Viking Community Fund – Community Grant Scheme (CGS)

Application Guidelines

☑ Applying for £50 - £1,000 (Tier 1)
☑ Applying for over £1,001 (Tier 2 – up to 3 community councils)
☑ Applying for £200 - £15,000 (Tier 3 – more than 3)

Before you begin

All sections of the online application must be completed, and you must upload the other documents we require for due diligence. To give your application the best chance of success, please be concise in your answers to ensure the key information and details of your project are captured. A full list of questions for the online application are attached as an appendix to these guidelines.

Key information

Who can I contact if I have any questions or need guidance completing the online application?	Eleanor Gear Fund Manager 07538417175 Eleanor.gear@scbf.org.uk

How much funding is available to the CGS?	The CGS has an overall annual funding pot of £356,500.
	
	£221,500 will be divided between all Shetland community council areas, with the four areas that have a Viking turbine receiving five shares and the other 14 receiving one share.
	
	  - 1 share area = £6,515
	  - 5 share area = £32,575
	
	Tier 3 has a funding pot of £135,000 annually and the fund will open 3 times per year.

How much can I apply for?	• Between £50 and £1,000 Tier 1 Application Form. • Over £1,001 Tier 2 Application Form. • Projects covering more than 3 community council areas for costs between £200 and £15,000 Tier 3 Application Form. • SCBF encourage all applicants to seek additional funding from alternative sources.
Where does this money come from?	The Community Grant Scheme is financed from the Viking Community Fund.
Which areas can benefit from the fund?	The community council areas of Bressay, Burra and Trondra, Delting, Dunrossness, Fetlar, Gulberwick, Quarff and Cunningsburgh, Lerwick, Nesting and Lunnasting, Northmaven, Sandness and Walls, Sandsting and Aithsting, Sandwick, Scalloway, Skerries, Tingwall, Whiteness and Weisdale, Unst, Whalsay and Yell.

How are decisions made?	SCBF, with input from the relevant community council will decide on Tier 1 and Tier 2 applications. Tier 3 applications will be scored against set criteria, appraised by SCBF staff and decided upon by a panel of SCBF officers.
When are decisions made?	**Tier 1 and Tier 2** SCBF aim to return decisions on applications within 8 weeks of receiving them. However, you will be advised as soon as possible if the community council you are applying to anticipate any delay to this timescale. **Tier 3** *(see table below)* We'll contact you within two weeks of the panel meeting date to let you know whether your application has been successful or not.

Tier 3

Deadline	Panel meets
30th September	Mid November
31st January	Mid March
31st July	Mid September

What can grants be used for?	Community-focussed or charitable activities which: • Sustains and develops the local community • Represents value for money – evidence that the project has a high impact for the amount of grant • Shows community involvement – evidence that the community is engaged in the development and implementation of the project • Is financially viable – evidence that the project will be maintained beyond the period of grant funding (if applicable) Grant requests to support a wide range of costs and activities will be considered, for example equipment costs, consultations, maintenance, or refurbishment of community facilities etc.
Who can apply?	• Groups or organisations which need funding to support projects or activities consistent with the purposes listed above may apply for a grant. • You don't need to be a registered charity to apply, but your organisation must have a constitution (governing document or set of rules) and be set up on a not-for-profit basis. If you are unsure if your group is eligible, contact us for advice.
Are there any activities you're unable to support?	• The advancement of religion or party politics. • Activities that are generally understood to be the exclusive responsibility of a statutory authority. • Projects primarily benefiting residents outside Shetland. • Activities contrary to the interests of VEWF or its affiliates. • Activities likely to bring VEWF or its subsidiaries into disrepute. • Anti-renewable energy/wind farm activities.

