

## **GUIDANCE NOTE FOR APPLICANTS**

### **CONTENTS:**

1. About the Community Grants Fund
2. Who is eligible to apply?
3. What are the funding criteria?
4. What kind of things will the Community Grants Fund pay for?
5. Are there any things that the Community Grants Fund will not fund?
6. Can we apply more than once?
7. What is the process for assessing applications?
8. Contacts
9. Appendix - Application form guidance notes

### **1. About the Community Grants Fund**

The Community Grants Fund is a small grants scheme supported by funds provided by the City of Edinburgh Council. There are thirteen funds, one each for Edinburgh's thirteen Neighbourhoods.

Neighbourhoods receive applications and make awards two to three times per year, starting from the beginning of April. Decisions about what to fund are made by panels consisting of Ward Councillors, Community Councillors and representatives from the local third sector.

Grants are approved on a 'first come, first served' basis. Once the total amount is allocated in a Neighbourhood, no more money will be available for that year. Therefore, it is advisable to submit applications as early as possible from April onward.

The fund aims to encourage small scale activity that benefits local communities. The fund can provide grants of up to £5,000 (though the upper limit may differ between Neighbourhoods) to constituted voluntary and community groups.

### **2. Who is eligible to apply?**

Any voluntary organisation or community group that is constituted for community benefit operating in the local area, and has:

- a constitution or articles of association, (this should describe the group's aims and objectives, its members and details of how decisions are made).
- a bank account in the name of the group, requiring at least two signatures for cheques transactions or cash withdrawals.

This can also include appropriately constituted Community Interest Companies and clubs. If your group is not constituted or does not have a bank account, please contact the team for advice (see Section 8).

Supporting documents should be submitted along with the application form and quotes or other evidence of costs. Failure to submit any of these may delay consideration of your application.

### **3. What are the funding criteria?**

- Awards are subject to the Council's standard terms and conditions of grant.
- Grants must be used within twelve months of the date awarded.
- Grants cannot be awarded retrospectively.
- The maximum award is £5,000.
- Grants are not provided for routine property maintenance, repairs or ongoing running costs.
- Grants will not be awarded to supplement existing mainstream funded activities.

In addition, different thematic or geographic approaches based on levels of need may be taken in different Neighbourhoods. This may involve specific targeting to tackle poverty and inequality and/or a locality wide approach based on delivery of the priorities identified within the [Locality Improvement Plan \(LIP\)](#).

### **4. What kind of things will the Community Grants Fund pay for?**

Applications for locally targeted, one-off activities aimed at improving and encouraging community activity in the area are encouraged. The kinds of things that the fund could support includes:

- Start-up grants for new groups
- Buying a piece of equipment for your group
- Improving or developing your community group's activities
- Raising awareness of your group's activities
- Recruiting new volunteers/members to your group
- Finding out about needs in your community
- Small scale projects that enhance quality of life and complement other improvements in the area that will align with the Locality Improvement Plan.

Some examples of projects which could be funded include: consulting the local community, developing activities aimed at specific groups, providing activities for young people, and purchasing equipment that can better the lives of service users or encourage new users.

### **5. Are there any things that the Community Grants Fund will NOT fund?**

- Activity of a political or inappropriate lobbying nature designed to promote party political or religious causes (although applications from faith groups involved in local community work are welcomed).
- Groups advocating for outcomes from the statutory planning process.
- Routine property maintenance/repairs or for ongoing running costs (e.g. heating, lighting, rent, staff salaries and website maintenance etc).
- Servicing of debt or monies already spent (retrospective funding).

- Contributions towards a large fundraising activity (e.g. minibuses, new buildings) are not normally eligible but may be accepted following discussion with the Community Empowerment and Engagement Team – [communitygrantsfund@edinburgh.gov.uk](mailto:communitygrantsfund@edinburgh.gov.uk)
- Private sector bodies or individuals.
- Repairs and refurbishments to Council premises.

Please note that it is not normal practice to fund projects/activities which would appear to be more appropriately funded by another body (e.g. school/education projects should be directed to the City of Edinburgh Council Communities and Families Directorate, health projects should be directed to NHS Lothian etc). However, such applications may be considered under exceptional circumstances.

The Council is keen to use this fund to meet local needs and contribute to outcomes for local communities. If you have any questions about this guidance the Community Empowerment and Engagement Team – [communitygrantsfund@edinburgh.gov.uk](mailto:communitygrantsfund@edinburgh.gov.uk) - will be happy help provide you with advice.

## 6. Can we apply for a grant more than once?

Repeat applications from voluntary groups who have previously received a Community Grant will be discouraged but may be considered if the application is for funding for one or more very different projects/activities. Depending on local priorities, if the application is for the same project/activity in the following year it may also be considered.

