Edinburgh Local Community Grants Scheme
Guidance Notes and FAQs – October 2018

What is the purpose of the scheme?
The purpose of the scheme is to:
1) Increase engagement between the University and local communities.
2) Have a positive social impact.
3) Create learning opportunities (including informal and nontraditional forms of learning).

What do you mean by ‘learning opportunities’?
We interpret this term broadly; it is not limited to academic and/or formal learning, and accreditation of the learning is not required. ‘Learning opportunities’ could include things like learning new life or work-related skills in an informal setting, or learning through play. Learning could be taking place at any stage in someone’s life.

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 have positive social impact for and involve people living in one or more of these areas.

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. We may also choose to allocate smaller sums of money than are requested.

How much money is available?
We expect to have £50,000 to spend between August 2018 and July 2019, and plan to run two rounds each year. Spending may not be equal across the two rounds. We have another £50,000 to spend between August 2019 and July 2020.

What won’t you fund?
We will not fund:
- Statutory bodies, including schools. We will, however, fund organisations that work with statutory bodies and activities happening on the premises of statutory bodies (e.g. activities at after-school clubs).
- Overt or covert political or religious activities.
- Standard for-profit organisations.
- Continuation of work already funded in previous rounds.
- Individuals.
- General running costs of a building or organisation.

What if I’m not part of an organisation?
If you are not part of any sort of organisation, we suggest you make contact with an eligible 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.
Can I reapply if my application was unsuccessful in the past?
Yes. Changes have been made to the application form and scheme’s precise aims since it was first launched, so it is possible that applications previously turned down for funding would score higher this time around. Please make sure you thoroughly consult the scheme guidance when completing your application.

Do I need to supply references or copies of my organisation’s constitution with my application?
No, but we reserve the right to ask for these if the review panel feel it is necessary.

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 ten awards each in 2018/19 and 2019/20.

When should I apply?
From August 2018, there will be two deadlines each year, with the first one being in the autumn and the second in the spring. We may run additional rounds if we cannot allocate all the funds through these two rounds, so please register for our e-newsletter at www.ed.ac.uk/local/contact and/or follow our social media for updates.

How can I increase my chances of success?
We are more likely to fund your project if it meets the purposes of the scheme (above), plus:

- 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.
- Is feasible, with a clear plan for delivery.
- Has a broken-down, itemised budget.
- Is explained in your application using plain English, with no specialist technical terms.
- Offers value for money.

What do you mean by ‘vulnerable’?
We are using the Scottish Government’s definition: all children, plus adults who are unable to protect themselves from harm and make their own choices and decisions. If your project will involve working vulnerable individuals, we expect all relevant people involved (such as people working alone with vulnerable individuals) to be PVG-certified, and for this to be supported by an appropriate level of agreed organisational policy and practice on working with vulnerable individuals. More information about the PVG scheme is here: https://www.mygov.scot/pvg-scheme/the-pvg-scheme/.

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. 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. As noted above, you also need to be sponsored by an organisation, as we do not accept applications from individuals. (Student societies which are formally affiliated to the Edinburgh University Students’ Association or the
University of Edinburgh count as organisations. We do not accept applications from student societies affiliated to other organisations.

**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, you should not 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 closing date for submitting applications.

**Why are there separate forms for my project and for my organisation details?**
This is to help us meet GDPR (data protection) requirements – it means the smallest group of people necessary have access to your personal data (signature, bank account details). Please make sure you submit both forms to us.

**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 application has been successful. Please do not start your project before the money arrives in your account.

**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 (please see our website for the template) on your project once it’s completed. The report should be submitted to the University of Edinburgh within one month of your project ending. You will also need to return any unspent money to us once your project ends.

**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.