



# 'CREATING BETTER LIVES IN SHETLAND'

**By local people for local people: small grants programme**

**2021-22**

**Life Changes Trust**

**GUIDANCE FOR APPLICANTS**

**June 2021**

## **Please read this guidance carefully before completing your application.**

To discuss this guidance or your application, please contact any of the following:

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07785 394 015

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07557 945 773

Colm McBriarty, Funding Manager  
[colm.mcbriarty@lifechangestrust.org.uk](mailto:colm.mcbriarty@lifechangestrust.org.uk)  
07833 206 852

## Background

Please refer to the priorities and outcomes of our Dementia Programme Strategy which you can find on our website –

<https://www.lifechangestrust.org.uk/publications/people-affected-dementia-programme-strategy-summary>

In November 2018, the Life Changes Trust embarked on a series of 14 Collaborative Learning Events across Scotland. We delivered five of these events before Covid-19, but the pandemic made it impossible for us to continue face to face events. Our current and future events, therefore, will primarily be online.

These online events bring together local partners in each region with a common aim: to effect positive change for people living with dementia and unpaid carers of people with dementia.

The Trust recognises that very often it is local, grassroots organisations which, by their very nature of being local, have the most immediate impact on people living with dementia, their families and unpaid carers. These local projects may have few resources and may not be mentioned in local dementia action plans, (which tend to focus on statutory services or services provided by large national organisations.) By 'local projects' we mean projects run in a local area by people who live or work in that local area.

Therefore, in each region, we will be opening up a small grants programme to which local organisations can apply to deliver work which will support people affected by dementia in their area. Having already offered funding in eleven regions (with two additional regions also currently open to applications) we are now pleased to offer funding to support projects within the **NHS Shetland** region.

**Organisations can apply for funding of between £2,000 and £15,000 for projects lasting up to 18 months.**

In addition, we will appoint a local organisation/individual to oversee and support the collaborative working and shared learning of the small grants recipients.

## What we have funded previously

To date, we have funded over 80 projects through Creating Better Lives in Highland, Grampian, Orkney, the Western Isles, Ayrshire & Arran, Edinburgh & the Lothians, Scottish Borders, Fife and Tayside. You can read about all the projects on our website here:

<https://www.lifechangestrust.org.uk/project/regional-grants-programme>

## Who may apply

Creating Better Lives in Shetland will use the following approach: 'By local people, for local people'. We welcome applications from projects and organisations which are based in, and working in, their local area. Your project work must be taking place within the NHS Shetland region.

We believe that supporting local organisations will deepen understanding of what is working well at a local level in Scotland. It will also strengthen confidence among people and organisations who are already providing support to people affected by dementia in their community.

## The funding you may apply for

You can apply for a grant of between £2,000 and £15,000 for your project, which can last up to 18 months.

The funding awarded must be used primarily for the benefit of people living with dementia and unpaid carers of people with dementia.

Other people are welcome to take part in activities and services, but the focus of the project must be on supporting people living with dementia and their unpaid carers and families. It can be used to support new or existing work.

Please note also that the funding awarded **cannot** be used to replace statutory funding or used to pay for anything which councils, health boards or other statutory bodies have a non-discretionary duty to fund.

## Costs

Consider what costs you expect to incur. Typical costs may include ongoing running costs, some one-off costs, and some start-up costs. For example:

- Staffing – salaries including employer’s costs
- Staff expenses e.g. travel, mobile phone
- Advertising for, recruiting and training staff and volunteers
- Buying equipment and furniture
- Promotional material and publicity
- Licences and permits e.g. you may need a licence to play music publicly
- Volunteers e.g. recruitment, training, expenses and support
- Travel and accommodation for collaborative meetings
- Premises-related costs e.g. rent, utilities, telephone/internet
- Consumables e.g. printing, stationery, postage

## Staffing

Please provide a breakdown of any staff posts which are included in your request. Remember that all staff funded by a Life Changes Trust grant must be paid **at least the national minimum wage**.

These may be full or part costs e.g. if you want to request funds to supplement a salary in order to increase the number of hours available for the project.

Even if you do not request Trust funding for the post, please attach a job description for the postholder who will act as lead for the project e.g. the day to day coordinator for the project.

If this is a new post and you will be recruiting for it, instead attach a draft job description with your application.

## VAT

Please ensure that your total costs include VAT if applicable. If so, show clearly the specific costs to which VAT applies.

