

Viking Community Fund – Strategic Fund Guidelines

Applicants Applying to Strategic Reactive Fund



Sustaining & developing Shetland communities

Before you begin

Please note: this guidance is only for applications to the Viking Community Fund – **Strategic Reactive Fund**

Applications to the reactive fund can be completed online at www.scbf.org.uk/strategicfunds

All sections of the application form must be completed, and you must upload the other documents we ask for. To give your application the best chance of success, please provide as much information about your project as possible. Incomplete applications will be returned.

Key information

Who can I contact if I have any questions or need guidance completing the application?	Eleanor Gear Fund Manager 07538417175 Eleanor.gear@scbf.org.uk								
How much can I apply for?	<ul style="list-style-type: none"> • Applications of over £10,000 can apply to the reactive strategic fund. • Applications over £50,000 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. 								
Where does this money come from?	The Strategic Reactive 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?	Applications are scored against a checklist of set criteria. On completion of scoring, an appraisal document is prepared for a panel of SCBF officers who will make the final funding decision.								
When are decisions made?	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #f2f2f2;">Deadline</th> <th style="background-color: #f2f2f2;">Panel meets</th> </tr> </thead> <tbody> <tr> <td>31st October</td> <td>Early December</td> </tr> <tr> <td>28th February</td> <td>Mid April</td> </tr> <tr> <td>30th June</td> <td>Mid August</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • We'll contact you within two weeks of the panel meeting date to let you know whether your application has been successful or not. • Eligible applications received after the deadline will be deferred until the next round. • You can only apply for one grant per year. If successful, you can reapply 	Deadline	Panel meets	31 st October	Early December	28 th February	Mid April	30 th June	Mid August
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	again 12 months from the date of your previous grant offer letter.
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. • Activities contrary to the interests of VEWf or its affiliates. • Activities likely to bring VEWf 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

	<ul style="list-style-type: none"> • Fees for professional media broadcasting of an event
How many times can I apply?	<ul style="list-style-type: none"> • A single application irrespective of value can be made to any funding round. Successful applicants can reapply for further grants but only after 12 months have passed since their last grant award. Unsuccessful applicants can reapply at any time. • 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 on completing the online application form

General guidelines	<ul style="list-style-type: none"> • You will be asked to create a user account on our website prior to completing an online application. • The user account will be personal to you and you will be able to submit applications for multiple organisations from a single login account. • Please complete all relevant sections. You will be unable to move through the online application where a mandatory field hasn't been completed. • In order to give your application the best chance of success, please provide as much information as possible for each section but be concise so as not to lose the essence of what your project is about. • Please don't write 'see attached' on any part of the form as a substitute for information – although if you wish to include other documents (besides your constitution and accounts) with which to support and supplement your application then you are welcome to do so. These can be added at the end by uploading 'additional supporting documents'. • Please round figures up to the nearest pound.
Contact details and governing document	<ul style="list-style-type: none"> • Make sure the main contact is someone who is familiar with both the workings of the organisation and the grant application, as this person may be contacted for a short telephone interview. Please make sure they will be available in the six weeks following the next deadline and let us know if they are away for any time during this period. • We can only consider applications from constituted groups. The name of your group should be the name written on your constitution (or governing document). You must send us a copy of your signed constitution with your application. • Your type of organisation will be the legal status of your organisation e.g., a company limited by guarantee, a charity etc • You don't have to be a registered charity, but if you are, please supply the Charity Number.
Financial background and accounts	<ul style="list-style-type: none"> • A copy of your most recent annual accounts must be included with your application. They should be signed by a member of your management. We will be unable to process your application 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 SCBF prior to applying. • 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

	<p>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.)</p>
Project details	<ul style="list-style-type: none"> • Please describe your project – its background, overall aims and the activities involved. • Please describe how you hope to ‘leave a legacy’ and what outcomes you intend to achieve. • Please give an accurate list of the costs involved in the work, service, project, or items for which you need the grant. If the grant requested does not cover all the costs, you should make clear which costs it will cover or go towards and go on to show how you intend to meet the other costs to ensure that the project will go ahead. • We require quotations if your grant request is for equipment, vehicles, or refurbishment work. If this is not possible or appropriate, please tell us why. • Tell us where any other funding for this project is coming from, for example local fundraising or other grants. Please indicate whether the funding has been received or pledged. If you are awaiting a decision on a funding application, tell us when you expect to hear the outcome. • If your project is time specific, then please make sure your application is made in plenty of time to receive a decision before the project takes place. • SCBF is a Living Wage Friendly Funder; therefore, we would expect any roles paid for through a grant 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 groups to require at least two unrelated people to authorise cheques from their account. If this is not the case, we may not be able to award you a grant.
Policies	<ul style="list-style-type: none"> • 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. • If you are sending documents by post, please do not provide your originals as we will not be able to return it to you. A photocopy or scan is acceptable. • We are happy to accept any business plans, drawings, or photographs etc. to support your application.

Applying to us – online application

- Please complete all relevant sections. You will be unable to move through the online application where a mandatory field hasn’t been completed.
- 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 are unable to apply online, please contact SCBF who will be happy to assist you in completing an electronic or hard copy application form.

