

Viking Community Fund – Strategic Fund Guidelines

SCBF inviting proposals to Strategic Proactive Fund



Sustaining & developing Shetland communities

Before you begin

The projects supported by the proactive fund will achieve long term impact on the complex solutions needed for some of the fund priorities outlined in [‘A Lasting Legacy for Shetland’](#) Business Plan.

The Proactive Fund is a closed fund where SCBF takes a focused and engaged approach with stakeholders to initiate projects. The projects supported by the proactive fund will achieve long term impact on the complex solutions needed for some of the fund priorities e.g. better broadband.

This guidance details the information required for a proactive fund proposal. To give your application the best chance of success, please provide as much information about your project as possible. Incomplete proposals will be returned.

It is recognised these proposals need development by a range of stakeholders and may need advanced discussion with Shetland Community Benefit Fund to develop a proposal.

If a project is identified, SCBF will encourage that a formal proposal is submitted. An overview of information required has been created for this purpose. However, if you feel your organisation could make a difference to any of the strategic priorities and you would like to discuss the proactive funding please contact SCBF for an initial conversation.

Please note: this guidance is only for proposals to the [Viking Community Fund – Proactive Strategic Fund](#)

Key information

Who can I contact if I have any questions or need guidance completing this form?	Eleanor Gear Fund Manager 07538417175 Eleanor.gear@scbf.org.uk
What is a closed fund?	A closed fund is where initial engagement between SCBF and the applicant has taken place, and an overview of the proposal for funding has been shared, before a formal application is submitted.
How much can I apply for?	<ul style="list-style-type: none"> • Applications of over £10,000 can apply to the proactive strategic fund. • Applications over £50,000 for strategic fund grants must in the first instance be discussed with SCBF who will also discuss with the SSE Community Fund Manager. • The level of funding requested should demonstrate value for money in terms of outputs achieved. • SCBF encourage all applicants to seek additional funding from alternative sources as part of their overall project costs.
Where does this money come from?	The Strategic Fund is financed from the Viking Community Fund.

Which areas can benefit from the fund?	Individual communities, areas of Shetland or Shetland-wide.
How are decisions made?	SCBF will actively engage with stakeholders on the priority areas identified by the consultation. Once a project is identified and discussed it is expected that a formal proposal will be submitted for consideration. The SCBF board will make the final decision on funding.
When are decisions made?	SCBF recognise that proactive projects and the proposals associated with them will take time to develop. Initial ideas are likely to require further engagement prior to pulling them together into a complete proposal. SCBF directors will therefore make funding decisions on these projects as and when proposals are received.
What can grants be used for?	<p>Community-focussed activities which ‘sustain and develop Shetland’s communities’ and meet one or more of the strategic priorities of the fund:</p> <ul style="list-style-type: none"> • More younger people wanting to stay and/or come back to Shetland. • Better transport links within and between communities. • Better broadband and/or mobile phone connections. • Reduced cost of living in Shetland. • Improved housing supply and affordability. • Preservation and enhancement of Shetland's natural environment. <p>Requests to support projects must evidence how they will achieve the priorities of the Viking Community Fund as detailed in the 2024-29 A Lasting Legacy for Shetland Business Plan.</p> <p>SCBF are a ‘project funder’ and would not be looking to support an organisations ongoing core running costs, however, in exceptional circumstances SCBF will consider short-term assistance of core costs to support during a period of organisational transition.</p> <p>SCBF do not aim to fund 100% of projects. We want to add value and not replace existing funding. Applicants are encouraged to also apply to other funders as part of the overall funding package for their project.</p>
Who can apply?	<ul style="list-style-type: none"> • 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. • Businesses are also eligible to apply for support where their project meets the strategic priorities of the fund. • Statutory bodies are not eligible for the fund.
Are there any activities you’re unable to support?	<ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • Activities contrary to the interests of VEFW or its affiliates. • Activities likely to bring VEFW or its subsidiaries into disrepute. • The costs of energy consumption. • 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?	<ul style="list-style-type: none"> • A single proposal, irrespective of value, can be accepted annually. You cannot reapply to the scheme until 12 months has passed since your last grant offer. • You can apply for a multi-year project up to a maximum of 5 years.
When must grants be spent by?	<ul style="list-style-type: none"> • Any grant received should be spent within one year of being awarded. However, SCBF may fund multi-year projects up to 5 years. For longer term or multi-year projects, funds will be released in stages and only on successful completion of evaluation and monitoring of the project outputs.