**The application form has an accompanying budget sheet which must be submitted as part of your application. We will only consider applications with this spreadsheet attached.**

## Evaluation

If you are successful with your application, we will ask you to complete a short monitoring report every six months.

The Life Changes Trust believes that evaluation of the initiatives we fund is crucial for turning knowledge and learning into action. We expect the organisations we fund to be committed to building relationships with each other in order to learn from each other. In addition to the funding for individual projects, we will also provide funding to support partnership working in Shetland, and for an external evaluator to analyse the learning gathered from all the projects across Scotland.

Successful applicants to 'Creating Better Lives in Shetland' will be part of a network of local organisations. This network will be supported by one local person or organisation who will:

- gather learning and evaluation evidence from each project
- be a point of contact for the external evaluator
- manage the budget for partnership working

A local steering group will identify a local person or organisation to undertake these tasks.

## Application process

1. The guidance notes, application form and budget sheet are available from the Funding Opportunities section of our website  
<https://www.lifechangestrust.org.uk/funding-opportunities>

2. Once you have completed the application form and budget sheet, you should email it with your supporting documents to:

[dementiaprogramme@lifechangestrust.org.uk](mailto:dementiaprogramme@lifechangestrust.org.uk)

**Applications must be received no later than 5pm on Friday 6 August 2021.**

We will send you an email to acknowledge your application. If we have any questions or require additional information, we will contact you.

3. If you have any questions, or would like to discuss your proposal with us before submitting an application, please contact us, as below:

Charlie Fairley, Senior Funding Officer  
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07557 945 773

Louise Buchanan, Senior Funding Officer  
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07785 394 015

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We will also be hosting an online information session on **Wednesday 14 July 2021 from 12pm to 2pm**. This will be an informal drop-in, so you can enter and leave the meeting whenever you choose. If you are interested in joining the session, please get in touch with one of the team and we will email the Zoom link to you nearer the time. You are also welcome to check our website [www.lifechangestrust.org.uk](http://www.lifechangestrust.org.uk) (where you can sign up for our Newsletter) or follow us on Twitter [@LifeChangesTrst](https://twitter.com/LifeChangesTrst)

## How your application will be assessed

Following the closing date for the open call, an assessment panel will be convened to decide which applications should be funded. We always try to include a person living with dementia and an unpaid carer, with up to three people from the local steering group. The panel will be supported by Life Changes Trust staff.

If a member of the panel knows the applicant or has a conflict of interest (e.g. is a board member for an organisation involved in the application), they will not be present in the room when the application is discussed and a decision is made.



Applications will be assessed on:

- Clarity of the proposal, including the budget
- Potential benefits to people living with dementia and/or unpaid carers
- Ability to be an exemplar for similar organisations
- Commitment to evaluation
- Commitment to shared learning and practice
- Value for money

**See below for a summary of timescales**

## Timescales – summary

Date	Stage
Tuesday 8 June 2021	<ul style="list-style-type: none"> <li>Funding opportunity open to applications</li> <li>Trust staff available to provide information and respond to enquiries</li> <li>Application forms available at: <a href="https://www.lifechangestrust.org.uk/funding-opportunities">https://www.lifechangestrust.org.uk/funding-opportunities</a></li> </ul>
Wednesday 14 July 2021 12pm - 2pm	<ul style="list-style-type: none"> <li>Online information session on Zoom (please contact us and we will send the link to you)</li> </ul>
Friday 6 August 2021	<ul style="list-style-type: none"> <li>Open call closes at 5pm</li> </ul>
August 2021	<ul style="list-style-type: none"> <li>Assessment panel</li> </ul>
August - September 2021	<ul style="list-style-type: none"> <li>Applicants will be informed whether or not they have been successful</li> </ul>
September 2021	<ul style="list-style-type: none"> <li>Due diligence - all successful applicants will need to complete satisfactory due diligence checks by the Trust</li> <li>No awards will be confirmed by the Trust until due diligence checks have been completed and passed</li> </ul>
September 2021	<ul style="list-style-type: none"> <li>Award letters (funding agreements) issued</li> <li>Planning and set-up stage</li> </ul>
September - October 2021	<ul style="list-style-type: none"> <li>Award payments made</li> </ul>

## About the Life Changes Trust

The Life Changes Trust was set up in April 2013 with a £50 million endowment from the Big Lottery Fund (now The National Lottery Community Fund).

The Trust was established to manage this endowment and invest in initiatives which shared our mission to transform the lives of people affected by dementia and care experienced young people across Scotland.

'Creating Better Lives in Shetland' is part of the Life Changes Trust's Dementia programme.