



## Support to Community Facilities Guidelines

This is a closed grant aid scheme designed to assist a number of named voluntary organisations, which manage and/or maintain youth facilities and sports facilities, with their annual running costs.

We hope this scheme makes a **real difference to the quality of life** for people living in Shetland.

### 1. What our grants are for -

This grant scheme aims to support organisations and activities that: –

- Encourage participation in community life, in particular those focusing on young people and those most disadvantaged,
- Assist in the process of sustaining and regenerating fragile rural areas,
- Ensure organisations are open to those who want to take part and that they actively encourage more people into their organisation,
- Promote individual and community achievement.

### 2. We expect all funded applications to demonstrate that –

- it meets a community need
- it represents value for money
- it is well planned
- there are long term benefits
- it makes a difference to the community
- the project expenditure can be accounted for

### 3. Who can apply?

Your group can apply for a grant if: –

- you are based in Shetland
- you are a non-profit making group
- you have an open constitution or set of rules which clearly defines your group's aims, objectives and procedures
- you have a bank or building society account in the name of your group which requires at least 2 signatures on each cheque or withdrawal
- you can enclose your most recent annual accounts which have been certified as true by a person independent of your group
- you are listed in Section 5 of these guidelines

#### 4. How do we apply / when do we make an application

It is a requirement of this scheme that all applications for grant assistance are submitted within 6 months of your group's new financial year commencing.

All applications received will be acknowledged within 5 working days identifying any further information required to complete the application. All applications requiring further information must be completed within a maximum period of two months from the date of receipt of the original application.

Applications are available on the Council's website at [www.shetland.gov.uk/grants](http://www.shetland.gov.uk/grants) and can be submitted electronically.

You should also contact staff **at the earliest opportunity** to discuss your organisation's project eligibility and to get assistance with completing the application form.

#### 5. How much can we apply for?

##### **Sports facilities**

There is no minimum grant specified for this scheme. Eligible organisations can apply for up to 75% of eligible costs up to a maximum grant of £3,000.

Only the following organisations qualify for funding:

Bressay Sports Club	Burra Isles Football Association
Cunningsburgh Football Club	Delting Football Club
Fraser Park Trust	Sandwick Football Club
South Mainland Community Association	Strom Park Development Trust
Whalsay Golf Club	Whalsay Sports Development Trust

Please note that in addition to the above grant assistance, the organisations maintaining grass sportsfields will be able to receive in-kind support from the Sport and Leisure Service towards the specialist ground maintenance works to their sportsfields i.e. verti-draining, fertiliser and weed spraying. These works must be agreed at the start of each year with the Sport and Leisure Service and will be subject to the availability of finance.

##### **Youth facilities**

There is no minimum grant specified for this scheme. Eligible organisations can apply for up to 75% of eligible costs up to a maximum grant of £12,000 or up to the equivalent amount of their 2015/16 grant award, whichever is the lesser amount. Only the following organisations qualify for funding:

Brae Youth Centre	Cunningsburgh Village Club
Livister Youth Centre	Mossbank Youth & Community Centre
Sandveien Neighbourhood Centre	Sandwick Youth & Community Centre
Scalloway Youth Centre	Westside Youth Centre – to be confirmed
Whitedale Youth Club	Unst Youth Centre
Yell Youth Cafe – to be confirmed	

In recognition of the unique nature of these facilities and activities eligible organisations may apply for 2-stage grant payments to assist with cashflow purposes. An initial application may be made without submitting annual accounts and, assuming the application is approved, 50% of the grant award will be paid out on receipt of the signed grant acceptance.

The remainder of the grant due will be held until certified annual accounts, and any other information required, is received and checked. Any previous underspends will be addressed with the second instalment.

## 6. What can Sports Facilities apply for?

We will consider funding: –

### OPERATING EXPENDITURE

#### Operating costs

- Haulage
- Insurance
- Rent
- Rates
- Other hire charges i.e. plant hire
- Heating / lighting
- Wages
- Fuel
- Equipment purchase \*

#### Maintenance costs

- Grass cutting / strimming
- Lining
- Drainage works
- Verti-draining / rolling
- Seeding / re-turfing works
- Fertilising / weed spray
- Sand / lime / top soil / maintenance
- Other repairs / maintenance \*\*

#### Other costs

- Cleaning materials (including protective clothing)
- Administration costs
- Telephone line rental

\* Please note all equipment purchase must be directly related to the maintenance of outdoors sports grounds. Your organisation may apply for grant assistance towards new equipment items such as gardening tools, painting equipment, mops, buckets, lawn mowers, strimmers, line markers, hoses, etc. Your organisation may also apply for new equipment that is directly associated to the activity that takes place on the sports ground such as permanent and portable goals, flags, nets, etc.

\*\* Please note in addition to the above listed eligible funding categories other repairs and maintenance costs must be directly related to the maintenance of outdoors the applicant's sports ground. For example your organisation may apply for financial assistance towards the repair and maintenance of buildings, equipment, boundary walls, fences, car parks and associated facilities.