Guidance for proposals to the Proactive Strategic Fund

General guidelines	<p>Proposal submissions should be no more than 8 pages and must include the following information,</p> <ul style="list-style-type: none"> • Contact details • Project outline - what you hope to achieve and how this will be achieved. • Justification of need for the project. • How the project will achieve the priorities of the Viking Community Fund as outlined in the 2024-29 A Lasting Legacy for Shetland Business Plan. • Involvement of community and/or other stakeholders in the development and delivery of the project • The outcomes the project aims to achieve • Project costing – this should include multiple quotes where appropriate (equipment, vehicles, or refurbishment work etc) • Project sustainability – how will you ensure the project remains viable once Viking Community Funding ends • Environment – how will you ensure the project achieves a positive or neutral impact on Shetland’s environment
Supporting Documents	<ul style="list-style-type: none"> • The name of your business should be the same as that registered with Companies House. • If you are a registered charity, please supply the Charity Number. <p>Financial</p> <ul style="list-style-type: none"> • A copy of your most recent annual accounts. They should be signed by a member of

your management. We will be unable to progress your proposal if you do not send these or if your accounts are out of date.

- Groups who have not yet completed one full year must contact Shetland Community Benefit Fund.
- Please tell us what the difference was in your last year's accounts between the money coming in and going out (your surplus or deficit). Please also tell us about any unrestricted reserves you have and tell us if these cannot be used for the project you are applying for help with. (Unrestricted reserves are general funds held by the organisation, as opposed to restricted reserves which will have been provided by a funder or donor only for a particular purpose or project.)

Additional considerations

- SCBF is a Living Wage Friendly Funder; therefore, we would expect any roles paid for through our funding to meet or exceed the Living Wage. If it does not, then we can work with you to find a solution to this. Please see the Living Wage website <http://www.livingwage.org.uk/friendly-funders>.
- Please note that 'account name' should give the exact name in which your account is held. We expect this to be the same as the name of your group (as shown on your constitution) and if it isn't we may not be able to give you a grant. We cannot deposit money to bank accounts in the name of an individual.
- We expect organisations to require at least two unrelated people to authorise payments from their account. If this is not the case, we may not be able to award you any funding.
- Safety is our key priority. Please give evidence that you have considered the safety implications of your project, if applicable, and provide evidence of this by providing documentation to show the correct policies are in place i.e., Child Protection/Vulnerable Adults policy, insurance certificates or licences.

Applying to us

- SCBF will not accept proposals to the proactive strategic fund prior to initial contact and engagement with applicants.
- Following engagement with organisations and stakeholders within our identified priority areas we will provide the appropriate guidance required to move your project from an idea into a proposal ready for submission.
- We cannot assess an 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.

If you require further information, please contact Eleanor Gear SCBF Fund Manager

07538 417 175

Eleanor.gear@scbf.org.uk

What happens next?

You will receive a confirmation email that your application has been received by SCBF. In some cases, we'll contact you by phone to ask for any additional information needed, sometimes this isn't necessary.

If you will be unavailable for any time during that period, please include a note to that effect, as your

proposal may not be considered if we can't contact you. You'll be notified of the SCBF board's decision in writing within 6 weeks of the formal submission. Any grant received must be spent within one year of award unless otherwise agreed or appropriate for your project.