

**SHETLAND ISLANDS COUNCIL - CAPITAL GRANTS SCHEME
PROPOSAL FORM**

Introduction

The purpose of completing this form is to make the Grants Unit, Education and Social Care Department aware of all capital projects that voluntary organisations are proposing. The information to be supplied below will be used to compile a waiting list of capital projects.

Depending on the size and nature of your project your organisation may have to undertake feasibility and design work prior to consideration of capital grant assistance from this department or from external funding agencies. However, your organisation should note that there is likely to be a significant demand for Feasibility and Design and Capital Grant assistance through this department and your organisation may have to wait a considerable time before any work can commence on feasibility, design or construction.

APPLICANT ORGANISATION

CONTACT PERSON

POSITION IN ORGANISATION

ADDRESS

**DOES YOUR ORGANISATION HAVE CHARITABLE STATUS
IS YOUR ORGANISATION REGISTERED FOR VAT**

**YES/NO
YES/NO**

BRIEF DESCRIPTION OF PROPOSED PROJECT - WORK TO BE UNDERTAKEN

BRIEF ASSESSMENT OF NEED

ESTIMATED COST OF PROJECT EXCLUDING PROFESSIONAL FEES AND VAT

£

SIGNATURE

DATE

This form should be completed and returned F.A.O. Mr Michael Duncan, Grants Co-ordinator, Grants Unit, Education and Social Care Department, Hayfield House, Hayfield Lane, Lerwick, ZE1 0QD