**Edinburgh Local Community Grants Scheme**

**Application Form March 2020 – Project Details**

Introduction

The Edinburgh Local Community Grants Scheme funds projects which will bring value to new or existing partnerships between the University and local communities, have a positive social impact and create learning opportunities (including informal and non-traditional forms of learning). Organisations can apply for up to £5,000 to one of two fixed deadlines each year, or for up to £500 at any time, to undertake a project that will benefit and involve people living 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.

Before completing this form

Please make sure you read the separate guidance notes **in full** before completing this application form, as well as the Terms & Conditions that will apply if your application is successful. You may also find it helpful to consult:

* More information about Edinburgh Local: <https://www.ed.ac.uk/local>
* University of Edinburgh community engagement strategy: [www.ed.ac.uk/local/read-our-strategy](http://www.ed.ac.uk/local/read-our-strategy)

Submitting your application

Please complete this form and ensure that you either provide a link to your organisation’s constitution or submit a copy by the relevant deadline. Please send by email to local@ed.ac.uk, or, if this is not possible, post to Edinburgh Local at The Boilerhouse, High School Yards, Edinburgh, EH1 1LT

Accessibility

If you require application materials in an alternative format, please email local@ed.ac.uk or call 0131 651 5000.

Name of your organisation

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| Name of your community group, charity or company |
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Overview of your project

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| Project title **(50 characters max., including spaces)** |
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| Project summary **(50 words maximum)**. Please make sure that this is something you are happy to be published as it is here on the University of Edinburgh website if your application is successful. |
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| Project start date |  | Project end date*[We would not normally expect projects to last more than 6 months]* |  |

What you will do and what you hope to achieve

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| What are the main aims of your project, and what positive social impacts do you hope it will help bring about? **(250 words maximum)** |
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| What activities will you carry out in order to meet these aims and maximise the possibility of positive social impacts? **(400 words maximum)** |
| *[You may find it helpful to include a project timeline.]* |

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| How will your project add value to new or existing engagement between the University of Edinburgh and local communities? **(250 words maximum)****Note:** The University is seeking to build meaningful, ongoing relationships with communities. This goes beyond ‘one-off’ low-impact activities such as adding our logo to advertising materials. You may find it helpful to refer to the [University’s Strategy 2030](https://www.ed.ac.uk/about/strategy-2030) and research [previous successful applications](https://www.ed.ac.uk/local/community-grants/projects-previously-funded)*.* If you would like to collaborate with a particular individual or group in the University, establishing contact with them is also useful. |
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| What learning opportunities (broadly-conceived) will your project create? **(250 words maximum)** |
| *[We interpret the term ‘learning opportunities’ 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.]* |

Statutory requirements

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| **Third-party permissions** |
| 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: |  |

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| **Protection of vulnerable individuals** |
| Will everyone involved with your project who is working alone with vulnerable individuals be PVG-certified? | Yes |  | No |  |
| Please tell us more about your organisation’s policies on working with vulnerable individuals, if applicable, here: |  |

Budget breakdown

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| **Please note:** ***£5,000 is the maximum that can be requested; applications for less are welcome****.* *We may not fund all projects up to a figure of £5,000, and may choose to part-fund projects* |
| Please provide a breakdown of how you will spend the budget. **Please give as much detail as possible.** |
| Description | Cost |
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| **TOTAL BUDGET REQUESTED** | **£** |

About your organisation

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| --- | --- | --- | --- |
| Key Contact First name |  | Key Contact Last name |  |
| Email address |  | Telephone number |  |
| Name of organisation |  |
| Building number or name |  | Postcode |  |
| Street |  |
| Town, city or village |  | Local authority area |  |
| 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]* |
| Please provide a web link to the organisation’s constitution or attach a copy |  |
| Please tick any of the boxes that describes your organisationEnsure that you also provide the documentation outlined  |

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| **Type of organisation** | **What we need you to provide** | **Please tick** |
| Scottish Charitable Incorporated Organisation (SCIO) | OSCR Charity NumberConstitution or Governing Document |  |
| Charity – Unincorporated | OSCR Charity NumberConstitution or Governing Document |  |
| Charitable company | OSCR Charity Number Companies House Company NumberConstitution or Governing Document |  |
| Charitable trust | OSCR Charity NumberConstitution or Governing Document |  |
| Community Group | Constitution or Governing Document |  |
| Community Interest Company (CIC) | Companies House Company NumberConstitution or Governing Document |  |
| Co-operative | OSCR Charity Number (if relevant)Companies House Company Number (if relevant)Constitution or Governing Document |  |
| Other – please state | OSCR Charity Number (if relevant)Companies House Company Number (if relevant)Constitution or Governing Document |  |

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| Please sign here to confirm that you have read and agree to the [Terms & Conditions](https://www.edweb.ed.ac.uk/files/atoms/files/community_grant_tcs.pdf) that will apply if your application is successful  | *[This must be your handwritten signature. Please either print out, sign and scan this page, or insert a scanned copy of your signature. If you cannot do either, please contact us to arrange to return the form by post.]*  |
| How did you hear about this scheme? |  |

**If your grant application is successful, we will request details of your organisation’s bank account. This should be a UK bank that can receive BACS payments**

**END OF THIS FORM**