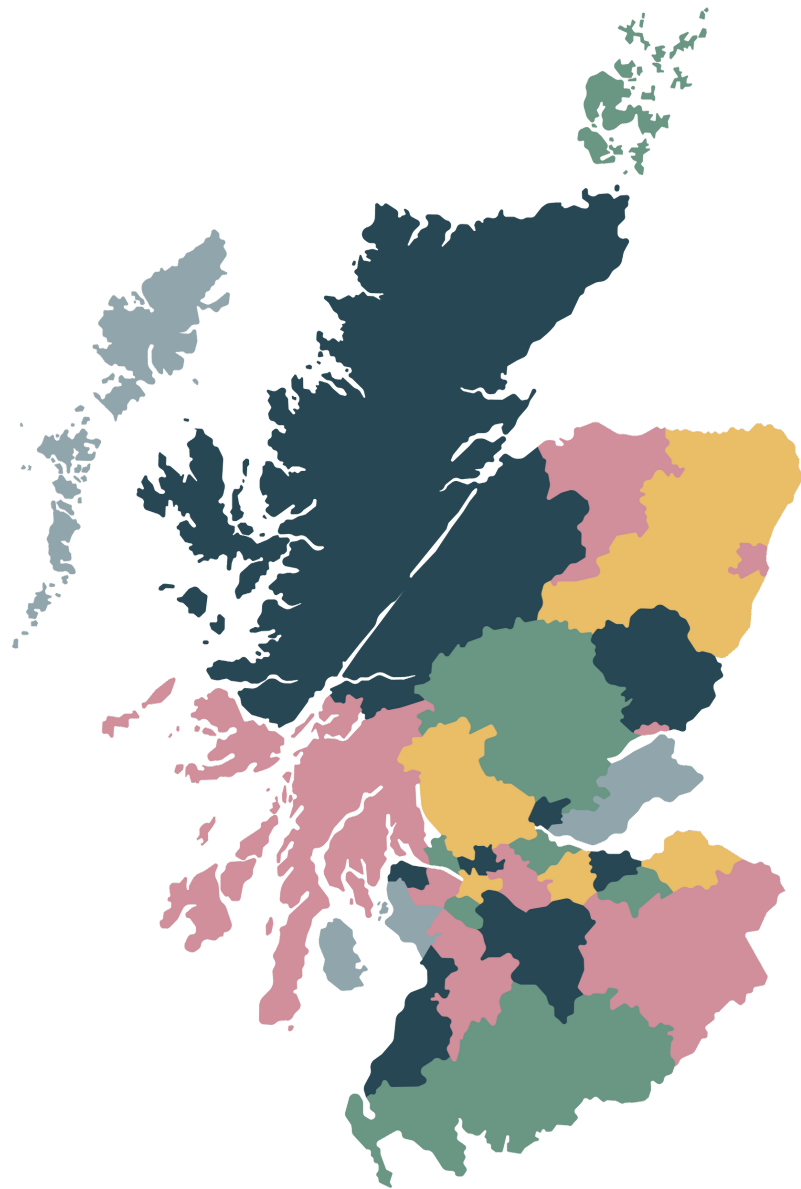




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Introduction

Green Shoots is a flexible grants programme that provides targeted financial support to DTAS members at critical points in their development. Since 2021, it has distributed over £620,000 to more than 112 organisations across Scotland.

The fund exists to fill a specific gap – quick, proportionate support for issues that would otherwise stall progress or threaten sustainability. It is not a large capital fund. It is designed to intervene early, at the right moment, before problems escalate.

Is Green Shoots right for me?

Work through these questions before you apply. If you answer yes to all of them, Green Shoots is likely a good fit.

Before you apply, check:

- Are you a full or provisional DTAS member with your membership fees paid up to date?
- Have you checked whether the support you need is available for free – through DTAS, Just Enterprise, or another source?
- Is the funding you need £10,000 or under?
- Is this genuinely the last piece of the puzzle – not the first thing you have tried?

If you are unsure about any of these, speak to your Member Support Advisor before applying.

Who can apply

Only DTAS full and provisional members with paid-up membership fees can apply.

The following are not eligible:

- Associate members
- Aspiring members
- Organisations working with DTAS only through the Community Ownership Support Service or Democratic Finance who are not full or provisional members

How much can I apply for?

You can apply for up to £10,000 per financial year (April to March).

