



Financial Support Application Guidelines

Schemes that **do not** have to complete the corporate application form:

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|---------------------------|---------------------------------|
| Education and Social Care | |
| Schools | Bursaries |
| | Commissioned Places |
| | Education Maintenance Allowance |
| | Student Interview Travel |
| | OU Summer School |
| Social Work | Direct payments |

The corporate application form is a standard application used for all funding applications across the Shetland Islands Council, the application form must be completed by every individual/group/business applying for funding assistance.

Help notes to aid with completion of the application form are included, these go through each question in turn and should be of benefit in completing the application form.

As this is a standard form there may be a requirement to complete supplementary information from the Council department providing the funding, this form will have more direct questions relating to the grant. It is not the intention that there will be repetition of information between the corporate application form and the departmental application form.

The Council department providing the funding will include more detailed guidelines on the funding applied for, these departmental guidelines will include;

- What the funding is for
- What the application must demonstrate for funding to be applicable
- Who can apply
- Who cannot apply
- How you can apply
- What you can apply for
- How much you can apply for
- The application process
- What happens if your grant is unsuccessful
- Service pledges
- Contact details

NEW GROUPS

We welcome applications from new groups/business's. If you are a new group/business, you should draw up and adopt a constitution, set of rules or memorandums and articles of association before you apply.

A Constitution should include:

- an organisation's aims and objectives
- details of how it achieves those objectives
- details of how its committee is elected or appointed
- details of how people can join the group
- details of what will happen to the assets of the organisation if it closes
- the date when the constitution was adopted and signed on behalf of your group

Memorandum of Association and Articles of Association should include:

- business's name, proposed location and its registered office
- the objects of the business
- a statement regarding the liability of its members and details of its share capital
- rules for its internal regulation and management