



Edinburgh Local Green Micro-grants Guidance Notes and FAQs – June 2021

What is the purpose of the scheme?

The purpose of the scheme is to provide micro-grants to community groups, charities or businesses for projects which aim to:

- 1) Improve their local natural environment **and**
- 2) Have a positive social impact for local communities

Are there any deadlines?

Applications received by **9th July** will be reviewed in mid-July and applicants will be notified of the outcome by early August. Applications received after 9th July will only be considered for funding from the Green Micro-Grant pot if there are funds remaining. Please [check our website](#) 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.

What is meant by ‘supporting the local natural environment’?

This is where projects will improve environmental sustainability, increase local biodiversity and/or contribute to tackling the climate crisis at a local level. This might include seeking to reduce carbon emissions, reducing waste, teaching your community green behaviours, or other ways of improving your local natural environment.

What is meant by ‘positive social impact’?

This is the beneficial effect for local people and communities that you expect your project to create or contribute to. It could include improved wellbeing, access to better nutrition, improved educational opportunities, improved quality of life, greater sense of community, reduction in anxiety or improved financial circumstances. You should set out as clearly as possible how your project will involve and/or benefit local communities living in the Edinburgh City region (the City of Edinburgh and/or East Lothian, Midlothian, West Lothian, Scottish Borders, Fife).

Why are you doing special ‘green’ micro-grants?

In November 2021, Glasgow will be hosting the [26th United Nations Climate Change Conference of the Parties \(COP26\)](#). This conference brings together countries from all over the world in order to address the climate crisis. Following Patrick Geddes, we want to encourage people to ‘think global, act local’ by funding grassroots projects that, in their own way, take action against the climate crisis.

Why ‘positive social impact’ too?

These are still community grants! People are part of the natural world and vice-versa. You need to look after one to look after the other.

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 support the natural environment and have a positive social impact for people living in one or more of these areas.



How much money can I apply for?

You can apply for up to £1,000 (inclusive of VAT). This is the maximum amount and you are welcome to apply for less.

How much money is available?

This scheme has £15,000 to spend in total.

What won't you fund?

The aim of the scheme is to fund stand-alone projects. We will not fund:

- Salaries, unless staff have been employed specifically to carry out the project in question, or any other general running costs of a building or organisation.
- The continuation of existing projects, including work funded under a previous round of the Edinburgh Local community grants scheme
- 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).
- Organisations without an organisational bank account.
- Organisations without a governing document e.g. a constitution or memorandum of articles.
- Organisations whose only charitable objective is the promotion of religion (as declared in their [OSCR](#) registration).
- Standard for-profit organisations.
- Organisations with an annual income of more than £1 million.
- Individuals.
- Applications where there is no willingness to engage positively with the University of Edinburgh, or which would otherwise bring the University into disrepute.
- Applications led by members of staff from any university, including the University of Edinburgh.

What if I'm not part of an organisation?

We cannot make awards to individuals. 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. All funding must be paid to an organisation's bank account and the receiving organisation is ultimately responsible for the project and its delivery. Additionally, you must provide a copy of your sponsor organisation's constitution or governing document during the application process.

How can I increase my chances of success?

We are more likely to fund your project if it scores highly against the purpose 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 using plain English, with no specialist technical terms.
- Offers value for money.



We would also encourage you to apply early, as the scheme will close once the finite funding of £15,000 has been awarded.

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/or 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/>. (*We recognise that some people who fall into this definition of 'vulnerable' may not view themselves as such and may be highly independent.)

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, such as other universities.)

My organisation has an annual income of over £1 million. Can I apply?

We use a common-sense approach. If your organisation had a one-off high turnover last year due to investment in major construction work, but in all other years has an income well below £1 million, we would most likely consider your application.

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. Awards are not transferable from one organisation to another, so if your organisation encounters financial difficulties after you have been awarded funding, please contact us without delay.

Who will decide if my applications gets funded?

A small panel of University staff involved in communications, social responsibility, sustainability and community engagement will judge bids.

When will I hear if my application has been funded?

We aim to let you know within one month.

For how long will you keep my personal data?

We will keep a copy of your application, including your personal data, for five years.



When can my project start?

We should be able to get your funding into your bank account no more than one month 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. We recognise that the current pandemic may mean more flexibility is required around timescales. There is no requirement for projects to finish before the COP26 conference in November.

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. As outlined in the Terms & Conditions all grantees must agree to, if you do not return this report in time, you will not be eligible for further funding under this scheme.

Do I have to acknowledge the University of Edinburgh in my communications?

Yes. Successful organisations will sign Terms & Conditions 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.

How often will we be in contact with the University during the project?

The only formal contact required once your project has been funded is the end-of-grant report. However, we'll get in touch mid-way through your project for an informal check-in. We'd like to get to know your project and organisation, as we hope to have an ongoing, mutually beneficial relationship with you.

To help us raise the profile of your project and the Grants scheme in general, we may also like to interview people linked to your project and take still and moving images of the project in action. We may, therefore, get in touch while your project is live to see if some of our staff can visit you. We appreciate that, depending on the nature of your project or organisation, you may not always be able to accommodate such visits; otherwise, we hope you will be able to accommodate the request.

What if my questions have not been answered here?

Please contact the Edinburgh Local team at local@ed.ac.uk.