



Edinburgh Local Covid-19 Microgrants Scheme Guidance Notes and FAQs

May 2020

If you have applied to this scheme before, please read these guidelines carefully, as some things have changed since your last application.

What is the purpose of the scheme?

As part of the University's response to Covid-19, funding specifically for projects dealing with Covid-19 issues and emergencies has been attributed to the microgrant scheme.

The purpose of the scheme is to:

- 1) Have a positive social impact
- 2) Support communities through the pandemic

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 have positive social impact for and involve people living in one or more of these areas.

How much money can I apply for?

There are two levels of funding available under this scheme. There are two deadlines each year (one in the spring, one in the autumn) to which you can apply for up to £5,000, inclusive of VAT. Additionally, you can apply for up to £500 (inclusive of VAT) at any time of year. In both cases, these sums are the maximum amounts you can apply for and you are welcome to apply for much less. We may also choose to allocate smaller sums of money than are requested.

How much money is available?

This scheme has £50,000 to spend each year. Around £5,000 of this will be ring-fenced for applications for up to £500, which can be received at any time of year. The rest of the money will be spent through the two fixed deadlines, where applications can be for up to £5,000.

What won't you fund?

The aim of the scheme is to fund standalone projects. We will not fund salaries, unless staff have been employed specifically to carry out the project in question. We will also not fund or the continuation of existing projects, including work funded under a previous round of this scheme.

We will also not fund:

- 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).



- The promotion of religious or political beliefs.
- Standard for-profit organisations.
- Organisations with an annual income of more than £1 million.
- Individuals.
- General running costs of a building or organisation.
- Renovations or other building works.
- Activities where there isn't evidence of a will to engage positively with the University of Edinburgh.
(One of the three key aims of the scheme is to bring value to community-University partnerships.)

What if I need funding from other funders as well?

We will consider funding projects where the size of the total project budget means you need to get funding from other organisations as well as us. However, you must have secured this other funding within six months of us making our award to you, or else our award will be rescinded so that the money can be spent in our next funding round.

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 accounts and the receiving organisation is ultimately responsible for the project and its delivery. Additionally, you must provide a copy of your organisation's constitution during the application process.

What if I want to work with the University but don't have any contacts?

If you want to work with the University and don't know where to start, you can drop an email to local@ed.ac.uk or call 0131 651 5000. We also encourage applicants to research the University's specialisms and staff and establish contact before applying to make sure that what you have in mind is likely to be possible.

Can I reapply if my application was unsuccessful in the past?

Yes. Please make sure you thoroughly consult the scheme guidance when completing your application, as guidelines may have changed since you last applied

How many grants will you make each year?

It depends on how many people apply, how much money they ask for, and whether their projects are feasible and fundable.

When should I apply?

From August 2018, there will be two deadlines each year, with the first one being in the autumn and the second in the spring. In addition, you can apply for up to £500 at any time of year. We may run additional rounds if we cannot allocate all the funds through the two fixed deadlines, so please register for our e-newsletter at www.ed.ac.uk/local/contact and/or follow our social media for updates.

How can I increase my chances of success?

We are more likely to fund your project if it scores highly against the three purposes 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.

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 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/>.

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.)

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 and community engagement will judge bids. We may also involve someone from a relevant external organisation.

When will I hear if my application has been funded?

We aim to let you know no later than a month after the closing date for submitting applications. If you apply for up to £500 at any time of year, we aim to let you know within one month, and hopefully sooner.

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 2-3 weeks 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.

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.

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, the University would 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 on 0131 651 5000 or local@ed.ac.uk.