



*From the community  
For the community*

Rousay, Egilsay and Wyre Development Trust is a charitable company limited by guarantee. Co. Reg. No: SC318527 Charity Reg. No: SC040407 Registered Office: The Manse, Rousay, Orkney, KW17 2PR. Telephone: 01856 821229. e-mail: [info@rewdt.org](mailto:info@rewdt.org)

## Grant Application Guidance

Rousay, Egilsay and Wyre Development Trust operates a grants and loans scheme which is open to applications from businesses, voluntary organisations, clubs, or individuals on Rousay, Egilsay or Wyre.

### What are the grants or loans for?

Grants or loans may be awarded for the benefit of members of our community on Rousay, Egilsay or Wyre to enhance the quality and/or sustainability of life on our three islands. The amount of funding available for grants may vary each year. Grants or loans awarded must comply with the Trust's Charitable Aims, which are registered with the Office of the Scottish Charities Regulator. These are:

- The advancement of community development, including the advancement of urban/rural regeneration.
- The advancement of education.
- The advancement of citizenship.
- The advancement of environmental protection or improvement.
- The provision of recreational facilities or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended; including the provision, maintenance and/or improvement of public open space and other public amenities.
- The advancement of the arts, heritage, culture or science.
- The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.
- The prevention or relief of poverty.
- The relief of unemployment.

### The 4 Different Types of Grants on Offer are:

#### 1 Education Bursaries Fund

The Education Bursaries Fund is for all recognised qualifications and courses. If you are unsure if the course you wish to do fits into this category, please contact the office for advice.

Applications must be submitted AT LEAST 14 DAYS prior to any training event , or the date funding is required, (whichever is the earliest) that they wish the REW DT to contribute to.

- This fund is only open for individuals.
- This grant is available to residents of all ages. However, applications for children in primary or secondary education must be made by the parent/guardian.

Awards for adults:

- £500 per person per financial year, with no more than £1500.00 being awarded in any rolling 5 year period. The financial limit applies accumulatively across this, and the Driving Lessons Fund.
- 80% of the cost of any education, training or developmental nationally recognised qualification or course. The applicant must contribute a minimum of 20% of the costs.



- A separate Training Support grant application (e.g. for essential equipment costs, travel, etc) can be applied for, relative to the application, for up to 50% of the costs to a maximum of £100.00

Awards for children in primary or secondary education:

- £100 per child per financial year.
- 80% of the cost of any course. The parent/guardian/applicant must contribute a minimum of 20% of the costs.
- A separate Training Support grant application (e.g. for essential equipment costs) can be applied for, relative to the application, for up to 50% of the costs to a maximum of £50.00
- If local ferry tickets are required for travel they may be sourced from Rousay School Parent Council (if available).

## 2 Driving Lessons Fund

This fund will be re-open again **for one year only** from 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018 to support our residents to improve their driving skills and/or gain their driving licence.

Applications must be submitted AT LEAST 14 DAYS prior to starting the lessons or the date funding is required, (whichever is the earliest), that they wish the REW DT to contribute to.

- This fund is only open for individuals.
- This grant is available to residents of all legal driving age.
- £500 per person. The financial limit applies across this and the Education Bursary Fund, so this is also subject to the grants rule that no more than £1500 will be awarded in any 5 year rolling period.
- Up to 80% of the cost of driving lessons will be paid to the maximum grant allowance. The remaining costs of lessons will be paid by the applicant.

## 3 Well being fund

This grant is for non certified courses and is available to organisations, clubs, and/or individuals for non-educational/developmental leisure activities that meet the Trust's charitable aims and objectives. It does not include applications for Training Support costs; these should be applied for under the General Grants Fund application. Group applications are encouraged to apply (rather than individuals). However, individual applications, when appropriate, will be funded (providing all criteria are met).

Applications must be submitted AT LEAST 14 DAYS prior to any event or course event , or the date funding is required, (whichever is the earliest), that they wish REW DT to contribute to.

This grant is available to residents of all ages. However, applications for children in primary or secondary education must be made by the parent/guardian.

Awards for adults:

- 80% of the cost to a maximum of £6.00 per session, assuming one session a week of any Well Being session. The applicant must contribute a minimum of 20% of the costs
- For Active Life/ Active Islands membership, an award will be made of up to 80% towards the annual fee, the applicant must contribute a minimum of 20% of the costs.
- A separate Training Support grant application (e.g. for essential equipment costs) can be applied for, relative to the application, for up to 50% of the costs to a maximum of £100.00

Awards for children in primary or secondary education:

- For Well Being- this is the same as for adults.
- A separate Training Support grant application (e.g. for essential equipment costs) can be applied for, relative to the application, for up to 50% of the costs to a maximum of £50.00
- If local ferry tickets are required for travel they may be sourced from Rousay School Parent Council (if available).

