

Viking Community Fund Community Halls Fund



1 Key Points

This fund is financed from bank interest earned by the Viking Community Fund in 2026/27.

All applications are to be submitted directly to SCBF administration by Friday 15th January 2027 and will be appraised by SCBF staff and allocated funding by a panel of SCBF directors.

2 How much funding is available from scheme and how much funding will we receive if successful?

The funding pot is estimated to be in the region of £60,000 and SCBF directors will make a total of 6 awards from the fund.

3 What can grants be used for?

Grant requests can support a wide range of costs and activities, for example equipment costs, maintenance, or refurbishment of community halls. Grant requests for running costs will not be processed, i.e. insurance, utility bills etc.

Applications need to:

- Sustain and develop the local community
- Represents value for money – evidence that the project has a high impact for the amount of grant
- Show community involvement – evidence that the community is engaged in the development and implementation of the project
- Is financially viable – evidence that the project will be maintained beyond the period of grant funding (if applicable)

Please note, priority for support will be given to projects which improve the energy efficiency of your community hall.

4 Who can apply

The fund is only open to community halls in Shetland. Applications from other community buildings will not be accepted. If your community hall was successful in securing a grant from the 2025/26 Community Halls Fund you will not be eligible to apply in 2026/27.

To apply you need to supply the following documents along with your application

- Governing document (constitution or set-of rules)
- Annual accounts or an income and expenditure statement for the most recent financial year
- A bank account statement dated within the last 6 months bearing the name of your community hall
- 2 comparable quotes for any equipment or project costs (if relevant)

Applications received without the requested supporting documentation will not be considered.

5 When will I hear if we have secured funding and if successful, payment made?

Applicants to the fund will be advised of an outcome in early March 2027. If successful, your award will be paid on or around the 31st of March 2027.

6 Will our community hall still be able to apply to the Viking Community Fund Community Grant Scheme (CGS) if successful in receiving funding from this fund?

Yes, you will still be able to apply to the Viking Community Fund CGS for the same, or a different project in 2027.

7 SCBF contact details

You can contact the SCBF Fund Manager, Eleanor Gear or the SCBF Senior Administration Officer, Emma McKay by emailing admin@scbf.org.uk

Alternatively, you can call us,

Eleanor Gear – 07538 417 175
Emma McKay – 07785 991 945

The following Appendix provides further guidance on the questions asked in the application and the information we require.

Appendix A – Guidance on completing the online application

Before you begin

All sections of the online application must be completed, and you must upload the other documents we require for due diligence. To give your application the best chance of success, please be concise in your answers to ensure the key information and details of your project are captured. A full list of questions for the online application are included in this appendix.

About the online application process

- 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.
- Your application will automatically save as you progress through it.

General Guidelines

- 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.
- 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.
- Please include 2 competitive quotations for works or goods, (if not possible or appropriate, please tell us why)
- 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>.

Contact Details

- Make sure the main contact is familiar with both the workings of the organisation and the grant application, as this person may be contacted for further information. 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.

Governing Document

- The name of your group should be the name written on your constitution (or governing document). You must send attach 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.

Documents to upload

We will ask you to upload the following documents during the application process, please ensure you have them to hand:

- A copy of the group's constitution
- A copy of the group's bank statement from within the last six months*
- A copy of the group's most recent approved annual accounts
- A copy of your project budget (or you can enter text in the cost breakdown section in the application form)
- Copies of two quotes for works or goods included in the project budget
- A copy of the organisation's Child Protection/Vulnerable Adult Policy (if applicable)
- Letters of support for your project (if applicable)
- Any other documents which you think are required in support of your application
 - For example, any architects drawings, a business plan, and/or copies of any relevant permissions, such as planning permission, building warrant and/or listed building consent

We expect groups to require at least two unrelated people to authorise cheques/transactions from their account. If this is not the case, we may not be able to award you a grant.

*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.

Application Details

Contact Details

- Name of Group:
 - This should be the name that appears on your group's governing document and bank account statement.
- I am applying on behalf of:
 - You will be able to select from a list – charity, group or individual.
- Contact name:
 - 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:
 - The number of the main contact on the application
- Contact email:
 - This will be the email address we will use to send any correspondence regarding the application of the main contact on the application

Information about your organisation

- Charity/business registration number (where applicable)
- Number of people:
 - How many members does your management committee have – not just office bearers
 - How many regular volunteers do you have?
 - If applicable, based on a 40 hr week, how many full-time equivalent staff do you employ and if successful, how many additional staff will you employ?

Financial Information

A copy of your most recent annual accounts must be included with your application. They should be signed by a member of your management committee. We will be unable to process your application if you do not send these or if your accounts are out of date.

- What is your main source of income?
 - E.g. local fundraising, grants, charges for services
- 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) – these figures should match those in your approved annual accounts submitted with the application.
- Please also tell us about any 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.)

About the project

- Please describe the project you are applying for support for
 - What do you want to do?
 - How will you do this?
 - Who will lead the project? Their role(s), skills, experience.
- How will the project meet one or more of the funds objectives?
 - Sustain and develop the local community
 - Enhance quality of life for local residents
 - Encourage community activity
 - Evidence value for money and sustainability
- Describe the impact this project would make and the outcomes you intend to achieve

- How will you monitor and evaluate the success of the project?
- Describe the benefit to the community in the project
 - How have they shown a need for this project now and in the future?
 - How have they been engaged in the development of the project?
 - How will they be involved in the delivery/implementation of the project?
- How will you maintain/sustain your project after the period of funding is finished? Will your project leave a lasting legacy?
 - If the project will continue beyond the period for which you are seeking grant funding, please let us know how you intend to continue it, including how you will secure any funding, volunteers, or other resources needed to do so.
 - Please also include relevant details if the project will help to make your organisation more self-sustaining.
- Is this a new project? If your project is already running, how has it been funded to date?
- Does your project require any permits or planning permission? If so, are these in place? (please provide evidence)

Project costs

- What is the total cost of the project and how much grant funding are you requesting from the Viking Community Fund?
- Attach or enter a full cost breakdown for the project detailing which elements the fund would be supporting.
 - Describe how you have sourced best value, i.e. multiple quotes
- If your total project cost requires other funding (including where your organisation is contributing its own funds), you will be asked to list all of the other funding sources, including the amounts being applied for and whether this funding is confirmed.

Downloading a copy of your application

In your user area you will find your applications (image below), click the  button to download an overview of your application, which you can save and share as needed.

User Area

[Applications](#)[Documents](#)[Profile](#)

Hello Emma, you are now logged in.

Applications

[New application](#)

Reference	Created	Submitted	Applicant	Fund	Council	Value	Status		
VCFCGS2000006454-1	2025-06-16		Unknown	CGS2		£0	Unfinished		Continue
VCFCGS1000006450-1	2025-06-16		Unknown	CGS1		£0	Unfinished		Continue
VCFBUR0000006446-1	2025-06-16		Unknown	BUR		£500	Unfinished		Continue
VCFCGS2000005350-1	2025-02-02	2025-07-02	test	CGS2	Deiling	£1,001	Submitted		Update

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 or email to ask for any additional information needed, sometimes this isn't necessary.