You can submit up to 2 successful applications to Green Shoot up to the grant award limit of £10,000

What Green Shoots is for

Green Shoots funding should be the last piece of the puzzle — the last resort that allows your work to go ahead or your situation to be resolved.

The fund covers two types of need:

Planned development work — where progress on a piece of work is being held back by a small funding gap, or where an idea needs to be tested before it can go further. Testing means the discrete costs of developing and evaluating the idea (design, evaluation, specialist input), not the ongoing delivery of the service itself.

Unexpected pressures — where an unplanned situation has created costs or risks you need to address to protect your organisation.

If you are unsure whether your need fits, speak to your Member Support Advisor before applying.

What we will fund

Green Shoots can cover a wide range of costs. If you are unsure whether something is eligible, speak to your Member Support Advisor before applying.

Professional fees and advice

- Legal fees and advice
- Financial, accounting or VAT support
- HR or employment advice
- Governance or leadership consultancy
- A one-off audit fee, where an organisation was unaware an audit was required and has not previously received Green Shoots funding for this purpose

Surveys and assessments

- Feasibility or design surveys
- Technical surveys
- Land ownership surveys

Planning and strategy

- Developing or updating a strategic or operational plan
- Planning applications
- Business planning support

Operational and organisational development

- Consultancy or specialist support not available for free through DTAS or Just Enterprise
- Piloting a new service or approach — where the costs are genuinely about testing or developing the idea (e.g., design, evaluation, specialist training), not the ongoing running of the service itself. Piloting must be completed within six months.
- IT or systems improvements
- Peer mentoring or support within the membership
- Adapting services or removing barriers to participation for adults with disabilities

Match funding

- The final piece of match funding needed to unlock a larger grant

What we will not fund

Day-to-day running costs

- Annual audit or accountancy fees
Note: a one-off audit fee may be eligible under certain circumstances — see What we will fund for details.
- Utilities and routine administration

Retrospective or statutory costs

- Costs already incurred before a grant award
- VAT you can reclaim
- Loan repayments, debt or interest payments

Activities outside scope

- Place Plans, Community Action Plans or community consultation and engagement activity
- Core Staffing
- Political or religious activities
- Activities likely to bring DTAS, its partners or funders into disrepute
- Costs the organisation can meet through substantial unrestricted reserves
- Costs where equivalent free support is available
- Quotes deemed unreasonable or not value for money

How to apply

Step 1: Speak to your Member Support Advisor

Before you apply, contact your DTAS Member Support Advisor to talk through your idea. This is not just a formality – it is a genuine opportunity to:

- Check whether Green Shoots is the right fund for your situation
- Identify any additional DTAS support you might benefit from alongside a grant

Step 2: Complete and submit the application form

Complete the application form at: [\[link to be added\]](#)

The form has five sections.

Section 1: Organisation details

Provide your organisation's name as it appears on your DTAS membership certificate. You will also need to give the name, job title and email address of the main contact for this application – someone we can reach easily if we have questions. You will be asked to confirm you are happy for your contact details to be used to follow up on the application.

Section 2: Proposal

This is the main part of the application. Work through each question carefully before you submit.

Have you spoken to your Member Support Advisor about this application? Select yes or no. You must speak to your Member Support Advisor before applying. If you have not done this, please do so before submitting your form.

Have you approached any other funders for this project? Select yes or no. Green Shoots is designed to be the last piece of the puzzle, so we want to understand what other funding options you have explored.

What is the primary purpose of your funding request? Select the option that best describes what the funding will be used for. Options are:

- Legal support
- Feasibility or design survey
- Audit, accounting and/or financial support
- VAT support
- Business, operational and/or strategic support
- HR or employment support
- Governance or leadership support

- Other — please specify

If none of the options fit, select "Other" and describe the purpose in the box provided.

What do you want to do with the grant funding? (200 words maximum) Be specific and concise. Tell us what you plan to do with the funding, why you need it now, and how you will deliver it. Avoid vague language — the panel will want to understand clearly what the money will be spent on and why it is needed now.

What will happen if your application is not successful? (200 words maximum) Be honest about the impact of not receiving this funding. This helps the panel understand the critical need. If the work could go ahead without this funding, explain how — and if it cannot, say so clearly.

Proposed start and end dates: Enter your expected start and end dates for the project or piece of work. If you are unsure of exact dates, provide your best estimate. Contact your Member Support Advisor if your dates change after you submit.

Section 3: Budget and match funding

Provide a breakdown of your total project costs using the budget table, including each cost heading, the total amount, and the amount you are requesting from DTAS. The total project cost and amount requested from Green Shoots will update automatically as you complete the table.

