

Victoria League Scotland (VLS) Trust  
Guidelines for grants up to £5,000

**IMPORTANT: PLEASE READ**

You will need to consider the following eligibility criteria and programme priorities carefully **before** completing the online application form to ensure your organisation and project are eligible to apply.

To ensure your application is processed without delay, you must ensure all the required supporting documents are uploaded. If you do not have electronic versions of your supporting documents you can post them instead but you must do so within **5 days** of completing your online application form.

However, if you apply less than 5 days, or on the day, of the published deadline, please note that **we must** receive your supporting documents at the time that you apply. For grants of over £500 the deadline dates in each year are 5pm on the 28<sup>th</sup> June or the 30<sup>th</sup> September. If we do not receive your supporting documents by the time and date stated then your application **cannot** be processed and will be automatically **withdrawn**.

**ELIGIBILITY CRITERIA:**

- Only **constituted** groups, with a governing document, can apply
- A bank account must be set up in the name of the group
- There must be **at least 3 unrelated members** on your management committee
- Committee meetings must have a **quorum of at least 3 unrelated** members present
- There must be **at least 2 unrelated** cheque signatories

**PROGRAMME PRIORITIES:**

The Victoria League Scotland (VLS) Trust will support charitable activities that will:

- Focus on and promote the advancement and development of the education, welfare, training and social needs of overseas students, international visitors and individuals or families who are studying in, or visiting Scotland.
- Help build positive relationships between different cultural groups, develop a shared understanding

of ethnic and cultural differences and, in particular, an appreciation of the culture and heritage of Scotland.

- Grants up to £5,000 are available through this fund
- For grants of up to £500, applicants can apply at any time and can expect a decision within 8 weeks.
- For grants of over £500, there are two deadlines each year – 28<sup>th</sup> June (for a decision in August) and 30<sup>th</sup> September (for a decision in January).
- Organisations should be based in, and/or delivering projects in, Scotland.

## **EXCLUSIONS:**

- Individuals
- Advancement of religion or politics (including requests to support the core activities of religious or political groups)
- The repayment of loans or payment of debts
- Retrospective funding i.e. costs already incurred/activities already taken place
- Trips abroad
- Purchase of second hand vehicles
- Payments towards areas generally understood to be the responsibility of statutory authorities
- Groups who will then distribute the funds as grants or bursaries
- General fundraising appeals or activities
- Applications that are for the sole benefit to flora and fauna. Applicants are invited to demonstrate the direct benefit to the local community and/or service users in cases where the grant application is concerned with flora and fauna.
- Projects which do not benefit people in Scotland

## **Section 1 – Contact details**

### **Name of organisation**

We can only consider applications from constituted organisations. The name of your organisation should be inputted as it appears on your constitution (or governing document or set of rules).

### **Main Contact**

The main contact should be the person who is best placed to provide further information about both the grant request and the organisation. This is the person we will contact by phone to discuss the application. Please make sure they will be available and let us know if they are away for any time during this period.

**Position**

This should be the position the main contact holds in the organisation e.g. your job title if you are a paid member of staff or, if you are a volunteer, your role within the group.

**Tel (main)**

Please provide the phone number that you can be contacted on during the day. This could be a landline or mobile.

**Tel (alternative)**

Please provide an alternative phone number to the main phone number provided above. This could be an alternative landline or mobile.

**Email**

Please provide the email address for the main contact person for this application.

**Website**

Please provide the website address of your organisation. If the organisation does not have a website address then please leave blank.

**Correspondence address**

This could differ from your organisation's fixed address should you prefer correspondence relating to your grant application to be sent to a more convenient address, for example, your organisation's premises may only be open certain days/times during the week.

**Organisation address**

If the correspondence address provided above is the home address of the main contact then please provide the organisation's fixed address here.

**Section 2 – About the organisation****In which local authority area(s) do you work?**

Please state which local authority area(s) your organisation exists to benefit.

**When was the organisation established?**

Please provide the month and year your organisation was formally constituted.

**What type of organisation are you?**

Please select the most appropriate legal status/structure of the organisation. Your group does not need to be a registered charity to apply for a grant; however, your group should be a non-profit organisation

with charitable aims and objectives, and this should be reflected in your constitution or governing document, which you must send us with the application form.

### **How many of the following are involved in the organisation (numbers)?**

- Staff: Part time staff are considered those who work 16 hours or less, full time are those who work more than 16 hours.
- Management committee: there must be a least 3 management committee members to be eligible
- Volunteers: this number should not include the voluntary management committee members.

### **Describe the purpose of your organisation, outlining the main activities/services you provide.**

Please do not simply copy the aims and objectives from your constitution. Please try and describe the work your group does in your own words, as this will help us with the assessment process.

