



## **Westray Community Turbine Fund Entertainment, Community and Development Grant Application Form Guidance Notes.**

Entertainment applications are assessed by the staff team as are education & training grants. All applications for community and development grants will be reviewed by the Project Evaluation Group (PEG). How well your project scores depends on how well you answer sections 4-8 which judge your evidence of; external funding (4), contributing to trust charitable objectives (5), the need for the project (6), the projected impacts/outcomes of the project (7), project achievability (8) and whether the project is value for money (cost-effective).

At the end of your project you will be required to complete and return a 'Project Review Form'. The purpose of this form is to let us know how your project went and provide advice for future applicants wishing to run similar projects. Therefore you should be careful not to exaggerate in this application form and provide clear and honest answers.

### **Section 1: About You**

It is essential that we have the correct details for the contact person, so please complete all the questions in this section.

Provide your full name and full address.

### **Section 2: About Your Organisation**

Funding is prioritised for Westray-based groups. Only in exceptional circumstances will funding be awarded to an individual.

Funding will generally be paid net of VAT, however, if for any reason you can't reclaim VAT on this project, please let us know and explain why.

### **Section 3: About Your Project**

*Your project title* must clearly describe what your project is. It doesn't need to be fancy only clear. For example if the funding was to be used to purchase a computer for the IT club, the project could be called 'Westray IT Club: New Computer'. The title you give your project will be the title used in Westray Development Trust publicity.

*Which Grant are you applying for?* To be eligible for any Westray Development Trust Grant your project must have a direct benefit to Westray residents and contribute to the charitable objectives of the Trust (see Section 5) and the key themes of the Westray Development Trust's Development Plan which are: support increased quality and quantity of housing, support industry and business, support youth & children, support health & care, protect and/or preserve the environment, support recreation/leisure and voluntary groups, support good and affordable transport links,



support education and training or support the community of Westray in other appropriate ways.

*Entertainment Grant:* This grant is available in order to enable groups to put on events, bring acts to Westray or enable groups to bring across items of equipment for events. The Westray Development Trust Board recognises that the cost of travelling to Westray and freight costs could be seen as prohibitive, therefore funding is available to a *maximum of £300 per event* which should be used for the travel and accommodation costs of travelling acts or the freight costs of equipment brought across.

If the event is being held to raise funds for other charities off the island, this must be stated in your project summary. To be accepted by the Trust members of the Westray community must have personally benefited from these charities.

*Community Grant:* This grant is available for one-off project costs and is to be used to supplement existing funding for projects not replace it. Grants will be made *between £50 and £10,000 to fund a maximum of 80%* of the total cost of the project.

*Development Grant:* This grant is available for projects that will have a long-term benefit to the community of Westray. Again this grant is meant to supplement other funding not replace it. Applications to a *maximum of £50,000* will be considered. Only in exceptional circumstances will larger amounts be considered. Again a *maximum of 80%* of the total cost of the project can be applied for.

*Project Summary:* Clearly outline what your project is.

**Project End Date:** Please state when your project is expected to end. The Trust will use this date as the basis on which we will send you a 'Project Review Form'. Please use Day/Month/Year format.

#### **Section 4: Funding**

**Costs:** Please give as much detail as you can in a breakdown of the total costs of your project. Please include all costs, not just the costs which you are applying for funding from WDT.

**%:** The Trust's Grant schemes are meant to supplement other sources of funding not be the sole funder.

**Details of Funding:** Please provide a full breakdown of the funding you have already secured and what the sources of this funding are (other grants, fundraising, personal contributions etc.). If you have made a clear effort to research and source other funding (including fundraising and personal contributions by you or your organisation) your application will score highly. If you have made no attempt to research other funding sources your application will not score highly on in this section.

Be clear on how much you are applying for from the Trust.

#### **Section 5: Charitable Objectives.**



Westray Development Trust has nine charitable objectives as you can see outlined in the application form. Please tick the box for any and all objectives your project will contribute to. For your application to be considered you must have at least one relevant objective. The clearer you are about how your project will contribute to these objectives the higher your application will score. Therefore if you contribute to several objectives to a small extent or just one to a large extent you will still score highly as long as you clearly outline how and why.

For example setting up a new sports club would contribute to Objective 1 regarding social welfare, recreation and leisure as it would provide a new opportunity for a wide range of Westray residents to do something different in their free-time. It would also contribute to Objective 2 regarding education and training as Westray residents would have the chance to learn or develop a sport and the associated skills. It would contribute to Objective 8 regarding regenerating the social infrastructure of the island as it would allow residents to meet and interact with other island residents in an enjoyable setting. In addition sports also offer an opportunity for strengthening team-work and friendships on the island contributing to general well-being.

### **Section 6: Answering a Need.**

In this section it is important you evidence why this project is needed in the first place. What need or needs will your project help answer? How do you know there is a need? Again the clearer and more detailed your answer the higher your application will score.

*Who will benefit?* Are there any particular groups on the island who will benefit from your project? Or will it benefit the community as a whole? For example the play park benefitted children by providing facilities for play but it also benefitted their parents. It also assisted in boosting the appeal of Westray for young families visiting or looking to move here, benefitting the community as a whole.

### **Section 7: Impacts**

In this section we are looking for you to clearly outline the benefits of your project.

Outputs refers to the direct, measurable results of your project while outcomes refers the wider story and wider benefits from the outputs. For example if you applied for funding for students to have a field-trip to France outputs of this project would be that 10 students visited France. In France all ten visited historical sites, museums, art galleries and interacted with French individuals. The outcomes of this could be; increased cultural awareness, strengthened French language skills, improved knowledge of French history, improved team-working and independence skills etc.

In this section you must clearly state the aims of your project and the potential wider impacts. The clearer you are on how your project will positively impact Westray residents the higher your application will score. It will also work in your application's favour if these impacts are also wide-ranging.

### **Section 8: Project Viability**



In this section we are looking for you to display that your project is well-planned and you have considered the steps you need to take to ensure your project succeeds. You should outline these steps. Again the more detail you provide the stronger your application will be. Show that you have considered any time-constraints you may have and any other challenged that may arise and how you can over-come this issues.

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It is essential that you sign and date your application form. You can email this completed form to [admin@westraydevelopmenttrust.co.uk](mailto:admin@westraydevelopmenttrust.co.uk) or drop it into the Trust Office at Unit 1, Quarry Road, Pierowall.

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*By completing this form and submitting it to Westray Development Trust (WDT) you are consenting for this form and the data within to be processed and stored by WDT in order for WDT to fulfil its functions as a community development trust. You are also consenting to receive communications from Westray Development Trust. Under the General Data Protection Regulation 2016 you can request to see any data held on you at any time, simply get in touch with WDT office at [admin@westraydevelopmenttrust.co.uk](mailto:admin@westraydevelopmenttrust.co.uk).*