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. It's important that you will be available during the six weeks following the deadline. If you will be unavailable for any time during that period, please include a note to that effect attached to the application, as your application may not be considered if we can't contact you. You'll be notified of the Panel's decision in writing by the dates stated above. One-off grants must be spent within one year of award. Multi year grant awards will be required to provide monitoring reports of their projects which detail evidence of successful outputs in order to release funding for the following year.

Appendix 1 – Strategic Fund – Reactive application questions

Strategic Reactive Fund Applications - Questions	
Contact Details	<ul style="list-style-type: none"> • Name of Group: <ul style="list-style-type: none"> ○ This should be the name that appears on your group’s governing document and bank account statement. • I am applying on behalf of: <ul style="list-style-type: none"> ○ You will be able to select from a list – charity, group or individual. • Contact name: <ul style="list-style-type: none"> ○ This should be the person we address any correspondence to regarding the application, such as requests for further information or any grant offer. • Correspondence address with postcode • Telephone number – daytime and alternative: <ul style="list-style-type: none"> ○ The number of the main contact named on the application. • Contact email: <ul style="list-style-type: none"> ○ This will be the email address we will use to send any correspondence regarding the application.
Information about your organisation	<ul style="list-style-type: none"> • What are the main activities of your organisation and what service do you provide <ul style="list-style-type: none"> ○ Please provide a brief overview of your group, e.g. its aims and objectives, an outline of who you benefit/support • Charity/business registration number (where applicable) • Number of people: <ul style="list-style-type: none"> ○ How many members does your management committee have – not just office bearers ○ How many regular volunteers do you have ○ Based on a 40 hr week, how many full-time equivalent staff do you employ ○ If successful, how many additional staff will you employ
Financial Information	<ul style="list-style-type: none"> • What is your main source of income <ul style="list-style-type: none"> ○ E.g. local fundraising, grants, charges for services You will be able to select from a list – new or existing. • Total income and surplus/deficit for last accounting year <ul style="list-style-type: none"> ○ These figures should match those in your approved annual accounts submitted with the application • Current unrestricted reserves and why they cant be used for this project <ul style="list-style-type: none"> ○ Unrestricted reserves are money which is not already committed for a particular use.
Project details	<ul style="list-style-type: none"> • Please describe the project you are looking for funding for? <ul style="list-style-type: none"> ○ We suggest you cover, <ul style="list-style-type: none"> ○ What you want to do ○ How you will do this ○ Where will the project take place ○ Who will lead the project • Explain how the project will meet one of more of the scheme’s objectives <ul style="list-style-type: none"> ○ Will it sustain and develop the local community? ○ Enhance quality of lie for local residents? ○ Encourage community activity ○ SCBF strategic priorities • Describe the outcome(s) you hope to achieve from the project and how this will impact your community?

	<ul style="list-style-type: none"> • Community need, involvement and support <ul style="list-style-type: none"> ○ Have the community shown a need for this project ○ Have they been involved in its development ○ Have they shown support (letters of support, fundraising) ○ Will the community be involved in the delivery of the project • How will you maintain/sustain your project <ul style="list-style-type: none"> ○ If the project will continue beyond the period of grant funding, how do you intend to continue it, including how you will secure any funding. • Is this a new project <ul style="list-style-type: none"> ○ If no, how has it been funded to date • Does your project require any permits of planning permission <ul style="list-style-type: none"> ○ Are these in place? If yes, upload as supporting document.
Budget	<ul style="list-style-type: none"> • How much does your total project cost and how much are you applying for? <ul style="list-style-type: none"> ○ If your application is being split across multiple community councils (up to 3), you have to detail how much each community council is being asked to fund • A full cost breakdown of the project <ul style="list-style-type: none"> ○ An accurate list of the costs involved in the project, including those you are not requesting a grant towards. ○ An explanation of how you have sourced best value for any purchases/services ○ A project budget plan can be uploaded as 'other supporting documents' • Other sources of funding <ul style="list-style-type: none"> ○ If your total project cost also requires other funding (including contributing your own funds), you will be asked to list all the other funding sources, amounts being applied for, status of your applications (i.e. approved/pending) ○ If you haven't applied for other funding you will be asked why • What will happen if we cant award you this grant in full, i.e. part award of no award <ul style="list-style-type: none"> ○ Can the project continue without this funding? ○ Can the project still be achieved but scaled back?
Supporting Documents	<ul style="list-style-type: none"> • A signed copy of the organisation's constitution • Latest annual accounts (independently verified) • A copy of your most recent bank statement, dated within the last 3 months • Project budget plan (if applicable) • A copy of the organisation's child protection/vulnerable adult policy (if applicable) • Additional documents (i.e. letters of support, quotes for work/services)
Checklist	<p>We will ask you to select yes, no or not applicable to the following questions</p> <ul style="list-style-type: none"> • The group has appropriate procedures to carry out the project safely • The project doesn't require retrospective funding • Any salaries are paid at, or above, the Living Wage • If requested, you can provide details on an independent referee