## 7. What is the process for assessing applications?

Your application will go through the following steps:

- Once received, a Council officer will check the application to ensure it meets the agreed criteria, the officer may at this point seek additional information or clarity.
- Decision: The application will be considered through a local process, involving community groups, elected members and the Head of the Community Empowerment and Engagement Team where a decision will be reached as follows:
  - Approve the application in full;
  - Approve a partial award;
  - Application is deferred for more information;
  - Not to approve.

For applications that are not funded, applicants will be informed of the reasons and may apply again in the future. Partial awards may be recommended for a variety of reasons, such as ensuring appropriate parity between similar projects, or because of limited funds at the end of the financial year. We will try to complete the process as quickly as possible – applicants can assist by checking they have fully completed the application form and provided all necessary supporting documents before submitting.

## 8. Contacts

Application forms can be found on the Council's [Community Grants Fund web pages](#).  
If you have any queries about the application form or the fund, please contact our team on [communitygrantsfund@edinburgh.gov.uk](mailto:communitygrantsfund@edinburgh.gov.uk)

The thirteen Neighbourhoods are listed here. If applying online, please select the Neighbourhood area that your proposed project would benefit. If your project spans multiple areas, choose the one where most beneficiaries are located.

Neighbourhood:

- Almond
- City Centre
- Craigentinny / Duddingston
- Forth
- Inverleith
- Leith
- Liberton / Gilmerton
- Morningside
- Pentlands
- Portobello / Craigmillar
- South West
- Southside / Newington
- Western

## 9. Appendix - Application form further guidance



# Community Grants Fund

## Application Form (AWARDS OF UP TO £5,000)

### INTRODUCTION

This form has been designed to simplify the Community Grant Fund application process.

**Privacy statement:** Personal information included on this form will only be used by Council staff for purposes of communication with the applicant and facilitating the transfer of funds if the application is successful. Personal information will not be shared with any third party and will be held for six years from the end of the financial year in which it is submitted, before being destroyed.

Sections 1-4 will be circulated to the relevant decision-making body therefore it is ***important that the applicant provides accurate details, information about what the grant will be used for and who will benefit.***

Section 5-7 will remain confidential in line with GDPR requirements and information such as banking details will only be shared with CEC Finance should the application be successful.

Further information on how the Council manages your personal information and your rights in relation to this is available on the Council website at [www.edinburgh.gov.uk/privacy](http://www.edinburgh.gov.uk/privacy)

**Please read the accompanying guidance before completing this application.**

**Which fund (area) are you applying to?** E.g. Pilton and Granton / Almond ward area

**Name of Organisation:** Full name which should match your bank account

**Website and/or social media (if applicable):**

## **Section 1 – Your proposal**

### **1.1 Please provide a brief overview of your organisation (150 words max):**

*(This is intended as a brief introduction to give context to your proposed project.*

*Background information can include the following, where appropriate:*

*Your group's overall purpose and priorities*

*Other work you have undertaken in the area*

*How long your organisation has operated in the area)*

### **1.2 Please provide a brief overview of the proposed project (500 words max):**

*(This section should detail how you will use the grant if you are successful,*

*how it will benefit the community or communities it's aimed at, and how this fits into any wider activity undertaken by your organisation or partners which is funded separately.*

*The description of your project should reference all costs you are looking to fund with the grant detailed in section 4.1. It should also reference any additional funding secured and noted in section 4.2, and whether this will fund specific costs.)*

### **1.3 Project Dates (Please note: All funds should be used within twelve months from the date of award)**

- Start Date:
- End Date:

## **Section 2 – Community priorities**

### **2.1 What needs in the local community does your project aims to address, and what impact do you expect your project to have? (Please refer to the [Locality Improvement Plan](#) if applicable)**

*(This should detail the aims of your project, explain how they were identified, and reference what evidence has been used. If these priorities are part of particular plans or strategies – such as the Locality Improvement Plan – these should be identified.*

*You should be clear about what you want to achieve, and how you will know if you are successful.)*

### **2.2 What benefit will the project bring beyond the funding period and how will this be supported?**

*(The fund provides one-off awards to be spent within twelve months – what happens when the money runs out?*

*Are you doing anything to ensure the project is sustainable long term?*

*This will be different for different projects, for example:*

*Where you are applying for equipment – what is its expected lifespan?  
Where you are applying for start-up costs – how will it be funded in future?)*

## **Section 3– Area and beneficiaries**

### **3.1 Which geographic communities does your project aim to benefit?**

*(Grants are awarded for work benefitting specific geographic communities within Edinburgh. This can range from small communities of only a few streets, up to community council areas and larger sections of the city. Please specify which community or communities will benefit from your project.*

*Often natural communities exist across ward and Neighbourhood boundaries, meaning it isn't always clear which fund you should apply to – if in doubt get in touch and we can discuss the best way to apply.*

*Please note, where a project is aimed at providing benefits across the entire City, it is unlikely to be eligible for funding and you should get in touch to discuss whether a community grant is appropriate for your project.)*

