

Crown Estate Fund – Grant Aid Scheme - Guidelines

1. Introduction

This pilot grant aid scheme is administered by Shetland Islands Council and financed from net revenues generated by Crown Estate assets in Scotland.

Shetland Islands Council has to date received £2,368,485 from Crown Estate assets in Scotland generated from net proceeds. Future funding allocations from the Crown Estate are unknown and may fluctuate from year to year.

The grant scheme is designed to mobilise change and deliver positive outcomes for Shetland and its communities. The scheme seeks to support the development of communities by investing in infrastructure, community capacity building, and developing community assets and encouraging inclusive growth - that is, growth which combines improved wellbeing with greater equality, creates opportunities for all, and distributes the benefits of increased prosperity fairly.

The scheme also aims to encourage regeneration of Shetland's communities by supporting projects that safeguard sustainable economic growth and jobs, promote inclusion and contribute towards poverty reduction.

In light of the crisis caused by COVID-19 and resultant lockdown, we must also consider how this funding delivers against local priorities for recovery and renewal over the coming months and years. While regeneration and development remain vital considerations, we must also consider how the funding can contribute to making our communities resilient in areas such as food supply, connectivity and energy, and developing the lessons we have learned during the crisis.

Projects seeking funding must be a strong fit to the Shetland Partnership Plan 2018 – 2028 and the shared vision that:

“Shetland is a place where everyone is able to thrive; living well in strong, resilient communities; and where people and communities are able to help plan and deliver solutions to future challenges”

Applicants must demonstrate how their project will drive change for Shetland and deliver on the Partnership priorities, namely:

Place – *“Shetland is an attractive place to live, work, study & invest”*

Participation – *“People participate and influence decisions or services and use of resources”*

People – *“Individuals and families thrive and reach their full potential”*

Money – *“All households can afford to have a good standard of living”*

All applicants are expected to demonstrate the need and support for their proposed project. This could include carrying out community consultation, an options appraisal and/or writing a business case.

2. Who can apply?

Applications are only considered by organisations which are based in Shetland or have a permanent presence in Shetland. The following types of organisations can apply for grant aid:

- Registered charities
- Community groups
- Voluntary organisations
- Social enterprises
- Local Authority departments
- Other public sector bodies
- Collective interest / industry wide bodies

Applications will not be considered from:

- Individuals
- Informal groups
- Sole traders
- Organisations out with Shetland
- Religious or political organisations
- Private businesses, unless part of a collective or industry-wide initiative

3. Priorities for funding

Crown Estate funds must deliver on the priorities of the Shetland Partnership Plan. Funding may be used to help with the following:

- Developing and regenerating Shetland communities including infrastructure and community assets
- Creating and safeguarding sustainable economic growth and jobs
- Providing rural communities with the means and opportunity to address issues of poverty, disadvantage and inequality
- Contributing to the net zero agenda through carbon reduction and renewable energy
- Supporting communities to develop projects which promote and develop local resilience in areas such as food supply, connectivity and energy
- Supporting community capacity building and community development
- Supporting opportunities for skills development and learning experiences
- Adding value to Shetland's economy through collective efforts including supporting promotion of local produce and facilities, developing new products and external markets, and improving sustainability
- Supporting strategic community events such as Tall Ships and Island Games

Projects which intrinsically have the potential to bring the Council into disrepute or cause harm to the reputation of Shetland will not be considered

4. What can it fund?

The scheme can consider both capital and revenue costs.

Funds from this scheme can be used to pay costs including:

- Buildings (this may include construction costs, upgrades and associated professional fees)
- New equipment
- Participatory Budgeting
- Professional fees
- Consents, permissions
- Non recoverable VAT
- Salary costs
- Project overheads
- Volunteer expenses

This scheme will not consider the following costs:

- Core running costs
- Political or religious activities
- Items that benefit individuals
- Loan repayments, service charges arising on finance leases, hire purchase, and credit arrangements
- In-kind costs
- Services that are the responsibility of central or local government
- Project costs which have already been committed
- Onward distribution of funds (unless for an approved Participatory Budgeting event in line with Crown Estate guidelines)
- Consumables – unless directly related to delivery of the project
- Maintenance costs for buildings, plant, equipment or any other items
- Any other costs deemed ineligible

5. How much can you apply for?

The scheme can provide grants from £10,000 to £100,000. Larger funding requests should be discussed with Council officers as soon as possible. However, the Council is keen to spread the Crown Estate funding as widely as possible so it is unlikely to offer grants of more than £100,000 very often.

The scheme can fund up to 90% of eligible project costs, although applicants will be expected to demonstrate that possible avenues of external match funding have been investigated. Applications may have a better chance of being successful where they can demonstrate some level of match funding.

Applications that are a strong fit with the Shetland Partnership Plan and deliver on the plan's outcomes will be prioritised for funding.

6. Application process

This scheme will have a two-stage application process.

Stage one is an Expression of Interest and applicants are required to clearly demonstrate what outcomes and impacts their project will deliver. Potential projects must have a strong fit to the Shetland Partnership Plan and its outcomes. Potential projects deemed to have a weaker fit are likely to be turned down at this point.

Stage two requires completion of the full application form and is by invitation only. Stage two applications may include a range of supporting documents as indicated in the list below. Applications seeking over £25,000 may be required to submit a Business Justification Case or Business Plan along with the completed application form. Applicants will be informed of this need on a case by case basis.

Stage two applicants may also need to include some of the following:

- Quotes or tenders
- Business Plan
- Integrated impact assessment
- Cashflow – where necessary
- Evidence of need and/or community support
- Outputs & outcomes to be delivered
- Permissions & consents confirmed
- Match funding
- 3 years annual accounts
- Any other appropriate information

Applicants are strongly encouraged to discuss their potential projects with Council officers in advance of submitting an Expression of Interest form.

