**Coastal Communities Fund – Stage One Application Form Details/Questions**

**(THIS IS NOT AN APPLICATION FORM)**

**Information**

The Coastal Communities Fund is a grant scheme designed to mobilise change and deliver positive outcomes for Shetland and its communities.

The scheme seeks to support the community and economic development of our communities by investing in infrastructure, community capacity building, and developing community assets and encouraging inclusive growth.

In the scheme guidelines you will find information about who can apply for grants, the types of things we may give grants for and what will happen after we receive your Stage One grant application form.

Wherever possible, you should consider applying to alternative funding sources prior to applying to this grant aid scheme. This will help to reduce the demand on the Shetland Islands Council's Coastal Communities Fund budget.

Stage One application forms should be submitted **at least two weeks** before panel meeting to avoid being deferred to next panel meeting.

Following submission, you should receive confirmation that your application has been received within 5 working days

Officers in the Council’s Development Services will begin assessing your application and will be in touch.

**Applicant’s Details**

* Applicant organisation name
* Contact Name
* Position
* Organisation type
* Contact Address
* Top of Form
  + Postcode (Please ensure there is no space at the beginning and the end of the valid UK postcode)
  + Address
* Bottom of Form
* Contact Phone number
* Email address
* Website

**Project Details**

* Project title
* Project location
* Proposed project start date
  + Projects cannot commence before funding has been awarded from this grant aid scheme.
  + Therefore applicants must allow sufficient time in their project start date for Stage one and Stage two applications to be considered by the Council’s quarterly panel meetings.
  + Where necessary applicants seeking over £50,000 will also need to allow additional time to project start date for final decision to be taken by Shetland Islands Council.
* Proposed project end date
* What is the project you would like to carry out? (Max 2000 characters)

**Project Costs**

* Please provide a breakdown of all your project costs.
  + Please add a new line for each cost including any non-recoverable VAT
  + Total project costs
* Potential match funding source(s).
  + Please add a new line for each source
  + Total match funding
* Grant requested from Coastal Communities Fund
  + Applicants may request grants of between £5,000 to £100,000 towards eligible project costs
  + Please refer to section 5 of the Scheme Guidelines which explains the different levels of grant available depending on type of project.

**Outcome**

* Please describe the outcome(s) you wish to deliver
  + Max 2000 characters
* Which of the Shetland Partnership Plan shared priorities will this project contribute toward?
  + For more information see website for details at: [**Shetland Partnership Plan**](https://www.shetland.gov.uk/downloads/file/1085/shetland-partnership-plan)
* Please select 1 or more of the following
  + Participation
  + People
  + Place
  + Money
* How do you know there is a need for this project?
  + Max 1500 characters
* How will you measure and monitor the proposed project outcomes?
  + Max 1500 characters

**Declaration**

* 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.
  + Signature
  + Date