



General Grant (Individual) Application Guidance sheet

Open to all individual residents based on Rousay, Egilsay and Wyre

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.

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.

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: About You

Please complete this section, we will need correct details in case 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

When filling out these sections please give as much detail as possible about your project, how the funding will be used, 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 applicants 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 you are applying for (or have 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 through personal contributions. Even if you are unsuccessful in securing any external funding, please still provide details of any efforts made by you 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 you and/or members of the community. This enables us to ensure that the project aligns with REWDT's Charitable Aims.

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 staff. 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 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 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 you 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, 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 were All 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 (INDIVIDUAL)

REWDT operates a community group grants scheme that is open to applications from individuals on Rousay, Egilsay or Wyre, for purposes that will benefit residents of the 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 applications over £1,000, please contact to us to discuss your application in more detail. 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. Applications should be submitted and approved before events are committed to and before expenditure is made. If you will need more than 3 months to draw down the grant, please discuss with us beforehand.

PLEASE PRINT YOUR ANSWERS CLEARLY:

Name:	
Address:	
Tel No:	
Email:	

What is the intended use of the grant?

How much will your project cost? please include total costs below and provide any relevant quotes
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Item or Activity	£
TOTAL £	

How much are you applying to REWDT for?	
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If you are not requesting 100% funding from REWDT please give details of where remaining funding will be coming from. Please give details of sources and amounts and whether the funding has already been approved. If you are unable to source funding from elsewhere, please briefly explain why.

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Who will benefit from the grant?

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How will they benefit from the grant?

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If you would like to add any further information regarding your application, 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 no longer wish to proceed with the application (please let us know).

By signing this application, I declare that the information given is complete and accurate and I 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.

Signature:

Name:

Signed:

Date:

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