

# Shetland Arts Fund

## Application Form for Individual Applicants

**Applicant Name:**

**You should note that all applications for the Shetland Arts Fund grant assistance must be received by the Shetland Island Council's Grants Unit AT LEAST 4 WEEKS before the start of the project that funding is being applied for.**

Please use this form to tell us about you and what you would like us to fund. In this application pack you will find information about who can apply for grants, the types of things we will give grants for and what will happen after we receive your application form.

In order to reduce the demand on this grant aid scheme you should apply to all alternative grant sources, where appropriate, prior to using this grant aid scheme.

**Before you fill in the form please make sure you have thoroughly read the scheme guidelines**, as this will help you when filling in the application form. You may also contact staff at the Grants Unit and/or Shetland Arts Development Agency to discuss your proposal prior to completing the application form to ensure you are eligible to apply for grant aid and that the intended project(s) fits with our scheme requirements.

When you have answered all the questions please go to Section 6 of the application form and work through the checklist to ensure that all the relevant information is enclosed along with the submission of your form. This will help the assessing officers to consider your completed application as quickly as possible.

**The application form and enclosures should be completed neatly in black or blue ink** and returned to the Grants Unit in the first instance c/o Education and Social Care Department, Hayfield House, Hayfield Lane, Lerwick, Shetland, ZE1 0QD.

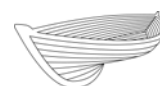
Failure to observe any of the conditions applicable to this scheme may involve repayment of part or the entire grant award, and the applicant may be disqualified from future assistance from this or other grant schemes run by Shetland Charitable Trust and/or Shetland Islands Council.

**Please note application forms will be returned if all sections are not completed.**

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FOR OFFICIAL USE ONLY

Application No.

Date Decision Due:



## SECTION 1 – APPLICANT DETAILS

**Q1** Name of main contact (where funding is being sought for someone under the age of 18, this should be a parent or guardian)

Title

First Name

Surname

Contact address (including full postcode)

Postcode

Contact telephone numbers (including area code)

Home

Work

Mobile

Contact e-mail address (if applicable)

**Q2** What art genre(s) are you mainly involved with?



**Q5** How did you access a Disclosure Check? Please tick one of the following options: (tick)

- Shetland Council of Social Service
- National Governing Body
- Other (please specify)

Not Applicable (please let us know why. You should use the space below\* to explain why you did not undertake Disclosure Checks)

**Q6** Are you satisfied that you comply with the requirements of the Protection of Children (Scotland) Act 2003?

Yes No

For more information on Child Protection requirements please refer to Section 10 of scheme guidelines. You may also wish to contact your local Community Office for advice or refer to the Shetland Inter-agency Child Protection Procedures that are available through a link from the Childsafe Shetland website:

<http://www.shetland.gov.uk/childsafeshetland/>

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

### **SECTION 3 – PROJECT DETAILS**

**Q7** How will the grant be used? Please briefly describe your project and provide details of how you would spend the grant, specifying dates, venues, participants numbers, where appropriate. If you are hoping to attend a course or similar, please also enclose official confirmation of your place. (You can continue on a separate piece of paper if necessary.)

**Q8** How will your project benefit Shetland or its inhabitants?

**Q9** How does your project relate to Shetland Arts core values (see section 4 of guidelines)?

**Q10** What targets do you hope to achieve with this project?

**11** How will you know if your targets are being met?

**Q12** Please provide a summary breakdown of the costs of your project.

Item or activity	Amount
<i>Total Cost of Project (A)</i>	

Other funding sources	<i>Amount</i>	<i>Secured (yes/no)</i>
<i>Funding Body</i>		
Total - other funding (B)		
Your contribution (C)		
Grant requested from Shetland Arts Fund (D)		

**(Please note, Total A must equal the total sum of B + C + D. Please ensure that you cost your project as accurately as possible. In the event that the actual cost of your project is less than you have estimated, you may be required to repay a proportion of the grant.)**

**SECTION 4 – FINANCIAL DETAILS**

**Q13** Please confirm your bank details below.

Account Name	<input type="text"/>							
Bank or Building Society name	<input type="text"/>							
Bank or Building Society address	<input type="text"/>							
	<input type="text"/>				Postcode	<input type="text"/>		
Account sort code	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>
Account number (must be 8 digits)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Roll number (building society accounts only)	<input type="text"/>							

**SECTION 5 – DECLARATION**

**Q14** Your signature. **This must be the signature of the main contact named in Section 1.**  
I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for more information at any stage of the application process.

Signed

Print

Date

## SECTION 6 – CHECKLIST

Please use this checklist to make sure you are sending us everything we need.

*(tick)*

I have answered all the questions on the form

The main contact named in Question 1 has signed in Question 14.

I have enclosed official confirmation of my booking/place on the course  
(If applicable)

I will ensure that this form is received by the Council's Grants Unit **at least 4 weeks before our project** is due to start.

I have enclosed a CV, biography or similar for professional artist (if applicable)

I have made a copy of this application to keep for my reference.

**If you answered Yes at question 3a and/or 3b, please make sure you have also enclosed:**  
(you only need to enclose these documents if you haven't already sent us copies, or if you have recently amended them)

A copy of my Child Protection Policy

A copy of my Child Protection Procedures

A copy of my Equal Opportunities Policy

A copy of my Code of Conduct

If you have ticked all the boxes above, your application should now be complete. We need to receive the completed application and any relevant enclosed documents to process your application. **If we do not receive these things, we may have to return your application to you...SO.... double check** – just to be sure. Then send the completed application and the documents to the Council's Grants Unit c/o Hayfield House, Hayfield Lane, Lerwick, ZE1 0QD.

**SECTION 7 – FOR OFFICIAL USE ONLY – SHETLAND ARTS FUND**

This section is for internal use only. Assessing officers will be responsible for completing Section 7 in order to monitor the progress of this application form.

This application form must be certified and signed by authorised officials of Shetland Arts Development Agency. Project Officers (PO) should certify all applications with the General Manager (GM) or his nominee authorising all final decisions reached.

Application form requested by  Date

Application form issued Date

Application form received Date

Application form acknowledged Date

Additional information required. Please detail here: Date

All additional information received Date

Comments (delete as appropriate):

**Grant Calculation:**

\_\_\_\_\_ % of eligible project cost £\_\_\_\_\_ less underspend £\_\_\_\_\_ approved grant = £\_\_\_\_\_

Application certified (PO)

Application approved / rejected (GM)  Date

Applicant advised of decision in writing Date

**This section should only be completed in the event that the applicant group has appealed against the decision of a grant application.**

Applicant appeal received in writing Date

Applicant appeal considered Date

Appeal outcome Date