**Edinburgh Local Small Grants Scheme**

**Application Form 2017/18**

**The Edinburgh Local Small Grants Scheme funds projects for the benefits of communities in and around Edinburgh. Organisations can apply for up to £5,000 to undertake a project that will benefit and involve people living and/or working in the Edinburgh City Region (City of Edinburgh, Fife, West Lothian, Midlothian, East Lothian and the Scottish Borders). Projects should usually last for six months or less and should seek to benefit disadvantaged groups.**

* More information about Edinburgh Local: <https://www.ed.ac.uk/local>
* University of Edinburgh community engagement strategy: <https://www.ed.ac.uk/files/atoms/files/community-engagement-strategy_web_final.pdf>

**Please read the separate guidance notes before filling in this application form.** Please complete this form and submit it by:

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

You can submit your application form in one of the following ways:

* Email it to [local@ed.ac.uk](mailto:local@ed.ac.uk). (If sending by email, we need a copy of your actual signature, so you will need either an electronic version of your signature or to sign then scan a paper copy of your application.)
* Post it to Community Engagement, Department of Social Responsibility and Sustainability, The University of Edinburgh, 9 Hope Park Square, Meadow Lane, Edinburgh EH8 9NP

## About you

|  |  |  |  |
| --- | --- | --- | --- |
| First name |  | Last name |  |
| Email address |  | Telephone number |  |
| Organisation |  | | |
| If your organisation has a registration number, please give it here | *E.g. A Scottish Charity registration number starting SC, or a Companies House registration number* | | |
| Building number or name |  | Postcode |  |
| Street |  | | |
| Town, city or village |  | Local authority area |  |
| Please sign here to confirm you are happy to be publicly associated with the University of Edinburgh if your application is successful |  | | |
| How did you hear about this scheme? |  | | |

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| Project summary **(50 words maximum)**. Please make sure that this is something you are happy to be published on the University of Edinburgh website if your application is successful. |
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Overview of your project

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| Project title **(50 characters max., including spaces)** |
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| --- | --- | --- | --- |
| Project start date | *Usually the 1st of the month, and* ***must*** *be before 31st July 2018* | Project end date | *We would not normally expect projects to last more than 6 months* |

***--Form continues on next page--***

Benefits of your project for local communities

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| How will your project involve and benefit people living and/or working in the Edinburgh City Region – including any disadvantaged groups, where appropriate? (The Region includes the City of Edinburgh, Fife, West Lothian, Midlothian, East Lothian and the Scottish Borders.) **(500 words maximum; please continue on a new page if necessary)** |
| *We suggest your answer covers:*   * *Who will benefit (not specific names of people – just in general).* * *Whether the people who will benefit could be described as disadvantaged. (We don’t employ any strict classifications of disadvantage when assessing your application, such as the Scottish Index of Multiple Deprivation, as we recognise that individuals’ situations are complex.)* * *How you will work with and involve these people.* * *What the likely benefits will be for the people involved. (We don’t expect you to guarantee that these will happen, but we do expect you to try your best to ensure they do.)* * *How you will evaluate the benefits. (I.e. how will you gather evidence which shows that there has been a benefit?)* |

What you will do and what you hope to achieve

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| What are the main aims and objectives of your project? **(500 words maximum; please continue on a new page if necessary)** |
| *What do you hope to achieve?*  *What activities will you carry out?* |

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| --- | --- | --- | --- | --- |
| Does the success of your project depend on any 3rd-party permissions (e.g. planning permission or specific licenses)? | Yes |  | No |  |
| If you answered ‘yes’, please tell us more here |  | | | |

Budget breakdown

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| --- | --- | --- |
| Total budget requested | £ | |
| Please provide a breakdown of how you will spend the budget (please give as much detail as possible) | | |
| Description | | Cost |
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Other funding

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| Do you have other funding from any other sources that you will use for this project? If so, please list them here. |
| *We welcome projects that are also receiving funding from other sources, as long as funding isn’t being claimed for the same costs twice (or more). You do not need to tell us about funding applications you’re still waiting to hear the outcome of.* |

Bank account details

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| --- | --- |
| If you’re successful, we will transfer your funding into your organisation’s bank account. This should be a UK bank account that can receive BACS payments. | |
| Bank name and address |  |
| Name of account |  |
| Sort code |  |
| Account number |  |
| Please sign in the box to the right to confirm that these bank account details are correct |  |

***--End of form--***