### **3.2 How many people does your project aim to benefit? (Please briefly explain how you arrived at this estimate.)**

*(If an exact number is known please specify, but we recognise most applicants will only be able to estimate the number of beneficiaries. Even if it's an estimate however, it is useful for us to know how it was calculated. For example, the estimate could be based on: the number of people who regularly attend a youth club; or, the number of flats in a block, or membership of a residents' association; or, the number of people who live near, or regularly use a park.*

*Higher numbers do not always mean the project is better, and sometimes accurate numbers might not exist, or are difficult to find – if in doubt contact us and we may be able to suggest a good approach.)*

### **3.3 If your project is aimed at specific groups within your community – for example, older or younger people, or people from different ethnic backgrounds – please specify.**

*(Within the geographic area specified above, your project may focus on people of specific ages, ethnic or cultural groups, or other communities of interest. If this is the case, please give a brief summary.)*

### **3.4 How have you consulted community members who would benefit from the proposed project?**

*(This can include formal or informal consultations with your group membership or service users. This could include a brief outline of discussions your group had when considering the issues in section 2.1 above, or how you asked your membership, service users, or local community the best way to address those issues.)*

### **3.5 How will you ensure as many people as possible can participate in your project?**

*(If you have done anything to ensure individual personal circumstances do not stop people from participating in the project, please specify. This can include changes made to accommodate people with different protected characteristics - ie. their age, sex, gender, sexual orientation, maternity, belief, race, disability, or marital status. Or other adaptations to include those on low incomes, unpaid carers, or young people with experience of the care system.*

*We are keen to see projects made accessible to as many people as possible irrespective of their personal circumstances. Collecting this information provides valuable information in deciding whether to award funding, as well as giving us examples we can share with other organisations to help them develop projects in the future.)*

**Section 4 - Financial Information (Further details can be provided on a separate sheet if required)**

<b>4.1 Please list all project costs</b> (List costs associated with this specific project only)	<b>Amount</b>	<b>Estimate provided?</b>	<b>Date of Estimate</b>
e.g. Laptops (link here to selected product or send written estimate)	£3000	Yes	01/06/21
Tables x 3 & chairs x 18 (link here to selected product or send written estimate)	£2500	Yes	01/06/21
<b>Total overall Cost of Project</b>	<b>£5500</b>		

<b>4.2 Please list additional funds for this project</b> (Not including the grant applied for here)	<b>Amount</b>	<b>Funds Secured?</b>	<b>Date Secured</b>
e.g. Grant from local trust	£500	Yes	23/04/21
Group fundraising	£287	Yes	25/05/21
Volunteer time (expected 350hrs)	-	-	-
<b>Total additional income to project</b>	<b>£787</b>		

<b>4.3 Total amount requested from Community Grant Fund</b> (Please note: This should be equal to total overall cost minus additional project income)	<b>£4713</b>
--	--------------





## **Section 5 - Contact information**

- 5.1** Name of organisation:
- 5.2** Name of main contact:
- 5.3** Name of alternate contact (optional):
- 5.4** Contact postal address (with post code)
- 5.5** Contact phone number:
- 5.6** Contact email address:

## **Section 6 – Your organisation**

- 6.1** Charity/SCIO Number (if applicable):
- 6.2** Company Number (if applicable):
- 6.3** VAT Number (if applicable):
- 6.4** How many people does your organisation employ? (Please 'x' at appropriate number)
  - **None**
  - **1 – 9**
  - **10 – 49**
  - **50 – 249**
  - **Over 250**

## **6.5 Bank Details**

Please state below the name of the bank account this grant would be paid into if successful. This should be the bank account of the organisation stated above.

- Name of Bank:
- Bank Address:
- Account Name:
- Bank Sort Code:

## **Section 7 - Your project**

- 7.1** I confirm I have obtained all necessary consents, insurance, and permissions to carry out the project (Please 'x' at appropriately)
  - Yes
  - No

**7.2** If you work with vulnerable groups, please confirm that you have relevant policies in place, and state which ones, for example Child Protection:

## **Section 8 – Confirmation**

- | <b>I confirm that the following documents have been included with this application:</b>   | <b>Please tick if included</b> |
|---|--------------------------------|
| Constitution or Memorandum and Articles of Association, Trust Deeds of your organisation  | <input type="checkbox"/>       |
| Most recent annual (audited) accounts. Where your organisation is newly constituted, a most recent bank statement will suffice. | <input type="checkbox"/>       |

Evidence of all estimates / quotations listed above



## Section 9 – Declarations

All applications must be signed by two people who are recognised as representatives of your organisation. Signatories must be individuals authorised to enter into agreements and receive funds on behalf of your organisation.

You are being asked to declare that;

- You have read and will comply with all City of Edinburgh Council funding conditions.
- To the best of your knowledge, that the information contained in this application and any accompanying attachments is accurate.

Signature (1):

Name:

Date:

Position

Signature (2):

Name:

Date:

Position:

**Please send your completed application to [communitygrantsfund@edinburgh.gov.uk](mailto:communitygrantsfund@edinburgh.gov.uk) along with documents listed in section 8.**