We will not fund: –

- Running costs not directly associated with managing and maintaining a sport facility
- Items that only benefit an individual e.g. medals, engraving, trophies, prizes, etc
- Sports equipment such as strips, balls, cones, bibs, hockey balls, golf clubs etc.
- Loan or endowment payments or bank charges
- Development or special project costs
- Feasibility, Design or Capital costs
- Business or commercial ventures
- Any other expenditure that is deemed as non-maintenance or is deemed unrelated to the regular costs of maintaining an outdoors sports ground

## 7. What can Youth Facilities apply for?

We will consider funding: –

### OPERATING EXPENDITURE

#### Premises costs

- Buildings insurance (only for buildings owned or leased by the applicant)
- Rent/rates
- Heating/lighting
- Building repairs
- Telephone line rental only (not calls)
- Cleaning materials
- Wages (cleaner/caretaker)

#### Other costs

- Activity insurance
- Licences
- Group affiliations
- Postage
- Stationery
- Photocopying
- Advertising and publicity
- Audit fees
- Room hire

### PROGRAMME EXPENDITURE

- Local transport
- Venue hire (including costs associated with hire of venue – e.g. electricity)
- Expendable equipment (consumables – see examples below)
- Wages/honorarium

Examples of consumable items that could be considered for funding are things such as paper, card, paint, crayons, art and craft materials, glue, string, table tennis balls, shuttle cocks, target faces, chalk, cue tips, squash balls, badges for uniformed organisations etc.

We will not fund: –

- Items that only benefit an individual e.g. medals, engraving, trophies, prizes, etc.
- General running costs for adult organisations
- General running costs for vehicles and equipment
- Loan or endowment payments
- Development or special project costs
- Feasibility, Design or Capital costs
- Business or commercial ventures
- Fundraising expenses
- Meals or subsistence costs
- General entertainment costs e.g. cinema, theme parks, etc.
- Disclosure fees
- Satellite television subscription fees
- Telephone calls

## 8. Application process

Once you have completed your grant application, attached all the necessary documents and worked through the checklist, please send the application and enclosures to the Grants Unit as detailed in Contact Details on page 7.

- ❑ On receipt of your application we will check if it is complete and ensure all the necessary information has been enclosed.
- ❑ We will acknowledge receipt of your application **within 5 working days** or return your application if not complete, and will let you know what else you need to do.
- ❑ Your completed application will be assessed and you will be informed of the decision in writing **in no more than 6 weeks** of receiving the completed application.
- ❑ Successful applications will be issued with a grant offer letter and acceptance docquet.
- ❑ Once your group has accepted the terms and conditions of the grant and returned the acceptance letter the grant will be paid in full directly into your group's bank account.
- ❑ You must comply with grant conditions and use the grant only for the purpose set out in your application form.
- ❑ You will be required to account for the grant, by means of submitting your organisation's audited annual accounts that relate to the period for which the grant was given, within 6 months of your financial year-end.

## 9. If your grant application is unsuccessful

We will tell you the main reasons why in a letter **within 6 weeks** of receiving the completed application. Following receipt of the explanation you may wish you to revise your application and resubmit it or appeal the original decision.

If you want to appeal the decision to refuse your application, then a letter of appeal should be submitted to the Grants Unit within three months of the date that you were notified of this decision.

## 10. Service pledges

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

- ❑ The Grants Unit will provide **accurate information** about their grant aid schemes and application procedures.
- ❑ All grant application forms requested will be sent out **within 2 working days**.
- ❑ All grant application forms received will be acknowledged **within 5 working days**.
- ❑ All organisations receive a decision on completed grant application forms **within 6 weeks** \*
- ❑ All organisations who have had grant applications rejected will receive a **written explanation** of why it was unsuccessful.
- ❑ All organisations that have had a rejected grant application advised in writing have the **right to appeal** against the decision.

## 11. 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.

## 12. Protection of Vulnerable Groups requirements

From 1st April 2011, 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](http://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.safershetland.com](http://www.safershetland.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/](http://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.safershetland.com](http://www.safershetland.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.

### 13. Other considerations

- ❑ No applications can be considered for expenditure already incurred, except with prior agreement of the Director of Development Services.
- ❑ All grant awards are subject to the Shetland Islands Council's approved grant conditions and availability of finance.
- ❑ In the event that your project is underspent your group may be required to repay part of the grant assistance back to Shetland Islands Council. If this happens you will be contacted in writing and asked to repay the identified underspend.
- ❑ Groups with savings, reserves, cash or investments greater than £10,000 may not be considered for grant assistance if they are unable to confirm that these funds are restricted or designated funds for a specific purpose.
- ❑ Groups will look to maximise income from other sources and/or seek out further efficiencies in order to reduce dependency on grant aid.
- ❑ All Council grant awards are acknowledged on publicity and marketing material.
- ❑ Your group's contact details must be included in the Council's online Community Directory and you will be responsible for making any changes to your group's details as necessary. If you have not joined the Community Directory please contact your local Community Office for information, or look up the website at [www.communitydirectory.shetland.gov.uk](http://www.communitydirectory.shetland.gov.uk)

### 14. Contact details

Officers in the Grants Unit are available to give advice and guidance on the completion of grant applications. If you need assistance you should contact staff at the earliest opportunity and prior to completing a grant application.

#### **Grants Unit**

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