

## Programme Two – Community Led Innovation

### About this Guidance

Innovation grants are being offered to communities and organisations to help them experiment, be given the space to think differently and try new ideas.

This guidance is split into three main sections, all of which are important for potential grant applicants.

1. Is Community Led Innovation the Correct Programme for You?
2. How to Apply
3. Our Strategy

### 1. Is Innovation Grants the Correct Fund for You?

The Shetland Charitable Trust is a community-based funder, we exist to improve the quality of life in Shetland.

Our funding aims to ensure activities and facilities that could not otherwise exist in the islands, operate with some stability and become embedded in the community to ensure sustainable value to Shetland's residents.

Our long-term perspective improves stability, but this does place limitations on our ability to fund every good application that is received.

#### Who are Innovation Grants for?

Under the Innovation Grants Scheme we accept applications from any constituted community group and registered charities (see definitions).

Innovation grants aim to support local initiatives driven by and responsive to, the needs of the community. In this scenario, the word “innovation” is the practical implementation of ideas that result in the introduction of new outputs, activities, services, etc. that are relative to the applicant organisation. While the ideas don't have to be entirely new, the approach should demonstrate innovation.

#### What can an Innovation Grant Fund?

Innovation Grants are a one off award to a maximum of £3,000 per applicant, and can fully or part fund initiatives.

The grant can cover costs associated with activities or necessary equipment for implementing the initiative.

The initiative must aim to make a difference in one or more of our Quality of Life goals, otherwise we are unable to consider your request for an Innovation Grant.

Applicants may apply for one grant each financial year. However, all requested information for a previous successful award must be submitted and checked before a new grant application will be considered.

## Our Goals

Through Innovation Grants, like all our funding, we aim to positively impact one or more of our Quality of Life goals outlined in our Strategy. Applicants that are likely to help us deliver our Quality of Life goals are more likely to receive support.

**Enabling Strong and Resilient Organisations:** Our goal is to enable strong and resilient charitable and voluntary organisations which enhance quality of life, respond to need, and adapt to changing conditions.

**Community Wellbeing:** Our goal is to foster a community enriched by social, cultural, and leisure experiences and a healthy environment.

**Individual Wellbeing:** Our goal is to open doors to physical activity and mental wellbeing so that individuals can actively pursue wellness in all its forms.

**Everyone Matters:** Our goal is for individuals facing crisis or enduring long-term disadvantage to be able to access compassionate support, practical help, and empowering solutions.

**Generational Fairness:** Our goal is for Shetland to be a place where the young and elderly are respected, can thrive, and prepare for the future on their own terms.

The Trust has a long-term perspective, and our success is intertwined with the achievements and success of the organisations we support.

## Our Principles

Those who can demonstrate alignment with our guiding principles are also more likely to be successful.

**Equality, Inclusion and Accessibility:** Our goals are better achieved when different voices and needs are heard and responded to, and impact experienced across our islands.

**Sustainability:** We are focussed on meaningful change for residents and helping to ensure Shetland is looked after for future generations.

**Outcome-led:** A strong focus on outcomes helps us and our supported organisations make good decisions, adapt to changing conditions, and maximise impact.

**Collaboration:** We believe working effectively together will lead to better solutions and create more impact.

## Who and What Cannot be considered for Funding?

We will not consider applications from:

- Community Councils
- Churches or organisations promoting a religion
- Private sector companies or commercial entities

We are happy to fund most costs, however there are certain costs and activities that we would not consider supporting:

- Services, Activities or Projects that are not deemed to be charitable
- Services, Activities or Projects that are not Shetland based
- Direct Employment Costs by applicant
- Funding for individuals
- Statutory services or responsibilities or the replacement of statutory revenue
- Purchase costs of buildings and/or land
- Capital costs, repair and maintenance of buildings, memorials or statues
- School parent councils for activities and equipment for curricular use
- Projects, services and activities, which incorporate the promotion of political or religious beliefs
- Retrospective costs already incurred by the applicant
- Loan payments

## 2. How do I Apply for Funding?

Our application process is competitive, and while we strive to support all submissions, we may not be able to fund every one.

The Innovation Grant scheme will be an annual fund that will remain open as long as funds remain available.

### What Information Does my Organisation Need to Apply?

Applicants must have a minimum of three members on their group or charity's management committee or board, with at least two members being unconnected. "Unconnected" refers to individuals who are not related by blood, married, in a relationship, or residing at the same address.

