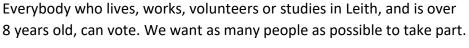# £EITH CHOOSES
LOCAL MONEY FOR LOCAL PROJECTS

GUIDANCE NOTES 2018 – 2019

What is £EITH CHOOSES?

£EITH CHOOSES gives the people of Leith a unique opportunity to choose, by vote, which local projects should receive funding.

Everybody who lives, works, volunteers or studies in Leith, and is over 8 years old, can vote. We want as many people as possible to take part.

Voting takes place on **Saturday 23 February 2019** at the £EITH CHOOSES event, at the Leith Community Education Centre.

There will be no online voting this year. Those who need help to come and vote should contact £EITH CHOOSES to arrange for support.

£££££££££

A total of £44,000 is available from the Community Grants budget that the City of Edinburgh Council allocates to Leith.

How, when, where?

- **21 January 2019**: Project applications must be complete and submitted
- **23 February 2019**: 'Live' voting at the £EITH CHOOSES event, at the Leith Community Education Centre.
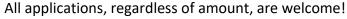
Who can apply for money?

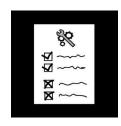Any group can apply as long as *the rules* (see below) are met.

How much can you apply for?

Groups can apply for a grant up to £5,000 maximum.
All applications, regardless of amount, are welcome!

Each group can only submit **one** application for funding in total.

The rules

To qualify for a grant you need to be a constituted group. In other words, you must show that your group:

- has its own bank account with two signatories for cheques
- has its own constitution.

Please send in details of these along with your application.

Sadly there are no grants this year for unconstituted groups because the funds are governed by Edinburgh Council's rules on the use of public money.

What types of projects will be funded?

- Your project must benefit the community and the people in Leith.
- Your project must address real needs in the community, and reference evidence of these.
- Your project must either be a new project or a distinct addition to an existing project, not just a continuation of an existing project.
- If your project is awarded £EITH CHOOSES funding, it must be completed within 12 months from the receipt of funding.

Your project must fit clearly within the title 'Addressing Inequalities' and should be submitted under one or other 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.
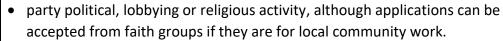
For further information, come to the Launch and Funding Workshop, see the website and social media posts, and/or come and talk to us at one of our Support Sessions in December or January with your ideas.

What kind of things will not be funded?

Applications **will not** be considered for:

- organisations/groups/projects that do not comply with equalities duties (See the Equalities Act 2010 and the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.)
- party political, lobbying or religious activity, although applications can be accepted from faith groups if they are for local community work.
- routine property maintenance or repairs, or ongoing running costs, e.g. salaries, electricity, rent/rates, insurance, postage, phone, website
- servicing of debt or monies already spent
- contributions to much large fund-raising, e.g. for a new building
- applications from bodies that are publicly funded, e.g. schools, NHS, Police. Exceptionally, community partnership projects may be considered.

Any other *rules*?

- You need to send a good quality photo that illustrates your project with your application. You must also send in permission from all people in the photo for it to be displayed online. You must also agree that it, and your text describing your project, will be displayed online for people to consider before the voting day.
- You are expected to attend the voting event on Saturday 23 February 2019, where you will have a stall and informally talk about your project to the community.

Any other *rules*? (continued)

- If your project involves public or private property, you must show evidence that the owner supports your project.
- If appropriate to your project, your may also need insurance or Disclosure Scotland PVG checks.
- If your project will cost more than the amount you are applying for, you must show that you will have the rest of the money, and can complete the project.

How do you apply?

Application forms (paper copy) are in Leith Library and McDonald Road Library, and can also be downloaded online from: www.edinburghnp.org.uk/neighbourhood-partnerships/leith or www.leithchooses.net

Fill out the application form and submit it by 21 January 2019 at the latest.

Please try to get your application in earlier than the final deadline of 21 January 2019, if possible, so that there is time left for any final adjustments.

You must also enclose:

- a copy of your group's constitution
- details of your group's bank account (bank sort code, account name, account number)
- quotes for any items to be bought that cost £300 or more
- a good quality image: your group's logo, a relevant photo or however you wish your project to be represented visually. This must be in .jpg or .png format, **not** on paper, and must be emailed to caroline.lamond@edinburgh.gov.uk.

Your application will be checked and, if needed, you may be asked for a bit more information.

Can you get help with your application?

Yes! We really want your application to succeed and are very happy to help you. If you need any help with the application, please contact £EITH CHOOSES as soon as possible, and we will do our best to help you. You can contact us directly with questions, or just for advice. You can ask for someone to come along and speak to you and/or your group directly about the project and the themes.

Email: caroline.lamond@edinburgh.gov.uk, phone: 0131 469 3507

Support sessions

To talk to somebody face to face and/or get practical help with your application, please come along to one of the advertised support sessions in December and January, to be held locally in Leith, e.g. at the library. Details of exact dates, times and venues will be posted online following the launch event.

How do you submit your application?

Print it out, get it signed, and post the paper copy.

If you email your application, please note that the form needs signatures, so you'll need to arrange for a recognised, legally binding electronic signature, or follow up with a mailed signed hard copy.

Send your application to:

> Caroline Lamond, City of Edinburgh Council
> East Neighbourhood Centre
> 101 Niddrie Mains Rd
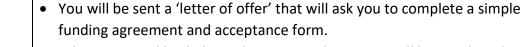> EH16 4DS

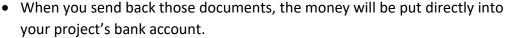Email: caroline.lamond@edinburgh.gov.uk

What happens next?

If your application meets the conditions:

1. Information about your proposed project will be published online, via the £EITH CHOOSES website etc, to the Leith community.
2. You will come and showcase your project at a stall at the £EITH CHOOSES event on 23 February 2019 at Leith Community Education Centre, New Kirkgate, Leith.
3. People from Leith will cast their votes to decide which projects will get money.
4. The results will be announced about a week later.

If the Leith people vote to give money to your project

- You will be sent a 'letter of offer' that will ask you to complete a simple funding agreement and acceptance form.
- When you send back those documents, the money will be put directly into your project's bank account.

Will you need to report on the project?

Yes, you need to send us a report. We will send you a report template and remind you when the report is due, i.e. when the project is finished. You will be asked to provide:

- a breakdown of how the money was spent, together with receipts
- a short report, including photos if possible, showing for example, who benefited, and how the project addressed inequalities.

Who do we contact if we need more guidance?

Email: caroline.lamond@edinburgh.gov.uk, phone: 0131 469 3507

Online

Keep checking the £EITH CHOOSES website: www.leithchooses.net and www.edinburghnp.org.uk/neighbourhood-partnerships/leith/

Facebook: facebook.com/LeithChooses   Twitter: @LeithChooses