



General Grant (group) Application Guidance sheet

Open to all voluntary organisations, groups and clubs

We recommend that you speak to a member of staff at REWDT prior to submitting your application form to discuss the application in further detail.

General Grant Funding applications will be considered by the REWDT Board at a Full Board meeting. Details of Board meeting dates can be found on www.rewdt.org/grants or by emailing grants@rewdt.org or calling the office on 01856 821229.

Your application should include full details of expected costs and copies of quotations where applicable.

Applications must be submitted at least 14 days prior to the next Board meeting date. Applications submitted after this deadline will not be considered until the following Board meeting.

Applications must be approved by the Board of Directors and an REWDT offer letter received by the applicant before expenditure is made.

Part One: Your Group/Organisation

Please complete this section, we will need correct detail of the contact person if we need to request further information and to keep you up to date with the application. Our primary contact method will usually be by email so please ensure you print your email address clearly and correctly on the application form. If this method of contact doesn't suit you, please let us know.

Part Two: Your Project

Please provide a Project Title, this should clearly summarise your project.

When filling out this section please give as much detail as possible about your project and please list all costs involved, not just those for which you are applying to REWDT for funding. Please also attach quotes to support your list of costs where applicable. If your costs are estimates, please explain why.

Applications can be looked on more favourably when there is evidence that some form of external fundraising is being carried out, and we encourage groups to apply for other sources of funding from elsewhere to support their project, to combine with an application for REWDT grant funding. If you aren't applying for 100% of the project funding from REWDT, please identify the sources of the remaining balance of the project costs. If your group is applying for (or has applied for) funding from elsewhere for the project, please add as much detail regarding this as possible on the application form. This can also include the planned contribution to the project by your group or by personal contributions. Even if your group is unsuccessful in securing any external funding, please still provide details of any efforts made by the group in relation to this project. If you need help identifying possible sources of external funding currently available, please get in touch.

Applications for larger grants (over £1,000) may require more detailed information and, depending on the size of the grant, you may also be asked to present your proposal in person to the Board at the Board meeting, including evidence of community support. Any additional requests for information will be based on the complexity of the project.

Please also detail on the application form the benefit of the project to the group and members of the community. This enables us to ensure that the project aligns with REWDT's Charitable Aims.

Please ensure two members of the group sign the application form, one of whom should be the Chair/Director or Lead Organiser of the group.

What to expect once your application has been submitted

- Once you have submitted your application you will receive confirmation within 5 days, from a member of REWDT. We may also request some more information from you at this stage, before submitting the application for consideration at a Full Board meeting.
- The Board of Directors will consider your application at the Full Board meeting (dates published on the website) and a decision will be made on your application.
- After the relevant Board meeting you will receive a letter from REWDT, within 7 days of the Board meeting date. If your application is successful and the grant is approved, you will receive an offer letter, including Terms and Conditions, relating to the grant award. Please read through this paperwork carefully and if happy to proceed with the grant award you will be asked to sign and return an acceptance form. If you need to discuss the offer letter or terms and conditions in further detail our Grants Administrator will be happy to talk this through with you.
- Once the acceptance form has been returned to the Trust office relevant expenditure can be made. On production of an Invoice or receipt, REWDT will either pay the supplier directly or reimburse the funds to your group bank account details, as indicated on your acceptance form.
- If your application is unsuccessful, you will receive a letter from REWDT with details of how to appeal the decision if you wish to do so.
- Occasionally the Board may ask for more information to be gathered from the group regarding the project. If you need help with this the REWDT team can provide assistance.
- Details of successful awards may be reported on several platforms, including social and local or national media, our website and monthly newsletter, and the Rousay Review.



REWDT Charitable Aims

Grants may be awarded for the benefit of our community on Rousay, Egilsay or Wyre, to enhance the quality and/or sustainability of life on our three islands. Grant awards must meet at least one of the REWDT Charitable Aims, listed below, which are registered with the Office of the Scottish Charities Regulator.

Please tick at least one that applies to your grant application. If you would like to discuss this with a REWDT staff member, please get in touch.

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.

How will your project contribute to this objective?



ROUSAY, EGILSAY & WYRE DEVELOPMENT TRUST

GENERAL GRANT APPLICATION FORM (Group)

REWDT operates a community group grants scheme that is open to applications from voluntary groups and organisations on Rousay, Egilsay or Wyre, for purposes that will benefit residents of the three islands. For smaller applications, the details you provide on this form should be adequate. Proof of costs (e.g quotes) should be submitted alongside the application form, where possible. For grants over £1,000 please contact us to meet and discuss your grant request. For larger applications, evidence of community support may also be required, however you will be contacted by REWDT should any further information be required prior to the application being considered by the Board.

Applications must be submitted at least 14 days prior to the next Board meeting and these dates can be obtained from the Trust office or in the Review. Projects should not begin or be committed to before approval of the grant. Applications must be approved before expenditure is made. If your proposed project means you will need more than 3 months to draw down the grant, please discuss with us beforehand.

PLEASE PRINT YOUR ANSWERS CLEARLY:

Part One – Your Group/Organisation

Organisation Name:	
Main Contact:	
Address:	
Postcode:	
Tel No:	
Email:	

What type of organisation are you? CIC, social enterprise, youth club etc	
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How many people are on your organisation's committee or board?	
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Does your organisation have a bank account?	
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Current bank account balance? Please attach a recent bank statement for the group/organisation	
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Part Three - Project Outcomes

Who will benefit from the project? Please include numbers, age range etc

How will the project benefit members of the community?

If you would like to add any further information regarding the project, please add on a separate piece of paper and submit with this form.

Grants will normally be paid direct to a bank account on presentation of invoices (where applicable). Bank account details will be requested if a Grant Offer is made.

Declaration by Main Contact/Applicant:

By completing this form, I agree for my personal data to be held for use in connection with this grant, until the grant is closed either by completion, ineligibility, or because I/we/the organisation no longer wish to proceed with the application (please let us know).

By signing this application, I/we declare that the information given is complete and accurate and I/we confirm there has been no expenditure in relation to this application, prior to it being submitted to the Board of the Development Trust for their approval. Where the application is on behalf of a voluntary group or organisation, I confirm that I am acting on behalf of that group with their agreement.

Chair Person/Director	Second Signatory
Name:	Name:
Position:	Position:
Signed:	Signed:
Date:	Date:

Please return the completed form to REWDT, Gowsterie, Rousay KW17 2PT or email to grants@rewdt.org