### Supplementary Information Required

- Copy of applicants Governing documents;
- Copy of most recent independently verified financial statements;
- Copy of a recent bank statement in the name of the group or charity;
- Organisations Management Committee / Board Representatives;
- And independent referee that knows about your organisation and can vouch for its work
- Copies of Adult/Child Protection policies and procedures if your organisation directly supports children and young people or vulnerable adults;

### **Are there any specific conditions for successful applicants?**

For Innovation Grants we require you to complete a brief evaluation form and provide information on the finances of the initiative, including evidence of spend. This must be provided to end the grant.

### **What Happens When We Apply?**

Once we receive your application, we will acknowledge receipt by email. Therefore, to ensure your application is processed, please contact us if you do not receive an acknowledgement.

Your application will then be assessed by Trust staff against the approved application criteria for recommendation and final decision by the board of Trustees.

#### **If your application is successful:**

Successful applications will be issued with a grant offer letter, once we are in receipt of the signed copy we will do our best to transfer funds within six weeks of the successful decision.

Your organisation must comply with the grant conditions and use the grant only for the purpose set out in your application form and the Grant Offer Letter.

#### **If your grant application is unsuccessful:**

The organisation will be informed of the main reasons it was not successful.

### **Application Forms**

The application form can be found on the Trust website:

[www.shetlandcharitabletrust.co.uk](http://www.shetlandcharitabletrust.co.uk) or can be emailed by contacting [grants@shetlandcharitabletrust.co.uk](mailto:grants@shetlandcharitabletrust.co.uk)

Completed Application Forms should be emailed to:

[grants@shetlandcharitabletrust.co.uk](mailto:grants@shetlandcharitabletrust.co.uk)

## 3. Our Strategy

### Our Purpose

Our purpose is to improve quality of life in Shetland. We support community-based voluntary and charitable organisations to provide services and associated facilities that help individuals and our community to thrive.

### Our Approach to Success

Success is described in our Quality of Life goals. We aim to improve individual and community wellbeing, reduce disadvantage and improve generational fairness.

We know strong and resilient charitable and voluntary organisations are vital if we are to achieve these goals.

### Our Goals

Through our Large Grants, as with all our funding, we want to support projects and activities that support our Quality of Life goals as described below:

**Enabling Strong and Resilient Organisations:** Our goal is to enable strong and resilient charitable and voluntary organisations which enhance quality of life, respond to need, and adapt to changing conditions.

**Community Wellbeing:** Our goal is to foster a community enriched by social, cultural, and leisure experiences and a healthy environment.

**Individual Wellbeing:** Our goal is to open doors to physical activity and mental wellbeing so that individuals can actively pursue wellness in all its forms.

**Everyone Matters:** Our goal is for individuals facing crisis or enduring long-term disadvantage to be able to access compassionate support, practical help, and empowering solutions.

**Generational Fairness:** Our goal is for Shetland to be a place where the young and elderly are respected, can thrive, and prepare for the future on their own terms.

## Our principles

Our decision making and activity are guided by the following principles:

**Equality, Inclusion and Accessibility:** Our goals are better achieved when different voices and needs are heard and responded to, and impact experienced across our islands.

**Sustainability:** We are focussed on meaningful change for residents and helping to ensure Shetland is looked after for future generations.

**Outcome Led:** A strong focus on outcomes helps us and our supported organisations make good decisions, adapt to changing conditions, and maximise impact.

**Collaboration:** We believe working effectively together will lead to better solutions and create more impact.

## Definitions

**What is Innovation? – It's one of those terms that's used often but rarely defined.**

Innovation may be seen as:

“An act or application of new ideas to which creates value”

“A better and smarter way of doing anything”

“A new solution for something that has an unmet need”

“If creativity is the ability to generate new ideas, innovation can be thought of as the processes of bringing those new ideas to realisation”

**Constituted Community Group:** A group or people who come together to work toward a common agreed charitable purpose. The group is run on a voluntary basis and is set up as an organisation with a management committee, constitution and bank account in its own name. The group is not registered as a charity or with any regulatory body.

**Registered Charity:** A voluntary organisation set up only for charitable purposes and to provide public benefit. It's registered with the Office of the Scottish Charity Regulator (OSCR) and will have a charity number.

**Independent Referee:** This may be the first time that we are in receipt of an application from your group or charity. It is helpful for us to have details of an independent referee, someone from our community, who can vouch for your work and evidences that your group or charity is well linked with local community.