**Edinburgh Local Community Grants Scheme**

**Application Form October 2021 – Project Details**

Introduction

The Edinburgh Local Community Grants scheme funds projects that will have a positive social impact for local communities and bring value to new or existing partnerships between the University and local communities. Please read our [guidance notes](https://www.ed.ac.uk/local/community-grants/how-to-apply/community-grants-guidance-notes) for more information. Organisations can currently apply for up to £5,000 to one of two fixed deadlines each 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. Projects requiring funding outside of these deadlines may wish to consider the [University’s micro-grants scheme](https://www.ed.ac.uk/local/community-grants/micro-grants).

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 how the University is already working in partnership with local communities: <https://www.ed.ac.uk/local>
* University of Edinburgh Community Plan 2020-2025: <https://www.ed.ac.uk/local/our-community-plan>
* University Social & Civic Responsibility Delivery Plan: <https://www.ed.ac.uk/sustainability/news/2020/social-and-civic-responsibility>

Submitting your application

Please complete this form and ensure that you either provide a link to your organisation’s constitution or submit a copy of it by the relevant deadline. Please submit your application by email to [local@ed.ac.uk](mailto:local@ed.ac.uk) (or ask someone to do this for you). The University’s Community Team is currently working from home due to the ongoing pandemic so, regretfully, we are unable to accept applications by post at this time.

Accessibility

If you require application materials in an alternative format, please email [local@ed.ac.uk](mailto:local@ed.ac.uk). If you are unable to email, please ask a friend or family member to do so for you.

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 (10 words maximum)** |
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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 written here, as it will go on the University of Edinburgh website if your application is successful. |
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| **Project start date** |  | **Project end date**  *Projects should not normally last longer than 6 months. The impact of the pandemic on timelines should be considered in your planning.* |  |

What you will do and what you hope to achieve

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| **Aims and positive social impacts**  What are the main aims of your project, and what positive social impacts do you hope it will help bring about?  **(350 words maximum)** |
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| **Activities and timeline**  What activities will you carry out in order to meet your aims? How will these maximise the likelihood of your identified positive social impacts happening? You may find it helpful to include a project timeline. **(400 words maximum)** |
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| **Partnership with the University**  In this section, please set out the ways in which you hope to engage the University with your project. This may include any current links or partnerships you have with the University, or ones you would like to form. You should aim to build meaningful relationships with the University that go beyond ‘low-impact’ activities (i.e. aim to do more than adding the University logo to your project’s communications materials). Ways in which previous projects engaged with the University include:   * recruiting University staff and students as project volunteers * visits by community groups to the University’s museums * collections and art galleries * making use of the specialist knowledge of academic research staff.   Do not be restricted by this list, however!  If you would like to collaborate with a particular individual or group in the University, we recommend you speak with us before applying. You can do this at one of our ‘surgery’ days – details on our website – or by emailing [local@ed.ac.uk](mailto:local@ed.ac.uk) to arrange a discussion **(150 words maximum)** |
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| **Your social media details**  We aim to promote the work of successful applicants through our University social media channels. If you have relevant Facebook, Instagram and/or Twitter names/handles, please provide them here. |
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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:** ***£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.** Successful applications need to provide proof of expenditure with their final project report. | |
| Description | Cost |
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| **TOTAL BUDGET REQUESTED** | **£** |

About your organisation

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| Key Contact First name |  | Key Contact Last name |  |
| Organisation email address |  | Organisation 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 organisation  Ensure that you also provide the documentation outlined | |  |  |  | | --- | --- | --- | | **Type of organisation** | **What we need you to provide** | **Please tick** | | Scottish Charitable Incorporated Organisation (SCIO) | OSCR Charity Number  Constitution or Governing Document |  | | Charity – Unincorporated | OSCR Charity Number  Constitution or Governing Document |  | | Charitable company | OSCR Charity Number  Companies House Company Number  Constitution or Governing Document |  | | Charitable trust | OSCR Charity Number  Constitution or Governing Document |  | | Community Group | Constitution or Governing Document |  | | Community Interest Company (CIC) | Companies House Company Number  Constitution 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 |  | | | |
| Please print your name in full to acknowledge you have read and agree to the [Terms & Conditions](https://www.ed.ac.uk/local/community-grants/how-to-apply/terms-and-conditions) that will apply if our 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**