

Programme One – Community Services and Infrastructure

About this Guidance

This guidance is split into three main sections, all of which are important for potential grant applicants.

1. Is Small Grants the Correct Programme for You?
2. How to Apply
3. Our Strategy

1. Is Small Grants the Correct Fund for You?

The Shetland Charitable Trust is a community-based funder, we exist to improve the quality of life in Shetland.

Our funding aims to ensure activities and facilities that could not otherwise exist in the islands, operate with some stability and become embedded in the community to ensure sustainable value to Shetland's residents.

Our long-term perspective improves stability, but this does place limitations on our ability to fund every good application that is received.

Who are Small Grants for?

Under Small Grants we accept applications from any constituted community groups and registered charities (see definitions) with an annual income (see definitions) less than £100,000.

What can a Small Grant Fund Cover?

Small Grants can be considered for Revenue funding, utilised to cover the expenses associated with delivering charitable day-to-day services or activities. Alternatively Small Grants can be considered for capital costs associated with the purchase of equipment or the adaption of buildings that meet one or more of our Quality of Life goals.

Our Goals

Through Small Grants, like all our funding, we aim to positively impact one or more of our Quality of Life goals outlined in our Strategy. Applicants that are likely to help us deliver our Quality of Life goals are more likely to receive support.

Enabling Strong and Resilient Organisations: Our goal is to enable strong and resilient charitable and voluntary organisations which enhance quality of life, respond to need, and adapt to changing conditions.

Community Wellbeing: Our goal is to foster a community enriched by social, cultural, and leisure experiences and a healthy environment.

Individual Wellbeing: Our goal is to open doors to physical activity and mental wellbeing so that individuals can actively pursue wellness in all its forms.

Everyone Matters: Our goal is for individuals facing crisis or enduring long-term disadvantage to be able to access compassionate support, practical help, and empowering solutions.

Generational Fairness: Our goal is for Shetland to be a place where the young and elderly are respected, can thrive, and prepare for the future on their own terms.

The Trust has a long-term perspective, and our success is intertwined with the achievements and success of the organisations we support.

Our Principles

Those who can demonstrate alignment with our guiding principles are also more likely to be successful.

Equality, Inclusion and Accessibility: Our goals are better achieved when different voices and needs are heard and responded to, and impact experienced across our islands.

Sustainability: We are focussed on meaningful change for residents and helping to ensure Shetland is looked after for future generations.

Outcome-led: A strong focus on outcomes helps us and our supported organisations make good decisions, adapt to changing conditions, and maximise impact.

Collaboration: We believe working effectively together will lead to better solutions and create more impact.

Specifics of Funding

Small Grants has a maximum award of £5,000 per applicant, per year.

Applications for Revenue funding can span from one year to a maximum of four years (or until 2029/30, whichever is shorter) However, new applicants without a prior history with the Trust may initially receive only one year of funding. They can then reapply to establish a track record with the Trust.

Alternatively, Small Grants can be allocated for capital costs associated with purchasing equipment or adapting buildings aligned with our goals. For instance, procuring equipment to enhance accessibility for individuals with physical disabilities, enabling their participation in mainstream activities.

We do not fully fund projects, services, or activities. Organisations can request funding of up to 90% of total eligible costs.

Who and What Cannot be Considered for Funding?

Any organisation applying for, or in receipt of, a Large Grant are not eligible to apply for a Small Grant.

We will not consider applications from:

- Community Councils
- Churches or organisations promoting a religion

We are happy to fund most revenue costs, however there are certain costs and activities that we would not consider supporting:

- Services, Activities or Projects that are not deemed to be charitable
- Services, Activities or Projects that are not Shetland based
- Direct Employment costs of applicant
- Funding for individuals
- Statutory services or responsibilities or the replacement of statutory revenue
- Purchase costs of buildings and/or land
- Capital Costs of memorials or statues
- School parent councils for activities and equipment for curricular use
- Projects, services and activities, which incorporate the promotion of political or religious beliefs
- Retrospective costs already incurred by the applicant
- Loan payments

2. How do I Apply for Funding?

Our application process is competitive, and while we strive to support all submissions, we may not be able to fund everyone.

Timeline

Our indicative annual timeline for the Small Grant scheme is:

November	Small Grant Scheme opens for new applications
January	Closing date for new applications
February	Final decision
April	Payment of funding

If the total available funding for Small Grants is not fully utilised, the scheme may reopen for new applications. In such cases, we strive to provide a decision within six weeks of receiving the application.