### **Please describe who benefits from the work of your organisation (i.e. members or service users) and on average how many people you work with per week, month or year?**

Describe in this section the people that the work of your organisation brings you into contact with, and roughly how many people benefit from your work or rely on the service that it provides. If you are a new organisation then please estimate the number of people that will benefit from the work of the organisation in general, as well as potential beneficiaries of the project being applied for.

## **Section 3 – Financial details**

A copy of your most recent audited annual accounts must be included with your application. They should be **independently examined and signed by the person who inspected them**. We will be unable to process your application if you do not send us these or include accounts that are out of date and/or unsigned.

Organisations less than a year old must provide a **projection of income and expenditure for the group's first year of operation**. This is an outline of where you anticipate receiving funding from and what you will be spending this on. Further guidance is available on our website. An independent examiners signature is not required. Please also include any evidence of funding pledged or secured, and include details of **all** your group's income and expenditure, not just that which relates to the project that is the subject of this application.

### **What was your total income last accounting year?**

This should include all income i.e. grants, fundraising, sales etc. This figure should match the total

income figure as stated in your most recent annual accounts.

### **What are your current unrestricted reserves?**

Unrestricted reserves are funds held for the general purposes of the organisation. Restricted reserves are provided by a funder or donor for a particular purpose or project.

### **Why can these unrestricted reserves not be used for this project?**

Please inform us if the organisation has ring-fenced any of its unrestricted reserves for a particular project i.e. purchase equipment, repair and maintenance of premises, in the event of redundancies etc.

### **Bank account name:**

Please provide the exact name in which your account is held (as it is usually shown on your cheque book). The account name should match the name on your governing document otherwise we may not be able to make a grant. Where applicable please state the reason(s) why it is different. Please note we do not require the sort code or account number at this stage. Please **do not** provide the name of the Bank/Building Society.

Please note we expect groups to require at least 2 unrelated people to authorise cheques from their account. If this is not the case, we may not be able to award you a grant.

## **Section 4 – Your Project**

### **Please provide a brief description of the project you are applying for including details of how it will be run?**

Please give a clear and concise description of the project/service/equipment you are applying for. This should include an outline of the activities or equipment that the grant will pay for, how many / how often they will be run, and where they will be located or delivered. For example (this is not an exhaustive list):

“Towards the cost of organising and delivering a host visiting scheme for international students to forge stronger links between the host community and visiting students.”

“The grant will contribute towards the costs of a series of welcome events for visiting international students to enable them to learn more about Scottish culture and heritage and to make new friends.”

“Towards the cost of implementing a student buddy scheme for new international students to help them to integrate into the University and wider Scottish community.”

“Towards the cost of running cultural exchange activities through which students from other countries and Scottish students can share experiences of their culture and heritage.”

**In which area(s) will your project be run?**

Please state the neighbourhood(s)/settlements in which the project will be delivered (not the local authority area).

**How many people will benefit directly from the project?**

Please provide a realistic estimate, or exact figure, of those that will *directly* benefit from the project to which your application relates to.

**Please tell us how you worked this out.**

If possible, please break down the figure inputted above e.g. “60 will benefit in total – this was calculated based on 20 people attending the training course which will be delivered in 3 blocks over the course of the year.”

We understand that it may be hard to predict the number of people who will benefit, but please consider the following:

- We only need to know about people who will benefit during our period of funding.
- We are interested in individuals who will directly benefit from your services.
- If your project is complex and a range of people will benefit, which proves difficult to quantify, please explain why.

**What consultation have you done to ensure this project is meeting the needs and interests of those involved?**

Please tell us how you have identified the need for your project. This should include the process you went through with potential beneficiaries/the community to establish the need for the project, for example focus groups, questionnaires, surveys, public meetings etc. It is important that you can evidence the need for the particular service or activity you are applying for.

**What difference will your project make to the people involved and the wider community?**

As a direct result of the project, what difference will the project make to the beneficiaries? Please describe briefly the changes it will bring to their lives or to the ability of your organisation to make a positive impact. This is not the same as the services or activities you will provide – it is the differences these will make for those who take part. Please be prepared to provide this in detail and break it down for us, particularly if you are applying for equipment where perhaps the benefits for your service users

are indirect. The information you give will help us form a view on the **impact** of a grant award.

### **What is the expected start and end date of the project?**

When do you realistically expect to start and complete the project? The deadlines for applying to this fund are the 1st September (for a decision in November) and 1st March (for a decision in May) of each year. Please note we do not fund retrospectively, so please ensure you submit your application well in advance of your project start date.

## **Section 5 – Details of grant requested**

### **What is the total cost of the project?**

Please provide the total cost of all the expenditure required to successfully deliver your proposed project. Please note the total cost of project may be different to the value of the grant request.

### **How much are you requesting?**

This is the amount of money you are requesting from the fund and not the total cost. You cannot apply for more than £5,000 using this form.

### **How much have you raised so far?**

This should include all fundraising and grants received to date in relation to the project you are applying for only. Of the total project cost, how much have you raised so far from other sources?