7. How will decisions on applications be made?

- Administration of the Scheme will be co-ordinated by staff in the Development Services Directorate.
- Project applications will be assessed by a panel, chaired by the Director of Development, and one additional officer from each Council Directorate, nominated by the relevant Director.
- The Panel will consider and determine all requests for approval below £50,000. For funding requests of £50,000 or more, the Panel recommendation will be presented to Shetland Islands Council for decision.

8. When should you apply?

Applications may be submitted at any time. The Crown Estate panel will meet approximately 4 times per annum.

Stage one applications must be received at least two weeks before a funding panel meeting.

Stage two applications must be received at least eight weeks before a funding panel meeting.

Projects cannot start work until the applicant has received and accepted the grant award letter.

9. Service pledges

In order to improve service delivery of the department's grant aid schemes we have the following service pledges:

- The department will provide accurate information about their grant aid schemes and application procedures;
- All grant application forms received will be acknowledged within 5 working days;
- All applicants will receive a decision on its completed application form: within 1 week of the funding panel meeting if under £50,000; if over £50,000 then the decision will be made at the next scheduled Shetland Islands Council meeting;
- All applicants who have had stage one or stage two grant applications rejected will receive a written explanation of why it was unsuccessful.

10. Data Protection Act 2018 / Freedom of Information (Scotland) Act 2002

The information provided by you is processed in accordance with the Data Protection Act 2018 to allow us to effectively manage the Council's Grant Aid Schemes. The Data Protection Act 2018 gives you the right to know how we will use your data. Further information about how we use your personal data is available from the Grants Unit or the Council's website at <http://www.shetland.gov.uk/information-rights/DataProtection.asp>.

Please note that your information, should you be successful, will be stored by the Council for 5 years plus current year before being destroyed. The information for unsuccessful applications will be stored for 1 year plus current year before being destroyed.

Please note the Freedom of Information (Scotland) Act 2002 gives any person the right to request certain information that we hold. The Council regularly releases information about grant awards and information regarding your application may be made available to the public. Any personal information provided will be processed in accordance with the Data Protection Act 2018.

11. Protection of vulnerable groups requirements

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, and your group must also have policies and procedures in place that adequately cover adult and child protection and welfare issues.

You will need to decide whether or not your group has individuals involved in 'Regulated Work' with children and young people under the age of 18, and/or 'Regulated Work' with protected adults (from the age of 16, generally, in receipt of specified services)*

If either of these conditions applies to your group, then you will need to ensure that you have in place **all** of the following: an Adult and Child Protection Policy and an Adult and Child Protection Procedures; for organisations working with children and young people a Code of Conduct for staff and volunteers; an Equal Opportunities Policy.

Templates for these documents are available from the Community Planning & Development Service or at www.shetland.gov.uk/grants/PVG_Templates.asp and must be approved and signed by committee members of your group.

Your organisation must 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 and as part of checking their suitability for the particular post.

*There are various stages to go through to decide whether someone is doing 'Regulated Work.' The Safer Shetland website www.safersheland.com includes links to sources of help, in particular a self-assessment tool produced by Disclosure Scotland which will help you work through the various stages: www.disclosurescotland.co.uk/pvg_training/self-assessment/

In case of doubt, you may wish to seek further advice from either the Central Registered Body for Scotland (CRBS), on 01786 849777, or Disclosure Scotland on 0870 609 6006. Contact details for local support on this subject and more information are available on the Safer Shetland website www.safersheland.com.

Help and information about training courses is also available from the Community Development Team or from Voluntary Action Shetland, who locally can undertake free checks for volunteers.

12. Monitoring and assessing impacts

Recipients of Crown Estate funding will be required to monitor delivery, measure the impact of their project and provide evidence of the improvement to agreed outcomes. This could include providing regular performance information, and/or project evaluations and case studies as appropriate.

We will report on the Crown Estate grant scheme annually to the community and partners. This report will include information about the projects funded, the impact of projects against outcomes and case studies.

Outcomes in this case are the things that result from the project. An outcome is not the provision of a service or the delivery of a project, but the tangible difference it makes to the lives of service users or the community through being provided or delivered. Improving outcomes means making things better for people living in Shetland.

The following outcomes are examples of what could be different for communities as a result of projects delivered:

- Shetland will continue to be a safe and happy place, with more people feeling connected to their communities and benefitting from living in good places and keeping active
- Shetland will be attracting and retaining the people needed to sustain our economy, communities and services
- All areas of Shetland will be benefitting from a more resilient low carbon economy underpinned by a culture of innovation, inclusion and skills development
- Communities will be actively involved in shaping their own future resilience, creating positive places that are economically, socially and environmentally sustainable
- Communities will be empowered to provide innovative solutions and support to help people maximise their incomes and minimise their outgoings from the support available
- Staff from across the Shetland Partnership will be actively seeking to involve communities in decision making and service delivery, including identifying and involving those who do not often have their voices heard

The following are examples of outcome indicators that could be used as measures for improvement, in addition to measures relevant to each project in order to assess how successful the project is in improving peoples' lives in Shetland:

- People in Shetland who feel part of their community
- Children living in low-income families
- Fuel poverty
- 'Place Standard' – how people in Shetland rate 'Our Place'
- Households in Shetland who do not earn enough to have an acceptable standard of living
- Positive destinations for school leavers
- Population aged 16-29
- Carbon emissions



13. Contact details

Council officers in Development Services are available to give advice and guidance on the completion of grant applications and supporting documents as required. If you need assistance you should contact staff at the earliest opportunity.

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