**Edinburgh Local Green Micro-grants**

**Application Form – Project Details**

Introduction

Edinburgh Local Green Micro-grants will fund projects which aim to improve their local natural environment **and** have a positive social impact for local communities. Organisations can apply for up to £1,000 from a total pot of £15,000.

* Applications received by 9th July 2021 will be reviewed in mid-July and applicants will be notified of the outcome by early August.
* Applications received between 10th July and 19th August 2021 will only be considered for funding from the Green Micro-Grant pot if there are funds remaining. Please [check our website](https://www.ed.ac.uk/local/community-grants/) for the latest information.
* Applications received after 19th August 2021 are very unlikely to be considered for funding as we expect to have awarded all funds to applications already received by this date.

 For the purposes of this funding, ‘local’ means 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. Applications for less than £1,000 are welcome.

**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. If you require £500 or less and your project is not relevant to the local natural environment, you may wish to apply for one of our** [**regular micro-grants**](https://www.ed.ac.uk/local/community-grants/micro-grants)**.**

Before completing this form

Please make sure you read the separate guidance notes [found on our website](https://edin.ac/3uGqvwC) **in full** before completing this application form, as well as the [Terms & Conditions](https://www.ed.ac.uk/files/atoms/files/2020_04_uoe_community_grants_financial_and_ts_cs_successful_applicants_0.docx) that will apply if your application is successful.

Submitting your application

Please complete this form and, in addition, either provide a link to your organisation’s constitution or submit a copy of it. Please submit your application by email to local@ed.ac.uk. 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. If you are unable to email, please ask a friend or family member to do so for you; if this isn’t possible, please call Sarah Anderson, Community Engagement Programme Manager, on 07980 363 424 (weekdays 9am-5pm only).

Name of your organisation

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| Name of your community group, charity or company |
| *Please check the guidance notes* [*found on our website*](https://edin.ac/3uGqvwC) *to make sure your group, charity or company is eligible for funding* |

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***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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| **Project aims**What are the main aims of your project? **(around 50 words)** |
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| **Positive impacts for your local natural environment and community**In what ways do you expect your project to have a positive impact on your local natural environment and community? **(around 100 words)** |
| *Natural environment examples could include: reducing carbon emissions, supporting local nature, reducing waste, teaching your community green behaviours, local action to address the climate crisis, or other ways of improving environmental sustainability.**Social impact examples could include: improved wellbeing, access to better nutrition, improved quality of life, greater sense of community, reduction in anxiety, improved financial circumstances.* |

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| **Activities**What activities will you carry out in order to meet your aims? How will these maximise the likelihood of your project making a positive contribution to your local natural environment and community? You may find it helpful to include a project timeline, but this is optional **(around 200 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 | 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:** ***£1,000 is the maximum that can be requested; applications for less are welcome****.* *We may not fund all projects up to a figure of £1,000, 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.** Evidence of expenditure will be required if your application is successful. |
| 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 |  |  |  |
| 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 tick any of the boxes that describes your organisation Ensure 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 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  |   |

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| Please sign here to confirm that you have read and agree to the [Terms and Conditions](https://www.ed.ac.uk/files/atoms/files/2020_04_uoe_community_grants_financial_and_ts_cs_successful_applicants_0.docx) 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**