



Westray Community Turbine Fund

Entertainment, Community and Investment Budget Grant Application Form Guidance Notes.

Entertainment applications are assessed by the staff team as are Education & Training grants. All applications for Community and Investment Budget grants will be reviewed by the Project Evaluation Group (PEG). How well your project scores depends on how well you answer sections 4-8. These sections judge your evidence of: external funding (4), contributing to WDT charitable objectives (5), the need for the project (6), the envisaged impacts/outcomes of the project (7), project achievability (8) and whether the project is cost-effective (the benefits/community impact justify the cost).

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 your application and provide clear and honest answers. You will also be asked to supply photographs for our publicity where possible.

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. If you are completing the application form on behalf of someone else and they wish you to be the contact on their behalf you should complete the form with your contact details and explain elsewhere that you are applying on behalf of someone else.

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 outside of the Education & Training Grant scheme. If your project is for an individual and is in relation to WDT's charitable objective '*to relieve those in need by reason of age, ill-health, disability, financial hardship or other disadvantage*' it will be considered.

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 an 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. It makes it clear for the community what community funds are being spent on.



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). It could also contribute to the key themes of the Westray Development Trust 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 scheme was developed in order to enable groups to put on events in Westray, bring acts to Westray or enable groups to bring across items of equipment for events. The Westray Development Trust Board recognises in particular that the cost of bringing entertainment to the island could be seen as prohibitive if the group who wishes to put on the event would have to make a full cost recovery or were looking to fundraise. Therefore, a group may apply for funding of up to a *maximum of £700 per event* which should be strictly used for costs associated with that event only. For example this may include band hire, room hire, band accommodation and travel etc. The grant is to put on events in Westray only.

The group must make it clear in its application how the event will benefit members of the Westray community. 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 WDT, members of the Westray community must have personally benefited from these charities. Applications requiring over £700 will be considered under the Community Grants scheme.

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 £50,000 to fund a maximum of 80%* of the total cost of the project. Larger projects will be considered for the Investment Budget Scheme. It is however at the Board's discretion to fund more than 80% if they feel circumstances require it.

Investment Budget; Grants from this budget are available for large, one off and unique projects that are beyond the limits of the Community Grant scheme (£50,000). Investment Budget Grants will cover a maximum of 80% of costs. It is however at the Board's discretion to fund more than 80% if they feel circumstances require it.

Please note that there are limited funds and projects will be prioritised so there is no guarantee that applicants will receive full funding even if they meet with all criteria.

Project Summary: Clearly outline what your project intends to do.

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 for which you are applying for funding from WDT. Where possible attach copies of quotes to support your application, if your costings are estimated please explain why.

%: The Trust's Grant schemes are meant to supplement other sources of funding not be the sole funder. State the % of costs you have secured other funding for (whether from your own funds or other sources). Please remember that you will need to secure a minimum of 20% of funding from another source for the Community Grant. This 20% does not need to be confirmed at the time of your WDT application, but you should not apply for more than 80% of costs and indicate your plans to source the remaining 20% in the following question.

Details of Funding: Please provide a full breakdown of the funding you have already secured or applied for 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 therefore even if you have applied for funding from other sources and been unsuccessful you should still include this information. 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 money you are applying for from the Trust.

If you are applying for Westray Development Trust to underwrite the cost of your project in case you cannot recoup project costs please state this clearly in this section. You should make it clear the maximum value you are applying for from the Trust to underwrite. This is important, for example if you have applied for WDT to underwrite your project to the maximum of £1,000 and you make a loss of £1,500 you will only be able to claim a maximum of £1,000 on the basis of receipts. On the other hand, if WDT has agreed to underwrite your project to the maximum of £1,000 and you make a loss of £900, you will only be able to claim a maximum of £900 based on receipts. If you have made a loss on your project and cannot recoup costs then you must clearly evidence this to be able to claim any underwritten grant funding.

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 one to a large extent you will still have an equal chance of scoring highly. The main thing is to clearly outline how and why your project contributes to a charitable objective and how it benefits Westray or Westray residents.



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 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. For example is your project providing a service or experience that is unavailable in Westray?

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.

If your project will primarily support one individual, for example it contributes to Objective 7 which is *'to relieve those in need by reason of age, ill-health, disability, financial hardship or other disadvantage'*, it is important you show why there is a need and in the next section demonstrate how your project could change that individual's life. You should also explain why the individual would not ordinarily be able to fund this themselves.

Section 7: Impacts

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

Outputs refer to the direct, measurable results of your project while outcomes refer to 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 10 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 but this is not a requirement.



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 challenges that may arise and how you can over-come any issues. Perhaps you have specific skills and knowledge which will contribute to making your project successful.

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

By completing your form and submitting it to Westray Development Trust (WDT) you are consenting for your 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.