**Edinburgh Local Microgrants**

**Application Form– Project Details**

Introduction

The Edinburgh Local Microgrants fund projects which have a positive social impact in the community. Organisations can apply for up to £500 at any time throughout the year 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.

**If you would like to apply for a larger sum, please apply to our** [**Community Grants Scheme**](https://www.ed.ac.uk/local/community-grants)**, open twice a year for sums of up to £5,000.**

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](mailto: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](mailto: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? **(around 100 words)** |
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| What activities will you carry out in order to meet these aims and maximise the possibility of positive social impacts? **(around 200 words)** |
| *[You may find it helpful to include a project timeline but this is optional.]* |

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| How will your project add value to new or existing engagement between the University of Edinburgh and local communities? **(around 150 words)** |
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| What learning opportunities (broadly-conceived) will your project create? **(around 150 words)** |
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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:** ***£500 is the maximum that can be requested; applications for less are welcome****.* *We may not fund all projects up to a figure of £500, and may choose to part-fund projects*  If you would like to apply for a larger sum, please apply to our [Community Grants Scheme](https://www.ed.ac.uk/local/community-grants), open twice a year for sums of up to £5,000. | |
| 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 |  | | |
| Please provide a web link to the organisation’s constitution or attach a copy |  | | |
| 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 |  | | |
| 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**