

## About us

The Pebble Trust is a registered Scottish Charity, number SC044593. Details of our trustees and contact details are available on our website, [www.thepebbletrust.org](http://www.thepebbletrust.org/).

We are able to offer funding for a limited number of internships each year for young people (under 25) to take on work which supports our vision of a more sustainable and fairer society, where constraints on fossil fuels and other resources lead to a more localised economy with stronger, more resilient communities, and where human activities take account of climate change and the wider environment. Funding of up to £10,000 is offered to host organisations working in relevant fields in the Highlands and Islands of Scotland. Internships elsewhere in Scotland may also be considered provided the proposed work addresses issues that have strategic application throughout Scotland.

## Application Form (Internship)

All applications for internships should be made using this form and submitted by email to info@thepebbletrust.org. Before completing the form, please refer to our [website](https://www.thepebbletrust.org/), which includes information about our internship programme, details of our objectives, and the basis on which internship applications will be judged.

The 2025 deadline for internship applications is 28th March 2025. We will acknowledge your application as soon as we receive it and we may contact you for clarifications if necessary. We will endeavour to let you know the outcome by 11th April.

The boxes in the form will expand to fit your answers. Word limits are specified for some questions, please don’t exceed these.

*****Please note:***** We recognise that digital literacy, access, and internet connectivity are not universal. If completing an online written application presents a barrier, please contact us at info@thepebbletrust.org

###  1. Applicant name (This will either be an organisation or business name or, if the application is an individual, their full name.)

|  |
| --- |
| Type here |

### 2. What type of applicant are you? (Let us know the formal status of your organisation, e.g. company limited by guarantee, CIC, charity or let us know if you are an individual.)

|  |
| --- |
| Type here |

### 3. What is the purpose of your organisation and its main activities?

|  |
| --- |
| 1. Type here
 |

### 4. Who is your key contact for this project? (This should be the person you want us to contact with any queries about the application, and for additional information. We will send our acknowledgement to this person.)

|  |  |
| --- | --- |
| Name | Type here |
| Address | Type here |
| Phone number(s) | Type here |
| E-mail | Type here |

### 5. Name of Internship (Please give your internship project a succinct name)

|  |
| --- |
| Type here |

### 6. Description of the internship (400 words). (Describe what you want your intern to do, where it will take place, how long it is expected to take and why it’s important to your organisation. Please also describe how it will develop the intern’s skills and connections with others working in the same field and why you think it’s a suitable project for a young person)

|  |
| --- |
| Type here |

### 7. Who will be the line manager of the intern?

* + 1. (Please give their name and position and relevant skills and experience)

|  |
| --- |
| Type here |

### 8. What are the benefits of the internship project proposed (300 words). (Describe the main benefits of the internship project with reference to [our objectives](https://www.thepebbletrust.org/eligibleprojects.asp).)

|  |
| --- |
| Type here |

### 9. What will be the main outcomes of the internship project and what are the indicators of success? Tell us how you plan to measure these.

### (These are the criteria you will use to judge whether the internship has been successful. Using the table, provide up to three main outcomes of the internship and for each outcome provide up to 2 succinct, quantified and measurable indicators of success against which the project can be monitored. Use the table to tell us how you plan to gather the information. If your application is successful you will need to report to us how you have done, compared with these targets. The first two lines give an example.)

|  |  |  |
| --- | --- | --- |
| Outcomes | SMART targets (Specific, Measurable, Achievable, Relevant, and Time-bound) | Gathering information |
| *Example: Greater understanding of community attitudes towards coastal waters protection* | Surveys distributed to all 500 households in target area. | *Count survey forms distributed* |
|  |  30% return received and analysed | *Count survey forms returned* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### 10. How do you intend to support, manage and monitor the intern? (Please explain how you plan to supervise, develop and monitor the intern including consideration of the facilities and skills available to the intern and the time available to support them.)

|  |
| --- |
| Type here |

### 11. What is the cost of the internship and how did you work this out? (Please fill in the table to show the itemised costs of your project, inclusive of any VAT you are unable to recover.)

|  |  |  |
| --- | --- | --- |
| Item | Source of costing/ estimate | Cost/ £ |
|  |  |  |
| ‍ |  |  |
| ‍ |  |  |
| ‍ |  |  |
| Total |  | £ |

|  |  |
| --- | --- |
| Is the applicant organisation registered for VAT? Yes/ No |  |

### 12. How much do you want from the Pebble Trust? (The Pebble Trust is able to pay up to 100% of costs of the internship up to £10,000. If the cost is more than £10,000, please let us know where the rest will come from, and whether or not the other funds are already confirmed.)

|  |  |  |
| --- | --- | --- |
| Source | Confirmed? | Amount/ £ |
| The Pebble Trust |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  | £ |

### 13. When will your internship start and end? (The start date should be within 4 months of a successful application The finish date, including submission of final reports, should be no more than 1 year after the start date. You will need enough time before the finish date to assess your success with reference to the expected outcomes set out in Q. 9.)

|  |  |
| --- | --- |
| Start |  |
| Finish |  |

### 14. Advancing Fairness, Equity and Justice (200 words).

(At the Pebble Trust, we are working on listening, learning and reflecting on the ways in which inequality, inequity, racism, and uneven distributions of power are woven into structures and institutions in society. We are currently reviewing our own processes to ensure that we are actioning our commitment to fairness. We will be looking to our grantees, our prospective applicants, and those we work closely with to share learnings on this. Please comment on your efforts, learnings or interests in advancing fairness, equity, and justice.)

|  |
| --- |
| Type here |

### 15. How do you plan to find your intern? (How will your internship be promoted – or do you already have someone in mind? Alternatively has a young person already approached you and asked you to apply on their behalf?)

|  |
| --- |
| Type here |

### 16. How do you hope to utilise/develop the work of the intern after it has been completed? (Tell us how you hope the work of the intern can be developed in the future towards a fairer, more resilient, low carbon future.)

|  |
| --- |
| Type here |

### 17. Do you have insurance? (Yes or No)

|  |  |
| --- | --- |
| Public liability |  |
| Employer’s liability |  |
| Other (specify) |  |

### 18. Other information (100 words) (Tell us if there is anything else that you think we would like to know about your application.)

|  |
| --- |
| Type here |

### 19. Date

|  |
| --- |
| Type here |

### 20. How did you hear about the Pebble Trust?

|  |
| --- |
| Type here |