If you have secured or are applying for match funding, provide details of each funder, the amount, the status of that funding, and the expected decision date if it is still pending. Match funding is not required — Green Shoots can fund 100% of a proposal.

Section 4: Attachments

Upload a quote for the proposed work if you have one. We recommend including a quote where possible, but if you are unable to provide one at this stage, speak to your Member Support Advisor before submitting.

Section 5: Declaration and consent

Before submitting, you will be asked to confirm that the information in your application is true and complete, that you are authorised to apply on behalf of your organisation, and that if funded you agree to take part in any learning, feedback or check-in activities required. You confirm this by typing your full name.

Step 3: Assessment

Applications are reviewed by an internal DTAS panel. The panel considers:

- Whether there is a more appropriate alternative funding source available

- Whether the request represents good value and proportionate support
- What additional development or advisory support may be needed

We aim to assess all applications within one month.

Step 4: Decision and next steps

You will be notified of the outcome.

If your application is successful

- You will receive a grant award letter to sign and return to DTAS
- The letter will confirm any conditions attached to the award, a payment schedule, and your monitoring and reporting requirements
- Your first payment will be made once the signed letter and any required conditions are returned

If your application is unsuccessful

- You will receive feedback explaining the decision
- We may offer support to help you strengthen a future application

All applications are assessed by a panel. Panel decisions are final

What to expect and when

Here is a simple overview of the timeline from application to project end.

Stage	Typical timeframe
Speak to your Member Support Advisor	Before you apply – no fixed timescale
Submit your application	Any time the programme is open
Assessment by panel	Within one month of submission
Decision notified	Within three weeks of panel meeting
Please note these timescales may change if additional information is required from the panel.	

During your project: your Member Support Advisor remains your main point of contact. If your costs change, your project is delayed, or something unexpected happens, get in touch as early as possible. It is much easier to manage changes before they become problems.

Conditions and reporting

All grant recipients are required to complete proportionate monitoring and reporting. Reporting templates will be provided when your award is confirmed.

At the end of your project, you will need to provide:

- A short-written report covering the activities carried out, the outcomes achieved, what difference the funding made to your organisation, and any outcomes not achieved and why

Support available

We want to make sure all eligible organisations can access Green Shoots with confidence.

Your Member Support Advisor can help you to:

- Understand whether Green Shoots is the right option for your needs
- Talk through your proposal before you apply

If you need this guidance in a different format or language, or need any other accessibility support, please contact greenshoots@dtascot.org.uk.

Frequently asked questions

Can I apply if my organisation is already in crisis?

If you are currently accessing the Crisis Support Service, please speak to our Crisis Service Lead

Do I need quotes before I apply?

As part of the application, you are required to provide clear costs, not estimates, and we recommend including a quote with your application. If you can't provide a quote, please speak to your Member Support Advisor.

What if my costs change after I am awarded funding?

Get in touch with your Member Support Advisor as soon as you know. Minor variations can usually be managed without reapplication. Significant changes to the

scope or budget of your project will need to be discussed and agreed upon with DTAS before you proceed.

Can I apply for Green Shoots and another DTAS programme at the same time?

Yes, in most cases. Green Shoots and the Recovery and Resilience Programme operate separately, and you may be eligible for both. Your Member Support Advisor can help you work out what combination of support makes most sense for your organisation.

What happens if my application is unsuccessful?

You will receive feedback explaining the panel's decision. We may offer support to help you strengthen a future application. If your situation changes or new information comes to light, speak to your Member Support Advisor about whether reapplying is an option.

What if I have not heard back about my application?

We aim to assess all applications within one month of submission and will notify you of the outcome within three weeks of the panel meeting. If you have not heard from us within these timescales, please contact your Member Support Advisor or email greenshoots@dtascot.org.uk.

Can I apply more than once?

Yes. You can submit up to two applications in the same financial year (April to March), up to a combined total of £10,000.

Is there a maximum project length?

Green Shoots is designed to support short-term pieces of work. Projects should ideally be completed within six months of the award date and within the financial year they were awarded (April to March). If you think your project will run longer than this, speak to your Member Support Advisor before you apply.

I am not sure whether my costs are eligible – what should I do?

Speak to your Member Support Advisor before you apply. Green Shoots can cover a wide range of costs and if something is not immediately obvious, it is always worth a conversation. It is much better to check in advance than to submit an application that is not the right fit.