

**Viking Community Fund – Guidance for Young People applying for funding to support an accredited training course**

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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.  |

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| **Key information** |
| Who can I contact if I have any questions or need guidance completing the application? | Eleanor GearFund Manager07538417175Eleanor.gear@scbf.org.uk |
| How much funding is available? | The VCF Accredited Training Fund for young people has an annual funding pot of up to £20,000 |
| How much can I apply for? | The maximum amount of financial support towards any accredited training course is £1,000.  |
| Where does this money come from? | The Accredited Training Fund is financed from the Viking Community Fund. |
| How are decisions made? | SCBF will review the eligibility of your application and make awards based on budget availability.  |
| When are decisions made? | The fund will open on the 11th of November 2024Applications will accepted and considered throughout the year in recognition that courses have various start dates.We’ll contact you within two weeks from the month end in which you applied to let you know whether your application has been successful or not. |
| What can funding be used for? | Financial support will be available to support the following expenses incurred as part of an **accredited** training course,* Course fees
* Travel costs
* Overnight accommodation when attending course
* Equipment required for the course
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| Who can apply? | The fund will be open to any young person, not in full time education, up to the age of 25 who lives in Shetland and can supply one of the following,* A justification on how the accredited training will help their employment prospects along with a personal reference (from a person not related to you)

or* A justification on how this will assist them in their current employment along with a letter of support from their employer for the training course.

You will be required to:* Provide evidence of your place on the training course
* Provide costs for the training course
* Provide evidence of your home address

Successful applicants will be asked to provide a photo of themselves and a quote on how the funding has helped them. 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.
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| **What happens next?** |
| SCBF will review the eligibility of your application and make awards based on budget availability. A decision should be made and advised within 2 weeks of within two weeks from the month end in which you applied to let you know whether your application has been successful or not. Any delays will be advised as soon as possible. |