**SHETLAND AMENITY TRUST**

**HERITAGE GRANT FUND**

**Before completing this form, please read the Guidance Notes. Additional sheets can be attached where required.**

1. **APPLICANT**

|  |  |  |  |
| --- | --- | --- | --- |
| **INDIVIDUAL/GROUP NAME:** | | | |
| **CATEGORY (please tick one)** | | | |
| **REGISTERED CHARITY** |  | **COMMUNITY GROUP** |  |
| **VOLUNTARY ORGANISTION** |  | **SOCIAL ENTERPRISE** |  |
| **PUBLIC BODY** |  | **INDIVIDUAL** |  |
| **REGISTERED CHARITY NUMBER (if applicable)** | | | |
| **LEAD CONTACT:** | | | |
| **ADDRESS:** | | | |
| **TELEPHONE NO:** | | | |
| **EMAIL ADDRESS:** | | | |
| **WEBSITE:** | | | |
| **ABOUT YOU Please tell us a little about your organisation/yourself (30 words max):** | | | |

1. **PROJECT**

|  |
| --- |
| **PROJECT TITLE:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **LINKS TO OUR FUNDING PRIORITIES (please tick all which apply)** | | | |
| increase resilience to economic, social and environmental impacts on Shetland’s heritage | | |  |
| enable the protection, enhancement and restoration of Shetland’s unique biodiversity | | |  |
| encourage improved physical and mental wellbeing through engagement with Shetland’s heritage | | |  |
| support and enhance sustainable communities through Shetland’s heritage | | |  |
| further Shetland’s heritage through effective collaboration and partnership | | |  |
| **PROJECT DESCRIPTION Please describe your project (100 words max. A more detailed description can be attached to the application):** | | | |
| **PROJECT OUTPUTS Please detail the end results of your project:** | | | |
| **HOW WILL YOUR PROJECT MAKE A DIFFERENCE Please demonstrate how your project meets our funding criteria and is of public benefit:** | | | |
| **COMMUNITY INVOLVEMENT Please describe community support and any planned community involvement in your project, attaching any letters of support if relevant:** | | | |
| **PROJECT PLAN Please describe preparatory work undertaken and the key stages of your project:** | | | |
| **PROJECT START DATE:** | | | |
| **PROJECT COMPLETION DATE:** | | | |
| **FOR PROJECTS RELATING TO PROPERTY (please tick the appropriate boxes)** | | | |
|  | YES | NO | |
| Is the property: |  |  | |
| * Listed? |  |  | |
| * in a Conservation Area? |  |  | |
| * a Scheduled Monument? |  |  | |
| Do you own the building? |  |  | |
| If not, who does?    Please attach a copy of your lease or agreement with the owner. | | | |

1. **PROJECT BUDGET Please attach quotations to demonstrate the estimated costs**

|  |  |  |
| --- | --- | --- |
| ITEM | SUPPLIER | COST (£) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | TOTAL COSTS |  |

|  |  |  |
| --- | --- | --- |
| **AMOUNT REQUESTED FROM SHETLAND AMENITY TRUST** |  | |
| **OWN CONTRIBUTION (please specify)** | |  | |
| **OTHER GRANTS SECURED (please specify)** | |  | |
|  | |  | |
|  | |  | |
| **­SUB TOTAL** | |  | |
| **FUNDING SOUGHT ELSEWHERE (detail funder and when you expect to hear)** | |  | |
|  | |  | |
|  | |  | |
| **INCOME SOURCES e.g. sale of publications/products** | |  | |
|  | |  | |
|  | |  | |
| **DIFFERENCE (shortfall or profit)** | |  | |

1. **SUPPORTING INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| I ATTACH (please tick where applicable) \* items are required | | | |
| Constitution \*(all bar individual applicants) |  | Evidence of other funding in place |  |
| Project plan with key milestones and dates \* |  | Replies to outstanding grant applications |  |
| Detailed project description |  | Quantity surveyors’ report |  |
| Detailed cost breakdown \* |  | Architects’ report |  |
| Contractors’/suppliers’ estimates \* |  | Drawings/plans |  |
| Lease/agreement \*(for buildings not owned by applicant) |  | Photographs |  |
| References \*(for individual applicants) |  | Copies of permissions/permits |  |
| Letters of support |  | Copyright permissions |  |

Please attach any additional relevant information not included elsewhere.

1. **DECLARATION**

**I confirm that I have read the Heritage Grant Fund guidelines and declare that the information provided within the application for the project listed above is correct to the best of my knowledge. I agree to advise Shetland Amenity Trust of any variation to the details provided or if the project cannot proceed.**

|  |  |
| --- | --- |
| **SIGNED** |  |
| **DATE** |  |

**Shetland Amenity Trust takes your privacy seriously and will only use your personal information to administer and contact you regarding the Heritage Grant Fund. We undertake to preserve the confidentiality of all information you provide to us, and our policy complies with UK law including the** [**General Data Protection Regulations**](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/)**. Fuller details of our privacy policy are available on our website** [**www.shetlandamenity.org**](http://www.shetlandamenity.org)

**PLEASE FORWARD COMPLETED APPLICATIONS TO:** [**info@shetlandamenity.org**](mailto:info@shetlandamenity.org)