

Programme One – Community Services and Infrastructure

Part A - About your Organisation

Organisation Name	
Charity Number	

Organisation Contact Details	
Address	
Lead Contact	
Position	
Telephone	
Email	<i>This should be the principle email address where all correspondence is sent to. If correspondence being sent to individuals please include additional email address(es) of secondary contact(s) to ensure that correspondence is received.</i>
Website	

1. Please provide a brief description of your organisation.

(500 words max)

Please provide a summary of the 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.

(500 words max)

Please tell us about challenges people using your organisation / services / project face and how you support them. Please refer to our strategy and our quality of life goals. 500 words max.

Part B – About your request

3. Please tell us exactly how you would use the Shetland Charitable Trust grant that you are applying for?

(500 words max)

Please provide us with detail on how you would use the funds. If these are project or service costs, tell us what is involved, where and how often it will take place who will deliver the work and who will benefit directly from the work.

If this is for a specific project, service or salary please detail if these are new or existing costs, specific salaries, what the role will involve and what will be delivered. 500 words max.

4. Is your request for Revenue funding; or for Capital costs?

Revenue Funding	Capital Funding
<i>Expenses associated with delivery day to day services or activities.</i>	<i>Capital costs associated with the purchase of equipment, or the adaption of buildings to enhance accessibility for individuals with physical disabilities or mobility issues.</i>

Revenue Funding - How much funding are you requesting and for how many years?

2026/27	2027/28	2028/29	2029/30
£	£	£	£

Funding applications can span from one to a maximum of four years (or until 2029/30, whichever is shorter). However, new applicants may initially receive one year funding to establish a track record with the Trust before seeking additional support.

Small Grants – Application Form Explanation

Funding Request – Revenue Funding (Please complete Appendix A, providing details of your forecast income, planned expenditure, and cash flow).

Small Grants should be utilised to cover the expenses associated with delivering day to day services or activities.

*As a match funder, **we do not fully fund** projects, services, or activities. We prioritise applications that demonstrate sustainable matched funding appropriate to the project, service or activities size and scope.*

Please provide details of any confirmed income, and also note explicitly if income is unconfirmed and forecast only. Do not include details of in-kind support.

Please try to include all the associated costs of your planned expenditure under summary headings that align with financial statements that will be provided for reporting purposes.

OR;

Funding Request – Capital

Expenditure Item	£
<i>Please provide details of anticipated costs</i>	
Total Cost of project / service / activity	
SCT Funding Request	

Other funding / match funding

	£
<i>Please provide details</i>	

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

YES	
NO	

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

6. 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	
Cash flow forecast (Appendix A)	
Cost breakdown of project, service, activity applied for (Appendix A)	

7. 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.

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

To ensure your application is processed, please [contact us](#) if you do not receive an acknowledgement.