



## Grants Application Guidance

Thank you for your interest in the Stronsay Community Fund (SCF). These guidelines will help you to fill in the application form. You might have already discussed your ideas with the Community Development Officer:

Applicants are required to discuss the completion of the application form and any request for further information with a member of staff. (Feb 2013 revision)

Note: Your application and financial details will be kept in confidence.

Warning: Please note that canvassing the board members in connection with your application prior to their decision could result in your application being disqualified.

### **Criteria**

The Trust has drawn up a list of criteria against which the SDT staff will evaluate your application prior to submitting it to the board for a decision.

The areas of greatest interest are related to the objectives of the Trust, detailed in the Memorandum of Association and summarised as follows:

- To manage community land and associated assets for the benefit of the community and the public in general.
- To provide facilities for recreation and other leisure time occupation available to the public at large.
- To advance education and in particular to promote opportunities for learning for the benefit of the general public.
- To advance education through promotion of the arts.
- To preserve, restore and improve the environment (both the natural and the built heritage).
- To provide or assist in the provision of housing.
- To relieve poverty among the residents of the community.
- To promote training with particular reference to skills that will assist the participants in obtaining paid employment.
- To promote and protect the wellbeing and physical health of the residents of the community.

If you are in any doubt about meeting the objectives of the Trust, please talk to a member of the staff. Any exception to the above guidelines will be at the discretion of the Trust Board of Directors.

## 1. ABOUT YOU

1.1 Name of Applicant: This is the name of the applicant, not necessarily the person filling in the form. The applicant might be a group, business, organisation or individual.

1.2 Contact Person: The name and address and other details of the main person dealing with the project. When the Trust has any questions about the application, this is the person we shall talk to, so it should be someone who knows the project idea well and can answer questions about it. Telephone and email contact details are the most useful, as they allow questions to be answered quickly.

## 2. ABOUT YOUR PROJECT

2.1 Name of Project: A short memorable name is usually best, one that sums up what the project is for or about.

2.2 Need for the Project:

This is one of the **most important** sections in the application. Do not write here what the project will do (that comes in the next section), but use this section to explain **the problem(s) that the project will address or the opportunities that will be realised.**

For instance: "School-leavers have to leave the Island to find work, but there are opportunities for employment on the island in the building industry. Stronsay Start Ups will equip young people with the skills, knowledge and experience needed to find work locally."

Not all projects will be on a grand scale but the same principles of explaining the need are important whatever the amount of grant applied for.

2.3 What the Project will do:

List the activities that you will carry out under the project, showing how these will help the project to meet its objectives. You must include who will manage the project and carry out the work. This might be voluntary members of your group, or you may want to use the funding support to employ suitable people or buy goods or services that will contribute to your project.

The activities should be measurable; as this will help you monitor how successful it is being as you implement it.

2.4 In what ways will the community benefit from this project?

Your activities (in 2.3 above) makes it easier to see clearly what it is the project will do, but here you need to explain how this will benefit the community. 'Benefit' means the overall or net benefit to the public. It is not simply a question of showing that some benefit may result.

By definition, the concept of community benefits is principally about providing gain for the community as a whole, rather than enriching individual members within it.

On the example above the benefits could be: Providing local employment opportunities, increasing the number of skilled workers available on the island, reducing the cost of builders having to travel to Stronsay, increasing the sustainability of the island.

**Note:** The Trust cannot support one project that will damage another business or project. Please explain how your project will avoid having a negative impact on existing businesses or projects. If your project will support existing projects, this is a good opportunity to highlight it. Trust staff can advise you.

### 2.5 When will the project start?

Be realistic about the time needed to get all the funding in place. The start date will help us to plan paying your grant to you, and if the date turns out to be wrong it can create cash-flow problems for us and you! The start date should be in the future and in no circumstances should any financial commitments be made before the grant has been received.

### 2.6 When will the project end?

In the same way, be realistic about the amount of time you will need to do all the things you have planned to do in the project. Give yourself plenty of time.

## 3. PROJECT FINANCES

### 3.1 What will the Project Cost?

Use this table to show the costs that you are seeking funding support for. For instance, if you want support to help set up a project, the costs might be for getting the project started (training, equipment) and running costs for a year until it can find its feet. Once established it will earn enough to cover on-going costs, so those would not normally be part of the project. Large or complicated applications will have to include a more detailed financial plan, and the Trust staff can advise you on this. If you have many costs you can use the table 3.1 to summarise the costs and include a more detailed table as an annex to your application.

**Note:** that the Trust may want to support your project but feels unable to fund certain aspects of it (for instance, if you could get funding support from another source for some aspects or if some other agency is responsible for this service/funds). The total figure at the bottom of table 3.1 must be the same as the figure at the bottom of table 3.2.

### 3.2 Alternative sources of funding:

Please firstly state how much funding you are applying for from the SCF and then use the table to include all sources of funding for the project. In the column STATUS please show if you have DISCUSSED it with the funder; APPLIED for the funds; or had the funding CONFIRMED or REFUSED. If you are contributing funds to the project please make sure you include you/your group as one of the funders. The total figure at the bottom of this table must be the same as the total figure at the bottom of the table 3.1.

**Note:** that it will always be advantageous to have obtained financial support from other sources because this demonstrates wider support of the project and retains more money in the fund for community use.

#### 4. RESPONSIBILITIES

Please read this section carefully. By signing the application you agree to these conditions.

#### 5. TICKLIST FOR FINAL SUBMISSION

- If your group or organisation is constituted, please give details: Company number (if applicable), charity number (if applicable), and enclose a copy of constitution, memorandum and articles of association or other founding document.
- Letters from the other funders listed in table 3.2, showing that they have allocated funds to the project or that they are discussing allocating funds to you. Other letters of support, if appropriate.
- Bank account: please give us the details of the account you would like us to pay grant money into. If you are applying on behalf of a group you must have a group account.
- A full business plan for the project – if advised to do so by SDT staff

#### 6. DECLARATION

The application form should be signed by the most appropriate person. It may be the person named in section 1.2, or it may be someone else. For a group or organisation it should be the chairperson, chief executive or owner. In the case of an individual applicant it should be the individual themselves.



A Company Limited by Guarantee Registered in Scotland  
Company Number SC271553  
A Scottish Charity, Charity Number SC038888  
Registered Office: Clifton, Whitehall, Stronsay, Orkney KW17 2AR