and evidencing its grant-giving charitable activities.

The information will not be transferred outwith SCT without your explicit consent, subject only to the transfer being necessary for SCT to comply with a legal obligation. SCT will only process your personal data in accordance with the Data Protection Laws. Please contact us if you have any queries about how your information will be used.

**You can email your application form and supporting documents to** [**grants@shetlandcharitabletrust.co.uk**](mailto:grants@shetlandcharitabletrust.co.uk)

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

**Or post your application and supporting documents to:**

**Shetland Charitable Trust**

22 - 24 North Road

Lerwick

Shetland

ZE1 0NQ

Tel. (01595) 744994

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