

# Small Grants Scheme

With donations from Repsol Resources UK Ltd and Liam McArthur MSP, Voluntary Action Orkney (VAO) is pleased to offer grants of up to £500 to charities, community groups and voluntary organisations in Orkney.



Constituted groups with charitable objectives (excepting party political groups) can apply for a grant for a project or activity to help their community. Past awards have included:

- equipment such as goal posts for football pitches, tables for community halls, display boards, replacements of outside lights
- specialised clothing to allow volunteer groups to achieve their aims, for example waterproof trousers, gloves and hi vis vests
- venue hire for workshops, exhibitions or events

This is a competitive fund, and it is important that you include as much information as possible on the application form about how your project fulfils the priority criteria for the fund.

Applications will be assessed by a panel of VAO Directors and their decision will be final. They will be looking to award grants to groups and organisations whose project or activity demonstrates the most local impact in Orkney.

Grants cover the period from 1 April 2025 to 31 March 2026.

Successful grant recipients must claim the total sum awarded by the 31 March 2026 but will not be reimbursed for items bought before 1 April 2025 or after 31 March 2026. To claim the grant, VAO will require copies of invoices and/or itemised receipts as proof of expenditure.

We know that some groups and organisations do not have much experience of completing funding applications and we are here to help. If you want to discuss your project prior to application, or want support to complete the application form, please do not hesitate to contact our VAO Community Development Team: [development@vaorkney.org.uk](mailto:development@vaorkney.org.uk).

## Eligibility

Priority will be given to organisations that have not previously received an award. However, we would still encourage those who have received an award before to apply.

To be eligible groups or organisations must:

- Have an annual core income of less than £50,000. Those with an annual core income of more than £50,000 will not be considered for a grant.
- Have or be in the process of setting up its own bank account.
- Submit all of the required supporting documents with their application before the closing date. The required supporting documents are:
  - a copy of the group or organisation's constitution or equivalent governing document
  - a copy of the most recent set of approved accounts. Group/organisations in their first year should contact us for guidance on what to provide to support their application.

- Submit only 1 application to the scheme for the group or organisation each year.

## Fund Criteria

- The project/activity must demonstrate local impact in Orkney.
- A maximum grant of £500 can be awarded.
- Grants will cover projects/activities taking place from 1 April 2025 to 31 March 2026.
- The total cost of the project/activity should not exceed £5,000. Any that exceed £5000 cannot be considered for a grant.
- The total grant awarded must be claimed by the 31 March 2026.
- Purchases must be 'green' and local where possible.

Grants will cover:

- One-off costs, such as:
  - equipment (e.g. for sports, music or outdoor activities)
  - group training taking place in Orkney (e.g. for group craft, dance or sports sessions)
  - resources to support an event (e.g. for display, supplies or safety equipment)
  - venue hire in Orkney (e.g. for one-off creative, fitness or community events)
- Travel within Orkney

Grants will not cover:

- Travel outwith Orkney
- Building maintenance and repairs
- Training for individuals
- On-going costs, such as
  - salaries
  - rents
  - other running costs

## How to apply

Completed applications forms and supporting documents must be submitted by:

- 9:00am Monday 3 March 2025

Application forms are available from [www.vaorkney.org.uk](http://www.vaorkney.org.uk) or by contacting Kerry Wilson by email: [kerry.wilson@vaorkney.org.uk](mailto:kerry.wilson@vaorkney.org.uk) or by phone: (01856) 872897.

### **Voluntary Action Orkney (VAO)**

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