

**SANDWICK
COMMUNITY COUNCIL**
APPLICATION FOR GRANT 20/21

REF:SCC2020

Please read carefully before applying.
If you have any questions, please contact the clerk.

- In financial year 2020/21 members will be discussing and awarding grants at the meetings on 26th November 2020 and 25th February 2021. All paperwork must be in by the deadlines highlighted at foot of this form in order to be considered.
- Please be aware that if enough 'good' applications come into the November meeting, all grant money may be awarded. Specified costings will be favoured over applications without financial details of the proposed activity.
- Grants will only be made on development costs, not running costs.
- A new group/organisation may receive a small set up grant.
- Established groups/organisations must submit a copy of their last audited accounts.
- Established groups/organisations must submit a copy of their most recent bank statement.
- First time applicants must submit their Constitution/Memorandum and Articles of Association/ Trust Deeds.
- Applications from Shetland-wide groups will not be considered (except in exceptional circumstances).
- Quotes must be provided wherever possible – e.g. quotes from tradesmen for work to be completed, details of equipment to be purchased, quotes from airlines or hotels for flights and accommodation.
- Applications should be made prior to activity commencing; therefore no retrospective applications will be considered.
- The grant money must be spent within a year of receiving the funds and can only be spent on what the grant was awarded for.
- Copies of invoices/receipts for the works and/or purchases must be submitted within a month of the grant money being spent.
- New applications will not be considered until your group returns invoices/receipts from previous applications or demonstrates that the activity is ongoing.
- Any unspent grant money must be returned to the Community Council.

1. CONDITIONS OF GRANT

2. APPLICANT DETAILS

a. Name of your Group or Organisation:

b. Tell us about your group (what do you do?):

c. What will you use the money for?

d. How will people within Sandwick benefit from this application?

e. Where will your activity take place?

f. Are there start and end dates? (If yes, please detail.)

g. Summarise your project or activity in 30 words. (This will appear on the Agenda to give members of the public information about your application):

h. How much does your group/organisation currently have in its bank account? (If this figure could be considered high, please also explain how these funds are committed.)

i. Please give us a breakdown of what each item will cost (to add up to the total cost of the proposed activity):

Item	£
VAT	
Total	

j. Have you got any money to put towards the total cost of the proposed activity? If yes, please tell us about it.

From where	£
Total	

How much do you need from Sandwich Community Council?

£

3. DETAILS FOR OFFICE USE

1. Group Details

Name of your group/organisation:	
Main Contact – Name and Position:	
Address and Post Code:	
Telephone number:	Email address:
Website address:	

2. Bank Account

Please state the name of the bank account this grant would be paid into if successful. This should be the same as the applicant name.	
Name of bank	
Bank address	
Account name	
Bank sort code	
Account number	

3. Documentation

Please ensure the following documents have been included with this application:	Please tick
If this is your first application to the Community Council – Constitution/ Memorandum and Articles of Association/ Trust Deeds of your particular organisation	
Most recent annual (audited) accounts. Where your organisation is newly constituted, a most recent bank statement will suffice.	
Most recent bank statement	
Quotations	

4. Protection of Vulnerable Groups Details

From 1st April 2011, if your organisation is applying for grant assistance from this scheme, your group/organisation will need to decide whether you have anyone (staff or volunteers) involved in 'Regulated Work' with children and/or protected adults.

If your organisation has individuals involved in Regulated Work then those individuals will need to apply to become a member of the PVG Scheme. All groups must also have policies and procedures in place that adequately cover child protection and welfare issues.

Regulated work definitions can be found here: [PVG - Regulated Work Definition](#) and here: [Youth Work Essentials - What is Regulated Work?](#)

Q1a Does your group have individuals involved in 'Regulated Work' with children and young people under the age of 18?

Yes

No

Q1b Does your group have individuals involved in 'Regulated Work' with protected adults (from the age of 16)?

Yes

No

If you answered no to both question 1a and 1b, go to questions 3 and 4;

If you answered yes to either, or both, questions 1a or 1b, please complete all of the following questions:

Q2a Does your organisation undertake a PVG Scheme Membership check when appointing staff, volunteers or helpers who are doing 'Regulated Work', to make sure they are not barred from working with children/protected adults as part of checking their suitability for the particular post?

Yes

No

Q2b Does your organisation take reasonable steps not to appoint anyone who is unsuitable to work with children/protected adults or who is barred from working with children/protected adults?

Yes

No

Q2c How does your organisation access Disclosure Checks for its volunteers? Please tick one of the following options:

	<i>(tick)</i>
Voluntary Action Shetland (VAS)	
National Governing Body	
Other (please specify)	
Not Applicable (please let us know why. You should use the space below* to explain why your volunteers do not undertake Disclosure Checks)	

Please note that it is a requirement of this scheme that your organisation has in place policies and procedures that meet the requirements of the Protection of Vulnerable Groups (Scotland) Act 2007, and which adequately address child protection and adults at risk of harm.

Q3a Does your organisation have an approved Adult and Child Protection Policy?

Yes

No

Q3b Does your organisation have an approved Adult and Child Protection Procedure?

Yes

No

Q3c Does your organisation have an approved Equal Opportunities Policy?

Yes

No

Q3d For organisations working with children and young people, do you have an approved Code of Conduct for staff and volunteers?

Yes

No

Q4 Are you satisfied that your organisation complies with the requirements of the Protection of Vulnerable Groups Act 2007?

Yes

No

*Please use the space below to provide us with any additional information:

<https://www.childprotectionsheffield.com/for-community-groups> provides information and sample documents for you as a community group to use to help you meet the Scottish Executive Framework for Standards, the legal requirements of the Protection of Vulnerable Groups (Scotland) Act 2007 and to achieve best practice for those who provide activities, care for, or work with children and vulnerable adults.

If the website above does not help, please contact, either:

- Sally Sanford, Sandwick Community Council Clerk on 01950 431283
- Ana Arnott, Community Involvement and Development Officer on 01595 745363
- Michael Duncan, External Funding Officer/Community Council Liaison Officer on 01595 743828

5. Declaration

DECLARATION

All applications must be signed by two people who are recognised as representatives of your organisation. For example, a member of your management committee, group leader, treasurer, trustee etc.

Please ensure that:

- This application is in prior to the deadline before the funding meeting.
- You do not have any receipts, feedback or other paperwork from previous grant awards from SCC to return.

You are being asked to **declare** that;

- You have read and will comply with the funding conditions.
- To the best of your knowledge, the information contained in this application and any accompanying attachment(s) is accurate.
- If the project does not go ahead, you will return the full grant monies.
- Within a month of the project end you will provide receipts/invoices to show that the money has been spent on what the grant was awarded for.
- Any underspend will be returned to the Community Council.

Signature.....
(If sent via email please indicate this)

Signature.....
(If sent via email please indicate this)

Name

Name:

Date

Date:

Position

Position:

Please return this form and associated paperwork to the clerk before :

Deadlines are:

31st October for November 26th 2020 meeting

4th February for February 25th 2021 meeting

Mrs Sally Sanford

The Old Manse, Manse Road, Sandwick, Shetland, ZE2 9HW

Email: SandwickCC@hotmail.com

Phone: 01950 431283