	• Trips abroad unless for educational purposes. • General fundraising appeals or activities. • Retrospective funding (i.e. paying for costs incurred before a decision on an application to the Fund for support can be made). • Individuals for their direct gain • The purchase of firearms • Fees for performing at an event • Fees for professional media broadcasting of an event
How many times can I apply?	**Tier 1 and Tier 2** • You can apply for more than one Tier 1 grant per year, up to a total value of £2,000, but not towards the same expense (the year begins from the date of your first successful grant offer letter) • You can apply for one Tier 2 grant per year (a year is defined as 12 months from the date on your last successful grant offer) but not towards the same expense as a Tier 1 grant. • You can apply for the same project if 12 months have passed since you were last awarded funds for that project, however, be aware, repeat applications may gather less support as projects, where appropriate, should be self-sustaining. **Tier 3** • You can only apply once annually to the Tier 3 fund. If you have successfully secured an award, you must wait 12 months from the date on your last successful grant offer letter before reapplying. • You can apply for the same project if 12 months have passed since you were last awarded funds for that project, however, be aware, repeat applications may gather less support as projects, where appropriate, should be self-sustaining.
When must grants be spent by?	• Any grant received should be spent within 12 months of being awarded. Applicants should advise SCBF of any delays to their projects.

Guidance on completing the online application form
General guidelines	• You will be asked to create a user account on our website prior to completing an online application. • The user account will be personal to you and you will be able to submit applications for multiple organisations from a single login account. • Please complete all relevant sections. You will be unable to move through the online application where a mandatory field hasn't been completed. • In order to give your application the best chance of success, please provide as much information as possible for each section but be concise so as not to lose the essence of what your project is about. • Please don't write 'see attached' on any part of the form as a substitute for information – although if you wish to include other documents (besides your constitution and accounts) with which to support and supplement your application then you are welcome to do so. These can be added at the end by uploading 'additional supporting documents'. • Please round figures up to the nearest pound.

viking energy
Harnessing Shetland's natural resources

Living Wage Scotland

- We cannot assess a T2 or T3 application without a copy of a signed constitution (or other governing document) and we also need a copy of your most recent audited accounts or, for new groups, a projection of the first year's income and expenditure.
- We require at least two competitive quotations for equipment, vehicles, or refurbishment work. Please supply these. If this is not possible or appropriate, please tell us why.

What happens next?

Tier 1 and Tier 2

SCBF will check the eligibility, sustainability and achievement of fund priorities prior to sending Tier 1 and Tier 2 applications onto the relevant community council. A decision should be made and advised within 8 weeks of receiving your application. Any delays will be advised as soon as possible.

For Tier 3

SCBF will check the eligibility, sustainability and achievement of fund priorities and will score your application against set criteria. An appraisal will then be drafted for a panel of SCBF officers who will make the final decision on whether to award any funding. A decision on your application should be made within four weeks of the fund closing date.

All Tiers

SCBF will issue successful applicants a grant offer letter with terms and conditions and will issue payment via BACS once grant conditions (if required) are met. Payments will either be in full or in instalments depending on the project's requirements. SCBF will support successful projects to complete monitoring and evaluation. If an application is unsuccessful you will be informed of the reason.

If you are unable to apply online, please contact SCBF who will be happy to assist you in completing an electronic or hard copy application form.

Appendix 1 – Tier 1 Application Questions

Tier 1 Applications - Questions	
Contact Details	- Name of Group: - This should be the name that appears on your group's governing document and bank account statement. - I am applying on behalf of: - You will be able to select from a list – charity, group or individual. - Contact name: - This should be the person we address any correspondence with regarding the applications, such as requests for further information or any grant offer. - Correspondence address with postcode - Telephone number – daytime and alternative: - The number of the main contact named on the application. - Contact email: - This will be the email address we will use to send any correspondence regarding the application. - Which community council you are applying to for support:* - You will be able to select from the list of 18 community councils. *applications to more than 1 community council, up to a maximum of 3, will be able to select multiple cc's when applying and will also be asked how they wish to divide their funding reaquest between the community councils.
Project details	- Is this a new or existing project? - You will be able to select from a list – new or existing. - Please describe the project you are looking for funding for? - We suggest you cover, - What you want to do - How you will do this - Will the community be involved in delivery of the project - If an existing project, explain how it has been funded to date - Explain how the project will meet one of more of the scheme's objectives - Will it sustain and develop the local community? - Will it enhance quality of life for local residents? - Will it encourage community activity - Describe the outcome(s) you hope to achieve from the project and how this will impact your community? - How much does your project cost? - How much money are you applying for?
Supporting Documents	A copy of your most recent bank statement, dated within the last 3 months

