

## Shetland Travel Scheme - Guidelines

The Shetland Travel Scheme is designed to support individuals living in low income households to participate in national and international events.

This Scheme is funded and administered by Shetland Islands Council. The Scheme can support individuals who are taking part in recognised sports competitions and / or arts and cultural events. The Council hopes that it will **make a real difference to the quality of life** of people living in Shetland, whilst also raising the profile of Shetland, elsewhere in the UK and across the world.

The overarching aims of this Scheme are to:

- remove financial barriers currently preventing some individuals from achieving their full potential in arts, culture and sport;
- provide opportunities for these individuals to promote Shetland on a national and international stage.

The outcomes to be monitored by this Scheme are:

- number of individuals supported to attend a national or international event, that would not have been able to do so, without this Scheme;
- feedback from each individual, on their experiences of preparing for and attending the event, including wider impacts on their quality of life.

### 1. What do we expect all funded applications to demonstrate?

A successful application to the Shetland Travel Scheme will demonstrate that:

- There is a financial need for the funding to support the individual's attendance at the event;
- The individual is committed to their preparations and attendance;
- The individual's plans are well thought out and represent value for money;
- The individual's expenditure can be fully accounted for;
- The individual's plans will meet the overarching aims of the Scheme.

## 2. Who can apply?

### ***We can support***

An individual who:

- Has been a permanent resident of Shetland for over 12 months and will reside in Shetland for a minimum of 9 months over the next funding period, i.e. 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020;
- Is aged 8 or over;
- Lives in a low income household<sup>1</sup> AND / OR Parents / Carers receiving help under Part VI of the Immigration and Asylum Act 1999 AND / OR In care of the Local Authority;
- Is committed to their own development expressed through goals, aspirations and dedication; And
- Is willing to undertake an ambassadorial role for Shetland, whilst participating in the event for which they are receiving support.

And will attend either:

- An international event that involves a number of different countries (e.g. Island Games / Edinburgh Military Tattoo), Or
- A national event (e.g. UK or Scottish Wide).
- Please note all eligible applicants must operate a bank or building society account in their legal name. Applicants under the age of 18 should use a bank or building society account in the legal name of their parents / guardian. If this creates problems, please contact the Grants Unit.

### ***We cannot support***

- Expenditure committed in advance of application being approved;
- Applications from community groups;
- Individuals who are already in receipt of a Shetland Athlete Travel Award Scheme grant or a Shetland Arts Fund grant;
- Sports that are not recognised by **sportscotland** (see link <https://sportscotland.org.uk/sport-a-z/>);
- Individuals who are not living in a low income household;
- Individuals who do not have permanent residency in Shetland.

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<sup>1</sup> <https://www.gov.uk/government/publications/how-low-income-is-measured/text-only-how-low-income-is-measured>

Evidenced by:

- Jobseeker's Allowance
- Employment and Support Allowance (Work Group)
- Universal Credit
- Income Support
- Pension Credit
- Housing Benefit
- Council Tax Reduction
- Child Tax Credit
- Working Tax Credit

Consideration will also be given to those who have a low total household income (after taxes, benefits and earnings of all household members) equalised to take account of household size (Scottish Government Analytical Services Division <https://www.gov.scot/publications/poverty-income-inequality-scotland-2014-17/pages/3/>). We therefore encourage people to contact the Grants Unit, to discuss. This can be measured through the provision of benefit evidence, financial statement and / or wage slip.

### 3. When should you apply?

During this first year of operation, applications to the Shetland Travel Scheme must be received between 1st April 2019 and 31st January 2020. This is for events that are happening during the financial year 1st April 2019 to 31st March 2020 inclusive.

Completed applications must be received by the Grants Unit as soon as possible, but **no less than 6 weeks in advance** of the travel date. Please note we will not consider any funding for expenses that have already been committed.

### 4. What can this scheme fund?

We will consider funding for:

- Travel and accommodation costs away from Shetland;
- Travel and accommodation for an accompanying parent / guardian for individuals under the age of 18, where required;
- Subsistence costs up to £20 / day;
- Entry fees.

