**Edinburgh Local Small Grants Scheme**

**Guidance Notes and FAQs**

*How much money is available?*

We have around £40,000 to spend between October 2017 and the end of July 2018. We expect to have £50,000 to spend between 2018 and 2019, and another £50,000 to spend between 2019 and 2020.

*How much money can I apply for?*

You can apply for up to £5,000, **inclusive of VAT**. However, this is the maximum and you are welcome to apply for much smaller sums of money. If we cannot provide all the money you’ve asked for but we think we could still offer you some, we’ll get in touch to see if this would be useful to you.

*How many grants will you make each year?*

It depends on how many people apply, how much money they ask for, and whether their projects are feasible and fundable. We will aim to make a minimum of eight awards over the course of the year.

*When should I apply?*

We have three deadlines scheduled so far:

* **5pm on Thursday 7th December 2017 OR**
* **5pm on Thursday 15th February 2018 OR**
* **5pm on Thursday 17th May 2018**

We haven’t decided in advance how much money we will spend for each round of applications. This means that if we get a lot of really good applications to an earlier deadline, we might end up spending a lot of our money early in the year. For this reason, we encourage you to apply to the earliest deadline you can manage.

From August 2018, there will be four deadlines each year, with the first one being in September or October of that year.

*Is my organisation eligible for funding?*

We will fund voluntary organisations that have a recognised legal structure, and social enterprises. The SCVO provides a list of the most common legal structures for voluntary organisations which you can view here – <http://www.scvo.org.uk/setting-up-a-charity/decide-on-a-structure/>. For the definition of a social enterprise, see here – <http://www.scvo.org.uk/running-your-organisation/finance-business-management/trading/>.

*What if I’m not part of an organisation?*

 If you are not part of any sort of appropriate organisation, we suggest you make contact with one and ask them to sponsor your application. In this scenario, all funding must be paid to the organisation’s bank accounts and the organisation is ultimately responsible for the project and its delivery.

*Does it matter where I do my project?*

Yes. Whatever you want to do must take place in one or more of the following places: **Edinburgh; East Lothian; Midlothian; West Lothian; Scottish Borders; Fife**. It also needs to benefit and involve people living in one or more of these areas.

*How can I increase my chances of success?*

We are more likely to fund your project if it is financially sustainable and you have thought about the longer-term success and maintenance of your project where appropriate. Your application is also more likely to be successful if your project:

* Is clearly undertaken with and for people living in or around Edinburgh.
* Could benefit a lot of people, or could benefit a small group of people a lot.
* Could benefit people who need it most.
* Takes appropriate steps to look after the safety and wellbeing of all the people involved, but especially of individuals who may be more vulnerable.
* Takes care of the natural and built environment and heritage, as relevant.
* Will have some longer-term impact: we would like to see positive benefits continue after any funding we give you runs out.
* Offers likely benefits which are proportionate to the amount of money requested. (Relatively expensive projects with limited benefit for only a few people are unlikely to be funded.)
* Is unlikely to receive funding from other sources.
* Is feasible, with a clear plan for delivery.
* Is explained in your application using plain English, with no specialist technical terms.

*I work at the University of Edinburgh (or another university). Can I apply?*

Sorry, you cannot lead an application. However, you are welcome to be part of an application led by another organisation.

*I’m a student at the University of Edinburgh (or another university). Can I apply?*

Yes, as long as the work you plan to do could have substantial benefit for local communities and involves these communities. It needs to be very clear in your application how you would reach and work with these communities. You also, as noted above, need to be part of or sponsored by an organisation. (Student societies which are formally affiliated to a students’ association or university count as organisations.)

*I applied before and wasn’t funded. Can I apply again?*

Yes! But if we gave you any feedback the first time around, please make sure you address it in your new application.

*Are there any things you definitely won’t fund?*

We will not usually offer grants for:

* Work that should be done by statutory agencies like local authorities, the NHS, schools or colleges
* Work you’ve already done
* Continuation of a project we’ve funded before
* General running costs of a building or organisation – including salary costs. (We **will** consider funding salary costs where these are incurred specifically in relation to the defined project you wish to undertake.)

*What if my organisation is in financial difficulties?*

We need to know that any money we give you will be used for the work you say it will, and not be used to help save your organisation as a whole. If you can’t guarantee this, we would ask you not to apply.

*Who will decide if my applications gets funded?*

A small panel of University staff involved in communications, social responsibility and community engagement will judge bids. We may also involve someone from a relevant external organisation.

*When will I hear if my application has been funded?*

We aim to let you know no later than a month after the deadline.

*When can my project start?*

We should be able to get your funding into your bank account 2-3 weeks after we’ve told you your applications has been successful. This means the earliest practical start dates are as follows:

* Thursday 8th December 2017: **Start 1st February 2018 or later**
* Thursday 15th February 2018: **1st April 2018 or later**
* Thursday 17th May 2018: **1st July 2018 or later**

We would normally suggest you start your project on the 1st of the month. All projects funded under one of the above rounds must start no later than 31st July 2018.

*When should my project end?*

This depends on your project. We wouldn’t usually expect a project to last more than six months, however, so please explain clearly why this needs to be the case if you think your project will take longer than this.

*What happens when my project ends?*

You will need to send us a short written report (max. 1,000 words) on your project once it’s over. This should include an evaluation of whether your project achieved what it was supposed to, and should also include a final list of your expenditure and one or more case studies. The report should be submitted to the University of Edinburgh within one month of your project ending. A template for your report will be provided. You will also need to return any unspent money to us once your project ends. Finally, we would ask you to share with us photographs of your project in action which we could use on external websites.

*Do I have to acknowledge the University of Edinburgh in my communications?*

Yes. Successful organisations will sign a short funding agreement outlining our expectations and must acknowledge the support of the University of Edinburgh in any materials published for the project and in the accounts and annual report of the organisation. A template to acknowledge University support will be provided.

*Do I have to let the University of Edinburgh acknowledge me in its publicity?*

Yes, but if there are, for example, privacy concerns regarding individuals involved (including the privacy of the applicant/grant-holders), we will work with you to ensure these are accommodated.