Organisations can apply for one year of funding, but those seeking Revenue funding are encouraged to submit multi-year applications. Indicative future year funding may be offered, contingent upon the organisation's compliance with grant conditions and the approved use of funds.

What Information Does my Organisation Need to Apply?

Applicants must have a minimum of three members on their group or charity's management committee or board, with at least two members being unconnected. "Unconnected" refers to individuals who are not related by blood, married, in a relationship, or residing at the same address.

Supplementary Information Required

Please note that applications will require the following supplementary information:

- Copy of applicants Governing documents;
- Copies of most recent independently verified financial statements;
- Copy of a recent bank statement in the name of the group or charity;
- Organisation's Management Committee / Board Representatives;
- Copies of Adult/Child Protection policies and procedures, if appropriate;

Are there any specific conditions for successful applicants?

Evaluation of Small Grants

The Trust will require you to complete a short evaluation form explaining what you used the grant for and what difference it made. You will also be asked to provide brief information on the finances of the project. This must be completed by 31st May in the financial year that follows award of grant.

Organisations awarded multi-year funding must provide independently reviewed financial statements within six months of the end of the period for which the grant was given.

The Trust will randomly select a small number of grant awards each year to evaluate in more detail for audit and governance purposes. If selected you may be required to provide additional information if requested.

What Happens When We Apply?

Once we receive your application, we will acknowledge receipt by email. Therefore, to ensure your application is processed, please contact us if you do not receive an acknowledgement.

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

If your application is successful:

Successful applications will be issued with a grant offer letter. This should be signed and returned within 6 weeks of the date of offer, failing to do so may result in the grant offer being withdrawn.

Your organisation must comply with the grant conditions and use the grant only for the agreed purpose.

If your grant application is unsuccessful:

The organisation will be informed of the main reasons it was not successful.

Application Forms

The application form can be found on the Trust website: www.shetlandcharitabletrust.co.uk or can be emailed by contacting grants@shetlandcharitabletrust.co.uk

Completed Application Forms should be emailed to: grants@shetlandcharitabletrust.co.uk

3. Our Strategy

Our Purpose

Our purpose is to improve quality of life in Shetland. We support community-based voluntary and charitable organisations to provide services and associated facilities that help individuals and our community to thrive.

Our Approach to Success

Success is described in our Quality of Life goals. We aim to improve individual and community wellbeing, reduce disadvantage and improve generational fairness.

We know strong and resilient charitable and voluntary organisations are vital if we are to achieve these goals.

Our Goals

Through our Small Grants, as with all our funding, we want to support projects and activities that support our Quality of Life goals as described below:

Enabling Strong and Resilient Organisations: Our goal is to enable strong and resilient charitable and voluntary organisations which enhance quality of life, respond to need, and adapt to changing conditions.

Community Wellbeing: Our goal is to foster a community enriched by social, cultural, and leisure experiences and a healthy environment.

Individual Wellbeing: Our goal is to open doors to physical activity and mental wellbeing so that individuals can actively pursue wellness in all its forms.

Everyone Matters: Our goal is for individuals facing crisis or enduring long-term disadvantage to be able to access compassionate support, practical help, and empowering solutions.

Generational Fairness: Our goal is for Shetland to be a place where the young and elderly are respected, can thrive, and prepare for the future on their own terms.

Our principles

Our decision making and activity are guided by the following principles:

Equality, Inclusion and Accessibility: Our goals are better achieved when different voices and needs are heard and responded to, and impact experienced across our islands.

Sustainability: We are focussed on meaningful change for residents and helping to ensure Shetland is looked after for future generations.

Outcome Led: A strong focus on outcomes helps us and our supported organisations make good decisions, adapt to changing conditions, and maximise impact.

Collaboration: We believe working effectively together will lead to better solutions and create more impact.

Definitions

Annual Income – The income your organisation received during the financial year. If your organisation has been in receipt of one off funding for a capital project, or such like, this will be reviewed when assessing application. If we are in agreement this can be deducted from your income to determine eligibility for scheme.

Constituted Community Group – A group of people who come together to work toward a common agreed charitable purpose. The group is run on a voluntary basis and is set up as an organisation with a management committee, constitution and bank account in its own name. The group is not registered as a charity or with any regulatory body.

Registered Charity – A voluntary organisation set up only for charitable purposes and to provide public benefit. It's registered with the Office of the Scottish Charity Regulator (OSCR) and will have a charity number.