**Edinburgh Local Micro-grants**

**Application Form – Project Details**

Introduction

Edinburgh Local micro-grants support projects which have a positive social impact for local communities. 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. Applications for substantially less than £500 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 £4,500.**

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 Plan 2020-2025: <https://www.ed.ac.uk/local/our-community-plan>
* The University’s Social and Civic Responsibility Delivery Plan: <https://www.ed.ac.uk/sustainability/news/2020/social-and-civic-responsibility>

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](mailto: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](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

|  |
| --- |
| Name of your community group, charity or company |
|  |

Overview of your project

|  |
| --- |
| **Project title** **(10 words maximum)** |
|  |

|  |
| --- |
| **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. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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

|  |  |
| --- | --- |
| **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?  **(around 100 words)** | |
|  | |
| **Activities**  What activities will you carry out in order to meet your aims? How will these maximise the likelihood of your positive social impacts happening? You may find it helpful to include a project timeline, but this is optional **(around 200 words)** |
|  |

|  |
| --- |
| **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, Twitter and/or Tik Tok names/handles, please provide them here. Please feel free to tag us in any posts relating to your project where appropriate:  Instagram: [@EdinburghUniLocal](https://www.instagram.com/edinburghunilocal/)  Facebook: [@EdinUniLocal](https://www.facebook.com/EdinUniLocal)  Twitter: [@EdinUniLocal](https://twitter.com/EdinUniLocal) |
|  |

Statutory requirements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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: |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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

|  |  |
| --- | --- |
| **Please note:** ***£500 is the maximum that can be requested; applications for substantially 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 |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL BUDGET REQUESTED** |  |

About your organisation

|  |  |  |  |
| --- | --- | --- | --- |
| 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 ensure you provide a copy of your organisation’s constitution or governing document* | | | |
| 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**