**Application Form Guidance**

**Stiùireadh Foirm Iarrtais**

**All applications to the Islands Green Recovery Programme will be made using the** [**online application form**](https://www.tfaforms.com/4844351)**.**

Prior to applying online, we recommend that you use the **template form on page 3** to plan your answers and prepare them **offline**.

When you are ready to submit your application copy prepared answers into the online form. This will also help you with the word limits.

At the time of submitting your application online, please also have ready electronic copies of the documents needed to validate your organisation, ready to upload:

* The latest set of accounts for all organisations who will deliver the activities detailed in the application form
* A copy of your constitution if you are not registered with the Scottish Charity Regulator (OSCR)
* A budget detailing costs of the work subject of the application

**If you have any problems with uploading these documents please email** [**IGRPenquiries@inspiringscotland.org.uk**](mailto:IGRPenquiries@inspiringscotland.org.uk)

Technical Guidance to help you with submission of your application on-line is available on page 11.

The application form is split into the following sections.

* Pre-Application Eligibility Check
* Section A: Details of the Organisation applying for funding
* Section B: The Funding you are applying for
* Section C: The Project that you would like funded
* Section D: The difference your project will make

The **Pre-Application Eligibility check** will determine if you can continue to complete the remainder of the form. If eligible, please answer all the questions in each part of the application form and sign the declaration form.

**Supplementary questions for some applicants:** At some points you will be asked Yes/No questions. If you select ‘Yes’ you will be asked supplementary questions. When completing the form on-line you will only see the supplementary questions if you select ‘Yes’ so please bear this in mind when preparing your application.

**Maximum word limits:** Please note there are word limits to some questions. These are a guide only and the maximum limits **do not** need to be met. You will be unable to enter more than the maximum word limit.

**What information to include:** Specificinformation about what we are looking for in each of the free text answers is included below. Please address all points.

**Read over all the application before answering questions:** To save you repeating information, we recommend you look at all the application questions before you start.

Once you follow the link to the application form you will first have to answer 5 eligibility questions. These are listed below.

Pre application eligibility check

* Are you a Scottish island business, organisation or community group?
* Does your organisation fit into one of these categories? Social Enterprise / Cooperative / Community Interest Company / Charity / Company Limited by Guarantee/ Incorporated Group / Sole Trader/ Ltd Company
* Are you applying solely for capital costs?
* Do you anticipate the funding will be spent in the current financial year?
* Is the lead applicant a Local Authority or other public body?

If you answer YES to the first 4 questions and NO to the 5th question you will progress onto the main part of the application form.

**Application Form**

**Foirm Iarrtais**

**Pre Application Eligibility Check**

1. Are you a Scottish island business, organisation or community group?
2. Does your organisation fit into one of these categories? Social Enterprise / Cooperative / Community Interest Company / Charity / Company Limited by Guarantee/ Incorporated Group / Sole Trader/ Ltd Company
3. Are you applying solely for capital costs?
4. Do you anticipate the funding will be spent in the current financial year?
5. Is the lead applicant a Local Authority or other public body?