In the table provided please input the details of other funding applications you have submitted/secured to support the project you are applying for, whether successful or not. Please do not include applications which are not directly relevant to the project you are applying to the programme for. Where available, please indicate when you will know the outcome of any outstanding applications.

### **Will you be contributing any of your own funds to the project or fundraising locally to help meet the costs? If so, please state how much and how these funds have been raised.**

Please outline any fundraising activities you have undertaken or are planning; provide details on how much you have raised/expect to raise and when the event took place/proposed to take place. Please also state if you are allocating any of your own funds to the project from reserves and how much.

### **Please provide a full cost breakdown of the total project cost**

Please provide a breakdown of the costs to inform us how the total project cost has been calculated and ensure the breakdown adds up correctly. Please provide an accurate breakdown of the costs involved in the project, listing the items in as much detail as possible and showing how you have worked costs out where appropriate. For example: "Tutor costs 10 hrs/week @ £10/hr = £100/week".

## Section 6 – Details of referee

Your choice of referee should be someone who is contactable during the day, who knows about your project and its activities. **The referee must be independent and must not be a member of your organisation but should be familiar with its work.** Please ensure the referee knows about this application and is willing to be contacted by an assessor during working hours Monday-Friday.

## Section 7 – Any other information

This section allows you to provide additional information you think may be relevant to support your application.

## Section 8 – Who will benefit

### Primary beneficiaries

From the list provided, please choose **ONE** primary beneficiary group who will benefit from the project you are applying for.

### Other beneficiary groups

If there are secondary beneficiary group(s) then please tick all that apply. You will be asked to report on your selections, therefore, please be accurate and realistic about your choices. Please note that the number of boxes you tick will not affect the outcome of your grant request. This list is for reporting and statistical purposes only.

### Primary ethnic group

From the list provided, please choose **ONE** primary ethnic group who will benefit from the project you are applying for.

### Other ethnic groups

If there are secondary ethnic group(s), then please tick all that apply. You will be asked to report on your selections, therefore please be accurate and realistic about your choices. Note that the number of boxes you tick will not affect the outcome of your grant request. This list is for reporting and statistical purposes only.

### Primary issue

From the list provided, please choose **ONE** primary issue that will be addressed by the project you are applying for.

### Other primary issues

If there are secondary issues then please tick all that apply. You will be asked to report on your selections, therefore, please be accurate and realistic about your choices. Note that the number of boxes you tick will not affect the outcome of your grant request. This list is for reporting and statistical purposes only.

### **Primary age group**

From the list provided, please choose **ONE** primary age group who will benefit from the project you are applying for.

### **Other age groups**

If there are secondary age group(s) then please tick all that apply. You will be asked to report on your selections, therefore, please be accurate and realistic about your choices. Note that the number of boxes you tick will not affect the outcome of your grant request. This list is for reporting and statistical purposes only.

## **Sending us the application: Checklist**

Don't forget to sign and date the application form

\*\* A copy of your constitution / governing document

\*\* A copy of your latest annual accounts, independently inspected and signed by the examiner

OR

Groups in their first year of operation, must provide a **projection** of income and expenditure

A copy of your most recent bank statement (within the past 3 months)

Management Committee details – complete the template provided and return

Child/Vulnerable Adults Protection Policy (where applicable)

For any capital items (e.g. equipment, construction services) you will need to provide at least two quotations from a supplier. For items exceeding £500 in value, three quotes should be provided. If this is not possible, we will ask you to explain why.

Please check your enclosures carefully as **incomplete applications will be returned.**

\*\*If you are a registered Company Limited by Guarantee you do not need to submit either of these documents as we can access them from Companies House.

If you are posting the required supporting documents please send to: Foundation Scotland, Empire House, 131 West Nile Street, Glasgow, G1 2RX.

You will need to ensure you pay the correct postage for the size and weight of your envelope. We do not take any responsibility for the return or non-delivery of letters sent with insufficient postage.

### **What happens next:**

In the first instance, we will check your application is in order and has been submitted with the necessary information.

**IMPORTANT NOTE:** We will **NOT** contact you if you do not submit all the required information and supporting documents we have requested in order to process your application, so please consider the checklist above carefully to ensure everything is in order **BEFORE** submitting your application/posting documents.

An assessor will then contact you to arrange a short telephone conversation to learn more about your project and request for funding. If you will be unavailable for any significant period, please include a note to that effect in a covering letter or in Section 7 of the form, as your application may not be considered if our assessor cannot contact you.

You will then be informed of an outcome by letter. **Please do not contact us to find out whether your application has been successful or not as we wish to use this valuable time to process applications.**

Please send completed applications to:

**Foundation Scotland, Empire House, 131 West Nile Street, Glasgow, G1 2RX**

For any questions please contact Sian Langdon, Philanthropy Advisor on 0141 341 4967 or email [sian@foundationscotland.org.uk](mailto:sian@foundationscotland.org.uk)

