# Programme One – Community Services and Infrastructure

Part A - About your Organisation

|  |  |
| --- | --- |
| Organisation Name |  |
| Charity Number |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation Contact Details** | | | |
| **Address** |  |  | |
| **Lead Contact** |  |  | |
| **Position** |  |  | |
| **Telephone** |  |  | |
| **Email** |  | |  |
| **Website** |  |  | |

|  |  |
| --- | --- |
| **Organisation Details** | |
| **Staff FTE** |  |
| **Staff Numbers** |  |
| **Trustee/Board Numbers** |  |
| **Volunteer Numbers** |  |

|  |
| --- |
| 1. Please provide a brief description of your organisation.  (500 words max) |
|  |

|  |
| --- |
| 2. Please briefly describe who your target beneficiaries are and the type of direct and indirect benefit that will be generated by your activity.  Please demonstrate how this aligns to one or more of our quality of life goals. You can provide more detailed information about your target outcomes in question 6.  (500 words max) |
|  |

|  |
| --- |
| 3. We believe our goals are better achieved when different voices are heard and responded to, and impact is experienced across our islands. Please tell us how you support equality, inclusion, and accessibility.  (500 words max) |
|  |

|  |
| --- |
| 4. We are interested in creating meaningful change for residents and want to ensure Shetland is looked after for future generations, can you tell us if and how your organisation pursues sustainable impact?  (500 words max) |
|  |

Part B – About your request

|  |
| --- |
| 5. Please tell us exactly how you would use the Shetland Charitable Trust grant that you are applying for?  (500 words max) |
|  |

|  |
| --- |
| **6. Tell us what you want to achieve as a result of Shetland Charitable Trust funding?**  (500 words max) |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 7. How much funding are you requesting and for how many years? | | | | |
| **2025/26** | **2026/27** | **2027/28** | **2028/29** | **2029/30** |
| £ | £ | £ | £ | £ |

8. Does the work of your organisation involve children, young people or vulnerable adults?

|  |  |
| --- | --- |
| **YES** |  |
| **NO** |  |

**IF YES** – Please upload a copy of your Adult/Child Protection policies and procedures.

|  |  |  |
| --- | --- | --- |
| Supplementary information required | | |
| **Copy of applicant’s Governing documents** |  |
| **Copies of last three years’ independently verified financial statements** |  |
| **Copy of a recent bank statement in the name of group or charity** |  |
| **Organisation’s Management Committee / Board Representatives** |  |
| **Outcomes and Indicators (Appendix A)** |  |
| **Cash flow forecast (Appendix B)** |  |
| **Cost breakdown of project, service, activity applied for (Appendix B)** |  |

9. Does your organisation have a minimum of three members on its Board or Committee, at least two of whom are unconnected?

|  |  |
| --- | --- |
| **YES** |  |
| **NO** |  |

*Failure to provide required information or answer questions will mean we cannot consider your application.*

Declaration

This declaration is to be signed by two authorised persons from the Organisation.

***We confirm that, to the best of our knowledge and belief, all the information in this application form is true and correct, and that all possible alternative funding sources have been fully investigated.***

|  |  |
| --- | --- |
| **Signed** |  |
| **Print Name** |  |
| **Position** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **Signed** |  |
| **Print Name** |  |
| **Position** |  |
| **Date** |  |

Shetland Charitable Trust (SCT) takes your personal data and our obligations as a Data Controller under Data Protection Laws very seriously. The information provided by you will be stored by SCT on a central electronic database and will be used by SCT when; processing any funding applications made by you or your organisation, monitoring grants awarded, related administration, and evidencing its grant-giving charitable activities. The information will not be transferred out with SCT without your explicit consent, subject only to the transfer being necessary for SCT to comply with a legal obligation. SCT will only process your personal data in accordance with the Data Protection Laws. Please contact us if you have any queries about how your information will be used.

**We strongly recommend that you save or copy your application before submitting it.**

**Closing Date for Applications is Friday 30 August @ 12 noon**

We will send you an email during normal office hours to acknowledge receipt.

To ensure your application is processed, please [contact us](https://www.shetlandcharitabletrust.co.uk/contact) if you do not receive an acknowledgement.