### 5. What can this scheme not fund?

We will not fund:

- Retrospective costs;
- Conferences and seminars;
- Holidays and general entertainment costs, e.g. cinema, theme parks;
- 'In kind' non cash costs;
- Equipment and materials;
- Publicity and promotion costs;
- Local travel and accommodation costs;
- Capital projects;
- Costs that should be met by statutory bodies;
- Any other costs which are deemed non-essential.

### 6. How much can we fund?

The Shetland Travel Scheme has a total budget of £5,000 for this one-year pilot. Eligible applicants can receive up to 100% funding of up to a maximum of £1,000.

Individuals can apply for more than one Shetland Travel Scheme grant per Shetland Islands Council financial year - up to the above maximums e.g. 2 x 100% grants of £500.

In the event that there are more applicants for funding than money available, the Director, or his nominee will have authority to consider additional applications.

## 7. What happens if you are successful?

- Shetland Islands Council will issue a grant offer letter and acceptance form detailing the terms and conditions of the grant award;
- Once you have accepted the terms and conditions of the grant and returned the acceptance letter, 90% of the grant will be paid directly into your nominated bank account with the remaining 10% being paid once you have attended the event and submitted all relevant receipts and invoices for the trip (if this funding schedule is problematic, please contact the Grants Unit to discuss);
- You must comply with grant conditions and only use the funding for the purpose(s) as set out in your application form;
- You will be required to complete an evaluation form and submit a certification of expenditure form including receipts/invoices for all relevant expenditure within 2 months of the end of the financial year at the latest.

## 8. What happens if you are unsuccessful?

We will write to you **within 6 weeks** of receipt of your applications to inform you of the decision.

The Director of Development Services' (or his nominee) decision is final but if you would like further feedback on the decision to refuse your application, then please contact the Grants Unit using the contact details in section 11.

The Council's Comments and Complaints Handling Procedure can be seen at [http://www.shetland.gov.uk/comments\\_complaints/default.asp](http://www.shetland.gov.uk/comments_complaints/default.asp)

## 9. How do you apply?

### **You read this guide**

Check that you are eligible to apply and you can meet the terms and conditions of our grant.



### **You complete an application form and send it to us.**

We need to receive your application within the timescales as specified in Section 3 above. This gives us time to assess your application and you time to send back any additional information we ask for. Application forms can be completed electronically or in paper format. Please contact the Grants Unit if you need any assistance.



### **We assess your application.**

We will acknowledge your application within 5 working days and will ask you for further information where necessary. Once your application is complete, it will be assessed by staff in the Council's Community Planning & Development Service. We might contact you with questions at any time during our assessment.



### **We tell you our decision.**

Once your application is complete, we will give you a decision within 6 weeks. If you are successful, you will receive a grant offer letter from Shetland Islands Council. You/your parent/guardian will need to sign the letter accepting the terms and conditions of the grant, including details of the account to receive the funds and return it by the date stated on the letter. If your application is unsuccessful we will write to tell you why.



### **You start your programme.**

You can start your project when you receive our letter confirming the grant. We cannot guarantee to fund any costs you have incurred before we have made a decision on the application. We will not fund any costs you have incurred before you make your application.

#### **You must acknowledge Shetland Islands Council on all publicity and marketing materials.**

If you want to change the purpose of your grant from that specified in your grant application, you must first get our agreement in writing.



### **You finish your programme.**

You should have attended your event by 31<sup>st</sup> March 2020. We will ask you to complete an end of grant report, telling us how the grant has been spent and what you achieved with it. You will also have to send in the original receipts for the money that you spent. Once this is received the final 10% of grant funding will be paid in to your nominated account. If you spend less than you estimated in your application, we will either ask you to repay a proportion of the grant and/or withhold the final 10%.

## 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. Contact Details

Grants Unit staff are available to discuss potential projects prior to completing your grant application form. Contact details are provided below.

### **Grants Unit**

Community Planning & Development  
Solarhus  
3 North Ness Business Park  
Lerwick  
ZE1 0LZ  
Tel. (01595) 743828  
Email. [grants.unit@shetland.gov.uk](mailto:grants.unit@shetland.gov.uk)