Appendix 2 – Tier 2 Application Questions

Tier 2 Applications - Questions	

Contact Details	• Name of Group:
	   o This should be the name that appears on your group's governing document and bank account statement.
	• I am applying on behalf of:
	   o You will be able to select from a list – charity, group or individual.
	• Contact name:
	   o This should be the person we address any correspondence to regarding the application, such as requests for further information or any grant offer.
	• Correspondence address with postcode
	• Telephone number – daytime and alternative:
	   o The number of the main contact named on the application.
	• Contact email:
	   o This will be the email address we will use to send any correspondence regarding the application.
	• Which community council you are applying to for support:*
	   o You will be able to select from the list of 18 community councils.
	
	*applications to more than 1 community council, up to a maximum of 3, will be able to select multiple cc's when applying and will also be asked how they wish to divide their funding reaquest between the community councils.

Information about your organisation	• What are the main activities of your organisation and what service do you provide
	   o Please provide a brief overview of your group, e.g. its aims and objectives, an outline of who you benefit/support
	• Charity/business registration number (where applicable)
	• Number of people:
	   o How many members does your management committee have – not just office bearers
	   o How many regular volunteers do you have
	   o Based on a 40 hr week, how many full-time equivalent staff do you employ
	   o If successful, how many additional staff will you employ

Financial Information	• What is your main source of income
	   o E.g. local fundraising, grants, charges for services
	You will be able to select from a list – new or existing.
	• Total income and surplus/deficit for last accounting year
	   o These figures should match those in your approved annual accounts submitted with the application
	• Current unrestricted reserves and why they cant be used for this project
	   o Unrestricted reserves are money which is not already committed for a particular use.

Project details	• Please describe the project you are looking for funding for?
	   o We suggest you cover,
	      o What you want to do
	      o How you will do this
	      o Where will the project take place
	      o Who will lead the project

	- Explain how the project will meet one of more of the scheme's objectives - Will it sustain and develop the local community? - Will it enhance quality of life for local residents? - Will it encourage community activity - Does it meet any of the SCBF strategic priorities - Describe the outcome(s) you hope to achieve from the project and how this will impact your community? - Community need, involvement and support - Have the community shown a need for this project - Have they been involved in its development - Have they shown support (letters of support, fundraising) - Will the community be involved in the delivery of the project - How will you maintain/sustain your project - If the project will continue beyond the period of grant funding, how do you intend to continue it, including how you will secure any funding. - Is this a new project - If no, how has it been funded to date - Does your project require any permits of planning permission - Are these in place? If yes, upload as supporting document.
Budget	- How much does your total project cost and how much are you applying for? - If your application is being split across multiple community councils (up to 3), you have to detail how much each community council is being asked to fund - A full cost breakdown of the project - An accurate list of the costs involved in the project, including those you are not requesting a grant towards. - An explanation of how you have sourced best value for any purchases/services - A project budget plan can be uploaded as 'other supporting documents' - Other sources of funding - If your total project cost also requires other funding (including contributing your own funds), you will be asked to list all the other funding sources, amounts being applied for, status of your applications (i.e. approved/pending) - If you haven't applied for other funding you will be asked why - What will happen if we cant award you this grant in full, i.e. part award of no award - Can the project continue without this funding? - Can the project still be achieved but scaled back?
Supporting Documents	- A signed copy of the organisation's constitution - Latest annual accounts (independently verified) - A copy of your most recent bank statement, dated within the last 3 months - Project budget plan (if applicable) - A copy of the organisation's child protection/vulnerable adult policy (if applicable) - Additional documents (i.e. letters of support, quotes for work/services)
Checklist	We will ask you to select yes, no or not applicable to the following questions - The group has appropriate procedures to carry out the project safely - The project doesn't require retrospective funding - Any salaries are paid at, or above, the Living Wage - If requested, you can provide details on an independent referee