**Application Questions**

**Section A: Details of the Organisation applying for funding**

Earrann A: Fiosrachadh mun bhuidhinn a tha a’ dèanamh tagradh maoineachaidh

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| --- | --- |
| **Question** | **Response options** |
| 1. **Name of organisation**   Please provide the full name of the lead organisation submitting this application. |  |
| 1. **Trading name or known name if different from above**   If your organisation has a different name from the legal one, please provide details. If an acronym is often used when referring to your organization or group, please provide it here. |  |
| 1. **Legal form**   This programme is open to charities, businesses, social enterprises and other forms of organisational status. Please tick which one applies to you | * Charity * Scottish Charitable Incorporated Organisation * Community Interest Company * Company Limited by Guarantee * Co-operative * Incorporated Group * Ltd Company * Social Enterprise * Sole Trader * Other |
| 1. **Company number**   Please provide your company number |  |
| 1. **Scottish Charity number**   If you are a Scottish charity, please provide your Scottish charity number. |  |
| 1. **VAT number (if applicable)** |  |
| 1. **Website**   Please provide the URL of your oragnisation or groups website |  |
| 1. **Twitter handle**   If you have one, please provide your Twitter account |  |
| 1. **Facebook page**   If you have one please provide your Facebook page details |  |
| 1. **Registered address**   Please provide your official registered address and postcode |  |
| 1. **Key contact name**   Please give the name of the key person we should be in touch with regarding this application. |  |
| 1. **Contact position**   Please tell us the role the key person holds in the organisation |  |
| 1. **Contact phone number**   Please provide your office phone number |  |
| 1. **Contact mobile phone**   Please provide the mobile contact number for the key contact for this project |  |
| 1. **Contact email address**   Please provide an email address for the key contact. |  |
| 1. **Please tell us the mission, purpose and main activities of your organisation in (250 words)**   You can tell us how long have you been established, what is the purpose of the organisation and what services does it provide and to whom. Please do not send us any additional information for this question. Where possible we will also review your annual accounts so will get the information we need from both sources. |  |
| 1. **Please tell us about your organisation’s governance, leadership and management**.   You could include information on your Board or Committee membership, how often they meet and what skills they have. Summarise who your senior management team are and their experience. Sole traders should provide a summary CV and contracts secured. (200 words) |  |
| 1. **Where are you located? (100 words)**   Please tell us where you are based and where your project will be located. |  |
| 1. **What is/are your geographic operating areas? (150 words)**   (if different from question 18) |  |
| 1. **Please provide details of your financial position.**   The lead applicant should provide information on the organisation’s annual turnover, existing funding, income generation forecasts and contracts held and over how many years. Charities should give details of reserves policy (this is a policy that explains to funders why your charity is holding a particular amount of reserves); your level of reserves (the part of a charity's unrestricted funds that are freely available to spend on any of the charity's purposes).  (200 words) |  |
| 1. **Are you already in receipt of Scottish Government grant funding?** | * Yes * No |
| 1. **If yes, provide details, including dates, amounts and policy area/division.** (100 words) |  |
| 1. **Section A - Uploads**   This programme is open to a range of legal forms of organisation.  We will need to validate your authenticity and status by reviewing specific documents.  We also need to understand your financial situation to properly assess your application.  From the list below, please upload all relevant documents to validate your organisation and its financial situation: | * Most recent, signed Statutory Accounts * Copy of constitution * Evidence of Company Number (Records from Companies House); * Partnership agreement * Recent Bank Statement * Tax Return for Business owners /partnerships /sole traders |

**Section B – The Funding you are applying for**

Earrann B: Am maoineachadh a tha thu a’ dèanamh tagradh air a shon

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| --- | --- |
| 1. **Please tell us the total amount of funding you are applying for** (The funding needs to be spent by end of March 2021) Please note that we will not be offering grants of over £100k. |  |
| 1. **Please upload a budget that outlines all expenditure.** | Please use the template provided within the guidance materials. This is an excel spreadsheet which you can download, complete and upload. It includes some example lines showing you how to fill in the form. Note the guidance relating to VAT. The grant should be provided net of recoverable VAT. If you cannot recover the VAT then you are allowed to include this in your project costs. You are asked if you can recover VAT, please delete either yes or no as appropriate. As well as detailing the items of expenditure you are asked to provide the total amount of funding applied for. If you can recover VAT, this is the net cost, if you cannot recover VAT then you should enter the Total Cost including VAT. Please use the appropriate VAT rate for each item of expenditure. |
| 1. **What will you spend the money on and when?**   Please use this space to expand on and explain your budget template.   We recognise that some ideas will be more fully developed than others and that proposed budgets will reflect this.  Please provide as much detail as possible. Confirm if you have quotes and suppliers in place.(200 words) |  |
| 1. **Is this a new or existing project?** | * New * Existing |
| 1. **Has the project already received funding?** | * Yes * No |
| 1. **Please provide details of existing funding**.   How much has been invested to date and what are the sources of this funding. You should state how the funded phase of the project delivers against the overarching priorities of the Islands Green Recovery Programme. (100 words) |  |
| 1. **Do you have any match funding secured?**   Are you asking anyone else to contribute to the costs of this project and is that funding guaranteed? Please answer Yes or No | * Yes * No |
| 1. **Provide details**   Provide amounts and sources of any match funding in place for the project.  (100 words) |  |
| 1. **Is the implementation of the project spend dependent on any other factors?** | * Yes * No |
| 1. **If implementation is dependent on other factors, please give details.**   Provide information on what factors may stop your project being implemented. It would be helpful if you could provide information on the likelihood of these factors happening and what you have in place to mitigate the risk. (100 words) |  |

