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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 | 1st June 2025 | | Applications close | 31st July 2025 | | Decisions advised | Late August 2025 | | Funding awarded | September 2025 |   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. |

**Appendix 1 – Application questions**

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| **Business Support for Apprenticeship - Application Questions** | |
| Section 1 Contact Details | * Contact name:   + This should be your full name * Address including postcode   + This should be your home address * Telephone number – daytime and alternative (i.e. mobile) * Contact email:   + This will be the email address we will use to send any correspondence regarding the application. * Date of birth   o Bursary funding is only available for young people between the ages of 16 and 25 |
| Section 2 Course Details | * What are you going to be studying   + The subject area, i.e. childcare, business administration, joinery, mechanical engineering * What is the name of the course/apprenticeship   + i.e. BA Childcare, HNC Business Administration, Modern Apprenticeship in Joinery, Graduate Apprenticeship Accounts * Why do you need the funding   + Course fees – eligible costs would be those not already covered as part of your college course/apprenticeship framework, i.e. over and above the course content. This may be an advanced certificate -   + Travel costs – If you are 22 and under, it is expected that you can utilise free bus travel and would not be eligible to apply for travel costs. However, where this isn’t possible, and you can give a strong reason, you can apply for travel costs, i.e. you live in Walls and your apprenticeship is taking place in Eshaness as this isn’t on a bus route.   + Accommodation when attending course/apprenticeship – this is an eligible cost where you are living away from your main residence to attend college in Lerwick or block release on the mainland.   + Equipment required to study   + Laptop – up to £450 towards the cost   + Tools – this may be joinery tools, mechanical tools, books for studying, hairdressing scissors, art supplies etc.   + Subsistence – you can apply towards the costs of food/drink if you are attending college for block release on the mainland as part of your apprenticeship up to a maximum of £25 per day.   + General living costs are not eligible for funding. * Please give a breakdown of the costs and any evidence of what you will spend the funding on   + If you are applying for multiple costs, i.e. equipment (tools/laptop etc) and also subsistence, please detail each cost. For example, £450 for a laptop, £100 for books, £100 for travel/subsistence etc. * Have you applied for any other help with funding   + SAAS – Student Awards Agency Scotland for a student loan or course fees   + EMA – Education Maintenance Allowance, means tested funding delivered by Shetland Islands Council * Can you detail how the bursary may benefit the local area through your studies   + Are you studying a subject or undertaking an apprenticeship that will lead to employment in Shetland?   + Is there a skills shortage locally in what you are studying, i.e. hairdressing, joinery, mechanical engineering, fisheries etc |
| Section 3 Referee | * Do you have someone to support you application who is not a relative   + This could be a teacher, apprenticeship training provider or employer * Supporting person’s name * Relationship to you   + Teacher, employer * Supporting person’s email address * Supporting persons phone number |
| Section 4 Documents | * Evidence of place on apprenticeship/course   + Enrolment form or employment form * Evidence of home address   + Bank statement (you can blank out the transactions), * Other supporting documents   + If you are hoping to use the bursary to purchase tools, we would appreciate if you could attach a quote to your application. |