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**Viking Community Fund – Guidance for Young People applying for Bursary Funding**

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| **Before you begin** |
| All sections of the application must be completed, and you must send the other documents we require for due diligence. A full list of questions for the application are attached as an appendix to these guidelines. |

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| **Key information** | |
| Who can I contact if I have any questions or need guidance completing the application? | Eleanor Gear Fund Manager 07538417175 Eleanor.gear@scbf.org.uk |
| How much funding is available? | The VCF Bursary fund has an annual funding pot of £75,000 |
| How much can I apply for? | The maximum amount of financial support annually to any student £1,000 per year.  You may apply annually for the duration of your course or apprenticeship, up to a maximum of 4 years. |
| Where does this money come from? | The Bursary Scheme is financed from the Viking Community Fund. |
| How are decisions made? | SCBF staff will review the eligibility of your application and prepare an appraisal document for a panel of SCBF directors who will make awards based on budget availability. |
| When can I apply and when are decisions made? | |  |  | | --- | --- | | Applications open | 25th October 2024 | | Applications close | 29th November 2024 | | Decisions advised | Mid-December | | Funding awarded | Mid-January |   We’ll contact you within two weeks of the panel meeting date to let you know whether your application has been successful or not. |
| What can bursaries be used for? | Financial support will be available to support the following expenses,   * Course fees * Travel costs * Accommodation when attending apprenticeship/course * Equipment required to study |
| Who can apply? | The fund will be open to any young person up to the age of 25 who live in Shetland and are undertaking either,   * An apprenticeship in Shetland (which may include some off-island college attendance) * A college or university course at Shetland UHI   You will be required to:   * Provide evidence of your place on the course/apprenticeship * Provide evidence of your home address * Accommodation contract (if you are seeking support with this) * Employment contract (for apprentices)   If the scheme is oversubscribed, SCBF will give priority to an apprenticeship or college course which helps a young person stay in, or move into, the area. Priority will also be given to young people/students in their final year of an apprenticeship/course and to those who haven’t previously applied.  Successful applicants will be asked to provide a photo of themselves and a quote on how the bursary will assist you in your studies. This will be used for online fund promotion. |

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| **Guidance on completing the application form** | |
| General guidelines | * Please complete all relevant sections. Incomplete applications will be returned. * In order to give your application the best chance of success, please provide as much information as possible for each section. * 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 those requested at the end of the application) with which to support and supplement your application then you are welcome to do so. * Completed applications should be sent to [admin@scbf.org.uk](mailto:admin@scbf.org.uk) |

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| **What happens next?** |
| SCBF staff will review the eligibility of your application and prepare an appraisal document for a panel of SCBF directors who will make awards based on budget availability. A decision should be made and advised within 2 weeks of the panel meeting date. Any delays will be advised as soon as possible. |