**Section C - The project that you would like funded**

Earrann C: Am pròiseact dha bheil thu a’ sireadh maoineachadh

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| --- | --- |
| 1. **What is the name of your Project?**   Please tell us what you are calling this project. This is not your organisational name, but the name of the project you are seeking funding for. |  |
| 1. **Tell us about your project.**   What are you seeking funding for?  (200 words) |  |
| 1. Which local authority or authorities will your project be delivered in? | * Argyll & Bute * Comhairle nan Eilean Siar * Highland * North Ayrshire * Orkney * Shetland * Other (please explain in the next question) |
| 1. **Which islands /communities will benefit from this project?**   Please describe which Scottish islands will benefit from this project and which specific communities or groups of people on the islands will benefit from this investment.  (100 words) |  |
| 1. **How will the community benefit from this project?**   Please tell us exactly how local people or businesses on the islands will benefit from your project. What difference will it make to them and the community. What will change as a result of your project being funded? What are the longer term benefits that you hope to achieve? (250 words) |  |
| 1. **What previous experience does your organisation have of delivering projects like this and what have you learned from this?**   Please tell us about the track record, experience, and skills your organisation has in delivering similar projects to this one.  (200 words) |  |
| 1. **Is this a partnership application?** | * Yes * No |
| 1. **Provide details of partners**   please include name of partner organisation, legal status, charity/company number, Address and contact details  (100 words) |  |
| 1. **If you are submitting an application with partners, how and why have you chosen the partners you have?**(100 words) |  |
| 1. **Has the project already commenced but is incomplete?** | * Yes * No |
| 1. **Please provide details of the status of the project.** (100 words) |  |

**Section D – The difference your project will make**

Earrann D: An t-eadar-dhealachadh a nì am pròiseact agad

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| 1. **Tell us what evidence you have that this project is needed.**   Please explain how you know there will be a demand for this project or that there is a need for it. You can include references to relevant studies or research. (200 words) |  |
| 1. **How does your project help to build a better, fairer, more carbon neutral economy?**   Please explain how your project contributes to the local economy, and how it supports climate change and addresses inequality. (200 words) |  |
| 1. **Please indicate which of the Islands Green Recovery Programme outcome(s) you think your project will contribute towards.**   You can tick more than one outcome. | * Support green recovery and carbon emissions reductions, with links to the development of natural capital and/or job creation/sustainable employment * Support COVID-19 recovery through increased resilience of communities * Support and enhance health and wellbeing * Reduce the financial burdens that can sometimes be required in order to be environmentally responsible * Support and impact upon sustainable employment. * Contribute to and promote a Green circular economy and local supply chains; enhancing economic output while contributing to the reduction of emissions and waste. |
| 1. **How many people will benefit from this project, in what ways and in what timescale. (100 words)**   You should describe who the beneficiaries are of this project and your best estimate of how many will benefit. If you think there are secondary beneficiaries, please provide details here too. |  |
| 1. **If you are successful with this application, please confirm you will be happy to collaborate with other projects to develop outcome indicators and agree measurements of success.** | * Yes * No |
| 1. The National Islands Plan provides a framework for action in order to meaningfully improve outcomes for island communities through **Fair**, **Integrated**, **Green** and **Inclusive** actions. **Which of the Strategic Objectives listed in the plan does your project contribute to?** | * Strategic Objective 1 To address population decline and ensure a healthy, balanced population profile * Strategic Objective 2 To improve and promote sustainable economic development * Strategic Objective 3 To improve transport services * Strategic Objective 4 To improve housing * Strategic Objective 5 To reduce levels of fuel poverty      * Strategic Objective 6 To improve digital connectivity * Strategic Objective 7 To improve and promote health, social care and wellbeing * Strategic Objective 8 To improve and promote environmental wellbeing and deal with biosecurity * Strategic Objective 9 To contribute to climate change mitigation and adaptation and promote clean, affordable and secure energy * Strategic Objective 10 To empower diverse communities and different places * Strategic Objective 11 To support arts, culture and language * Strategic Objective 12 To promote and improve education for all throughout life * Strategic Objective 13 To support effective implementation of the National Islands Plan |
| 1. **Please confirm that if you are successful, you will comply with all relevant guidelines, legislation and regulations as part of project implementation (including, but not limited to, all Governmental and NHS Public Health guidelines and regulations relating to Covid-19).** | * Yes * No |
| 1. **If there is anything else you would like to add in support of this application, please do so here?**   (150 words) |  |
| 1. **Reference**   Please provide the name, designation, phone number and email address of a referee for this project. |  |

**Technical Guidance for completing the online application form**

You can **save** your progress as you go – the save button is at the top of the page. You will be asked to enter your email address.

The system will then send you an email with a link to return to your work. Depending on the security settings your organisation uses, this email may be blocked or marked as spam.

If you do not receive an email within a few minutes, check your spam/junk folders. If you don’t receive an email at all contact Inspiring Scotland on [IGRPenquiries@inspiringscotland.org.uk](mailto:IGRPenquiries@inspiringscotland.org.uk) and we can send you the link to access your application. Make sure to always use the same email address when using the ‘save’ function, i.e. do not use one address to save at first and then another later in the form.

1. After submitting your form, you will receive an email confirming it has been received. The email will contain a text transcript of your answers.
2. If you have any problems with the form you should email: [IGRPenquiries@inspiringscotland.org.uk](mailto:IGRPenquiries@inspiringscotland.org.uk)