Appendix 3 – Tier 3 Application Questions

Tier 3 Applications - Questions	
Contact Details	- Name of Group: - This should be the name that appears on your group's governing document and bank account statement. - I am applying on behalf of: - You will be able to select from a list – charity, group or individual. - Contact name: - This should be the person we address any correspondence to regarding the application, such as requests for further information or any grant offer. - Correspondence address with postcode - Telephone number – daytime and alternative: - The number of the main contact named on the application. - Contact email: - This will be the email address we will use to send any correspondence regarding the application.
Information about your organisation	- What are the main activities of your organisation and what service do you provide - Please provide a brief overview of your group, e.g. its aims and objectives, an outline of who you benefit/support - What areas of Shetland benefit - Charity/business registration number (where applicable) - Number of people: - How many members does your management committee have – not just office bearers - How many regular volunteers do you have - Based on a 40 hr week, how many full-time equivalent staff do you employ - If successful, how many additional staff will you employ
Financial Information	- What is your main source of income - E.g. local fundraising, grants, charges for services You will be able to select from a list – new or existing. - Total income and surplus/deficit for last accounting year - These figures should match those in your approved annual accounts submitted with the application - Current unrestricted reserves and why they cant be used for this project - Unrestricted reserves are money which is not already committed for a particular use.
Project details	- Please describe the project you are looking for funding for? - We suggest you cover, - What you want to do - How you will do this - What areas of Shetland will benefit - Where will the project take place - Who will lead the project - Explain how the project will meet one of more of the scheme's objectives - Will it sustain and develop the local community? - Enhance quality of lie for local residents? - Encourage community activity

	- SCBF strategic priorities - Describe the outcome(s) you hope to achieve from the project and how this will impact your community? - Community need, involvement and support - Have the community shown a need for this project - Have they been involved in its development - Have they shown support (letters of support, fundraising) - Will the community be involved in the delivery of the project - How will you maintain/sustain your project - If the project will continue beyond the period of grant funding, how do you intend to continue it, including how you will secure any funding. - Is this a new project - If no, how has it been funded to date - Does your project require any permits of planning permission - Are these in place? If yes, upload as supporting document.
Budget	- How much does your total project cost and how much are you applying for? - If your application is being split across multiple community councils (up to 3), you have to detail how much each community council is being asked to fund - A full cost breakdown of the project - An accurate list of the costs involved in the project, including those you are not requesting a grant towards. - An explanation of how you have sourced best value for any purchases/services - A project budget plan can be uploaded as 'other supporting documents' - The fund will accept a multi-year project. If you are applying for a multi-year project use the cost breakdown section to detail how much you are seeking each year. - Other sources of funding - If your total project cost also requires other funding (including contributing your own funds), you will be asked to list all the other funding sources, amounts being applied for, status of your applications (i.e. approved/pending) - If you haven't applied for other funding you will be asked why - What will happen if we can't award you this grant in full, i.e. part award of no award - Can the project continue without this funding? - Can the project still be achieved but scaled back?
Supporting Documents	- A signed copy of the organisation's constitution - Latest annual accounts (independently verified) - A copy of your most recent bank statement, dated within the last 3 months - Project budget plan (if applicable) - A copy of the organisation's child protection/vulnerable adult policy (if applicable) - Additional documents (i.e. letters of support, quotes for work/services)
Checklist	We will ask you to select yes, no or not applicable to the following questions - The group has appropriate procedures to carry out the project safely - The project doesn't require retrospective funding - Any salaries are paid at, or above, the Living Wage - If requested, you can provide details on an independent referee