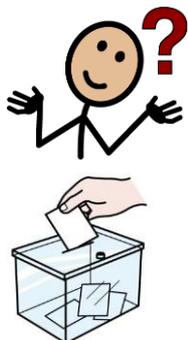


LEITH CHOOSES

LOCAL MONEY FOR LOCAL PROJECTS



What is £EITH CHOOSES?

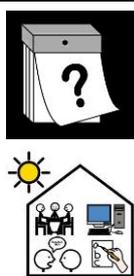
£EITH CHOOSES is an opportunity for people in Leith to decide, by voting, which local projects should receive some funding.

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

Voting is in person on the day of the **£EITH CHOOSES** event, or online, or at the library.

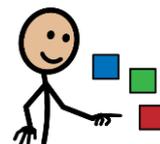
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A total of £116,000 is available. Leith Links Community Council obtained funding from Scottish Government. This has been combined with the Community Grants budget that City of Edinburgh Council allocates to Leith.



When and where?

- 31 January 2018 - Project applications must be in
- 23 February 2018 - Online Voting opens
- 3 March 2018 - 'Live' voting at Leith Community Education Centre
- 9 March 2018 - Online voting closes



Who can apply for money?

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



How much can we apply for?

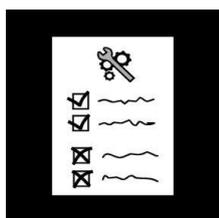
There are three grant 'pots':

Small grants – up to £500

Medium grants - £500 - £5,000

Large grants - £5,000 - £10,000

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



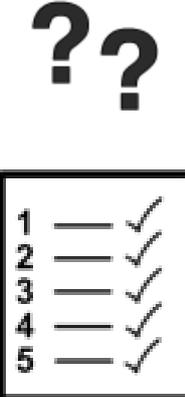
The Rules

For small grants: You don't need to be a constituted group, but you must be over 12 (and vouched for by an adult, if under 18) and you must provide proof of your identity and address, in person. (e.g. Passport, Young Scot Card, Saltire Card; Council Tax bill, recent utility bill, letter from DWP, HMRC.)

For medium and large grants, you must show that your group -

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

Send in details of these along with your application.

	<p>What kind of projects will be funded?</p> <ul style="list-style-type: none"> • Your project must benefit the community and the people in Leith. • Your project must be a new project or a significantly new and distinct addition or component – not just a ‘continuation’ of an existing project. • Your project must be completed within 12 months from the receipt of funding (that is, by 31 March 2019).
	<p>Your project must fit clearly within one or more of these themes:</p> <p>For Small grants:</p> <ul style="list-style-type: none"> • Neighbourliness and ideally also the following themes <p>For Medium and Large grants</p> <ul style="list-style-type: none"> • Improving the quality of our environment • Celebrating our cultural and artistic lives • Making Connections across Leith • Creating a healthier community <p>For further discussion of these themes, and to see some suggested examples of project ideas, see the websites (see contact details below).</p>
	<p>What kind of things will NOT be funded?</p> <p>Applications <i>won't</i> be considered for -</p> <ul style="list-style-type: none"> • Party political, lobbying or religious activity – though applications can be accepted from faith groups, if they are for local community work. • Routine property maintenance or repairs, or ongoing running costs (eg. salaries, electricity, rent / rates, insurance, postage, telephone website maintenance etc.). • 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 eg. schools, NHS, Police. However, exceptionally, community partnership projects may be considered.
	<p>Any other Rules?</p> <ul style="list-style-type: none"> • You are expected to attend the Voting event on 3rd March, to have a ‘stall’ and (informally) to talk about your project to the local people who attend. • If your project involves public or private property, you must show evidence that the owner supports your project. • You may also need to consider insurance or Disclosure Scotland PVG checks. • If your project costs more than the amount you are applying for, you must show that you have the rest of the money, and can complete the project.



How do we 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

There are two different application forms – one for small grants only, and one for medium and/or large grants.

Fill out the relevant application form and submit it **by 31 January 2018 at the latest.**

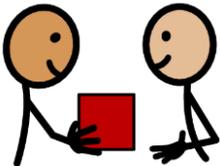
Please try and get your application in earlier than the final deadline of 31 January 2018, if possible, so that there is time left for any final adjustments.

For small grants, please come in person to a local support session with your identity proofs, before submitting your application. We will copy/note these.

For medium or large grants, you should 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.

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



How do we submit our application?

- Hand it over in person at a local drop-in support session
- Print it out and mail in the paper copy
- If you email it in, 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 application to:

Caroline Lamond, City of Edinburgh Council

East Neighbourhood Centre

101 Niddrie Mains Rd, EH16 4DS

Email: caroline.lamond@edinburgh.gov.uk



Can we get help with our application?

Yes! We really want your application to succeed and are very happy to help you. You can contact us directly if you have a question, or would like advice. You can ask for someone to come along and speak to your group directly about the project and the themes.

Email: contact@leithlinksc.org.uk

or caroline.lamond@edinburgh.gov.uk Tel no: 0131 469 3507

	<h3>Drop-in Support Sessions</h3> <p>To talk to somebody face to face and/or get practical help with your application, please come along to a drop-in support session. These will be held locally in Leith e.g. at the library and Community Centre throughout December and January. Details of exact dates, times and venues will be posted online shortly.</p>
	<h3>What happens next?</h3> <p>If your application meets the conditions:</p> <ol style="list-style-type: none"> 1. Information about your proposed project will be publicised online to the Leith community. 2. You will come and showcase your project at a stall at the £EITH CHOOSES event on 3 March 2018 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.
	<p>If the Leith people vote and decide to give money to your project:</p> <ul style="list-style-type: none"> • You will be sent a 'Letter of Offer' by 12 March 2018 that will ask you to complete a simple Funding Agreement and Acceptance Form. • When you send back those documents, the money will be put into your bank account (or you will be given a cheque, for small grants).
	<h3>Will we need to report on the project?</h3> <p>Yes, we will contact you after 6 months to see how you're doing. And when the project is finished, you will be asked to provide:</p> <ul style="list-style-type: none"> • A breakdown of how the money was spent, together with receipts, • A short informal report, including photos if possible <p>For example, responses to the project? Possible follow up?</p>
	<h3>Who do we contact if we need more guidance?</h3> <p>Email: contact@leithlinksc.org.uk Or Email: caroline.lamond@edinburgh.gov.uk Tel no: 0131 469 3507</p>
	<h3>Online</h3> <p>Keep checking the £EITH CHOOSES website pages: www.edinburghnp.org.uk/neighbourhood-partnerships/leith/ www.leithchooses.net</p> <p>Facebook /LeithChooses/ @Leith Chooses Twitter @LeithChooses</p>