£EITH CHOOSES
LOCAL MONEY FOR LOCAL PROJECTS

APPLICATION FORM 2018 – 2019

Application Form – awards of up to £5,000

Privacy notice

Your organisation's name, main contact person and website details will be made available to the public.

We will keep other personal information that you give us confidentially.

We will only use it for the £EITH CHOOSES participatory budgeting initiative.

We will not pass it on to anyone.

Any information that you give us will be stored for 2 years and then destroyed. Thank you.

Ref no. (Office Use Only) _____

We need the following information to consider your application

Organisation name:
Contact address and postcode:
Main contact name & position:
Telephone number: Website address:
Email address:
Please summarise your organisation's main aims and activities. (maximum 50 words):

Addressing inequalities – your project

The Leith Neighbourhood Partnership is inviting bids for funding for local community projects. **The City of Edinburgh Council's Community Grants Fund is for small, one-off projects that meet urgent needs and progress local priorities. Learn more at http://edinburghnp.org.uk.**

Your project must fit clearly with 'addressing inequalities', and be submitted under one of the following themes:

- **Food:** preventing and/or mitigating hunger; growing, cooking, educating about food; providing or distributing food to people suffering from food inequality; education and/or support of people affected by alcohol issues

- **Supporting vulnerable people:** children, older people, disabled people, homeless people, vulnerable families/single parents, refugees, domestic abuse victims, isolated minorities etc

Please describe briefly the needs you aim to address:

Please tick which of the two themes above your project reflects. (Your project may cover both themes but you will need to select the one you wish to enter under.)

Food ☐   Supporting vulnerable people ☐

Now please outline your project in 100 words at most. Tell us what activities will take place, how the grant money will be spent, and what the expected outcomes are. Please say who will benefit from your project.

We will copy and paste this description exactly when presenting your project information online for voters to read. Please remember that how clear your project description is will affect whether or not voters understand your project and vote for you.

Where will your proposed project be based?

What postcodes are covered by your proposed project?

Projects must be completed within twelve months, i.e. by March 2020. Please state your proposed start and finish dates:

Start date _____   Finish date_____

Equality and diversity

What proactive efforts will you make to involve and benefit people from minority groups, particularly (but not exclusively) ethnic minority groups/communities?

You will be required to specifically document this.

How many people (roughly) from the Leith area will benefit from your proposal altogether?

What proportion of these (approximately) will be from ethnic minority communities?

What other minority groups will you include/target?

How will your proposal meet the needs of these groups: people with disabilities; faith communities, older people; lesbian, gay, bisexual or transgender (LGBT) people?

Partnership working

Have you consulted colleagues and/or other partners in relation to your proposal? If so, who?
Are other organisations involved in your proposal? If so, which?
Have you obtained consents, permissions or insurance necessary to carry out your proposal? (We may ask you to provide evidence of this.) yes ☐　　　　no ☐　　　　not yet ☐　　　　not necessary ☐

Constitution and accounts

Does your organisation have a constitution? (Please note that only constituted organisations or groups under the banner of a constituted organisation may apply for £EITH CHOOSES 2018–2019 funds.) yes ☐　　　　no ☐
Please enclose the following documents with this application: • Constitution, or Memorandum and Articles of Association, Trust Deeds of your organisation • Most recent annual (audited) accounts. Where your organisation is newly constituted, a most recent bank statement will suffice. • Quotations (for equipment / machinery, services costing over £300)

Bank Account

Please give the details of the bank account this grant would be paid into if successful. This should be the same as your organisation's name.	
Name of bank:	
Bank address:	
Account name:	
Bank sort code:	
Account number:	

If you have any problems completing this form, please contact Caroline Lamond: phone 0131 469 3507, email caroline.lamond@edinburgh.gov.uk.

Project financial information

Project costs	
Please list each item of expenditure for this project, showing how calculated, and enclose estimates or other evidence of costs, including *in kind.*	
If there is a specific element(s) of this you are requesting from £EITH CHOOSES, please state this clearly.	
Total expenditure	
Project income	
If your project costs more than requested from us, please list the source of any match funding or in-kind funding for this project, or if income from charges is anticipated. Please show evidence that such funding is secured and that you can complete the project.	
Total income from other sources:	
Amount requested from £EITH CHOOSES:	

Declaration

Your application must be signed by two recognised representatives of your organisation.
You are being asked to **declare** that:
• You have read and will comply with all funding conditions;
• To the best of your knowledge, that the information contained in this application and any accompanying attachments is accurate.

Signature	Signature
Name	Name
Date	Date
Position	Position

Please send this completed form to:
Caroline Lamond
East Neighbourhood Centre
101 Niddrie Mains Road
Edinburgh
EH16 4DS
email caroline.lamond@edinburgh.gov.uk

Remember to include/send
• a copy of your group's constitution
• details of your group's bank account
• quotes for any items to be bought that cost £300 or more
• a good quality .jpg or .png image: your group's logo, a relevant photo or however you wish your project to be represented visually.