Please note the REW DT supplies 100% of the costs towards swimming sessions at the Pickaquooy Pool. To obtain a free ticket, please contact the REW DT office.

#### 4 General Grants Fund

This grant is available to all businesses, voluntary organisations, clubs, or individuals for non-educational/developmental leisure activities that meet the Trust's charitable aims and objectives. It also includes applications for Training Support costs for the above category.

This Fund may also, from time to time, be split into different Funds of smaller amounts, as the Board decides, to allocate an amount of money to a specific purpose.

The Trust will consider applications from new businesses who would like support in setting up. The potential business will be expected to produce a business plan and financial forecast for the Board to consider. Advice on where to go for further information can be obtained from the Trust offices. Please note, Trust's staff are not qualified to give business advice to applicants.

The eligibility of applications from outwith the REW community, including from those who own homes on REW that are not their main residence, will be appraised on a case-by-case basis.

There is no limit to the amount that can be applied for. Applications will, however, be divided into two categories:

- Grants or Loans up to £20,000
- Grants or Loans over £20,000

#### **How do you apply for an REWDT grant/loan?**

- Whatever the size of grant or loan you are applying for, just fill in the appropriate application form. You can download the forms from the Trust's website or obtain a copy from the Trust office and send the completed form, either on paper or electronically, to the Trust Office or [info@rewdt.org](mailto:info@rewdt.org).
- Receipt of your application will be acknowledged by a member of the Trust's staff, who may ask you for further information. You will be informed of the date of the next Board meeting at which your application will be presented.
- Applications for larger grants, may require more detailed estimates of costs listed under various headings and a business case may be required. Any additional requests for information will be based on the complexity of the project.
- For grants over £20,000, the views of the whole community will also need to be sought.
- Voluntary organisations and clubs applying for grants will be required to have a minimum of two signatures on the application form, one of which must be the Chair of the organisation.

The Trust's staff will assist you in presenting the required information to the Board and thus in making your application as strong as possible. They may also be able to tell you about other sources of funding that may be available to you. All aspects of your application will be dealt with in confidence.

**Please Note: Any expenditure made before your application is presented to the board for approval will not be paid and therefore should not be included in the application.**

#### **How will applications be dealt with?**

- Completed applications will be presented to the Trust's board of directors by the Trust's staff. For more complex grants or loans applications, you may yourself be asked to give a presentation of your proposals.
- Every effort will be made to prepare applications for consideration at the earliest possible Board meeting although this will depend on the complexity of the project and the amount of detailed preparation that is required.



- Applications and all supporting documents should be presented to the Trust offices at least 14 days prior to the next Board meeting for consideration at that meeting.  
Submissions made after this 14 day deadline will be deferred for consideration at the next meeting.
- Awards will be appraised on a case by case basis. Evidence of applicants' ability to manage an enterprise on the scale of that for which the grant or loan is being sought may also be required.
- The Trust will also endeavour to ensure that, over a period of time, all sectors of the community derive some benefit from the Grants funds they operate.
- Applications may be approved on the understanding that there will be a delay until the necessary funds are available.
- Successful applications may be reported on the Trust's social media sites, website and in the REW Review.
- Unsuccessful applicants will be advised of the reasons for their application being rejected. They will have the right to appeal to a panel which will include representation from out with the Rousay, Egilsay and Wyre community. A similarly appointed panel will also be responsible for considering any formally lodged concerns from the members of the community regarding grants that the Trust has awarded.

#### **What must be done after receiving an award?**

- If you are awarded a grant you will receive a letter explaining how to accept the award as well as detailed terms and conditions which must be read and understood before you agree to them.
- If you are awarded a loan the Trust will refer your application to a company who administers the system on their behalf. This company is called Developing Strathclyde Ltd (DSL). You will have to fill in forms for DSL, which the Trust will send to you. At no time in this process will the Directors have access to applicant's financial information, other than what is required for the loan itself.
- Awards will only be paid on proof of cost/expenditure, e.g. on presentation of quotes or invoices at the Development Trust's offices.
- Individuals will be offered to have their award paid into their own bank account, or made directly to the provider/supplier.
- Awards granted to voluntary organisations and clubs will normally be paid to their organisation's bank account unless a request is made to the Trust otherwise, e.g. if the group does not have a bank account the Trust will pay the provider/supplier directly.
- Funding for larger grants may be released in stages, later payments being made only when evidence of appropriate and successful use of earlier payments is presented.
- Where appropriate, the Trust may reserve the right to monitor the continuing provision of benefit to the community that the award of a grant was intended to support.
- Non compliance with the terms and conditions may result in the grant being withdrawn, the award being repaid, or you/your organisation prevented from being considered for any future application.
- All awards must start being drawn down within 3 months of the applicant's acceptance of the award or you may risk the award being withdrawn.