

## NHS Orkney Endowments Fund

### Guidance for Applicants

This document is for anyone considering applying to the Orkney Health Board Endowment Fund (SC016919) for a project for their organisation. Please read this guidance carefully as it will help ensure your project meets our requirements and give your application the best chance of success.

NHS Orkney Endowment Fund's charitable purpose is:

*The advancement of health through the improvement of the physical and mental health of the Board's population.*

We will only consider projects that have the health and wellbeing of our population as the primary purpose. If your project does not meet this requirement, please contact Voluntary Action Orkney to get support to find alternative sources of funding. We are unable to fund trips or competitions for clubs and societies.

Our funding for external applicants is available for **one year only**, if your project is going to last longer than one year, please answer the relevant question on the application, to explain how you plan to ensure the sustainability of the project once the funding award period is over.

The application form is your opportunity to give as much information as you can about your project, to provide Trustees with sufficient information about your project, who it will benefit and how it meets our priorities. Please ensure that all sections are completed before submission, any missing information could result in a delay in processing your application or even rejection of your application.

All applications must be accompanied by a budget detailing the costs of your project and any other funding sources, please note that we do not fund staff costs.

If you are successful, our Treasurer will contact you to arrange for financial monitoring and payment as appropriate.

Once your funding application is complete, please submit it to [ork.endowment@nhs.scot](mailto:ork.endowment@nhs.scot), for acknowledgement of your application and correspondence around meeting dates and next steps. We also welcome any questions, or requests for further information on the above email address

We look forward to receiving your application.