

Date _____ Checker _____

Organisation and project _____

How to use this form

If any of the answers to the following questions are 'no', please advise the organisation how to turn these into 'yes'. Leith Chooses does not refuse applications that do not yet have all the necessary accompanying documents. Instead, please just tell applicants that they are necessary, and check that they can be produced. Then we can agree for them to be sent in later.

Organisations should be aware that the people of Leith will vote on the projects to be funded, so eligibility does not guarantee funding.

In the following, 'Leith' means the area of Leith Chooses 2019-2020, as shown on the 'official' map.

Organisations **must** attend the voting event on Saturday 1 February 2020. This is because they need to persuade voters to vote for their projects by talking with them at the voting event.

Main eligibility questions

Questions and notes	Yes	No
<p>Q1. Is this project the only application from this organisation to Leith Chooses 2019-2020? To allow for partnerships between constituted and non-constituted organisations, the limit is one project per constitution. If an organisation or partnership submits applications for more than one project, Leith Chooses will consider only the first project or the single project chosen by the organisation or partnership.</p>		
<p>Q2. Does the organisation have both a constitution and a bank account in its name? To allow for partnerships between constituted and non-constituted organisations, the constituted organisation must have a bank account. Details of the account and constitution must accompany the application form.</p>		
<p>Q3. Will the project be delivered in Leith? Please check this on the official map. The organisation or partnership may also work outside Leith, but projects are eligible only if they are mainly or entirely delivered in Leith, or support mainly or entirely people living in Leith. It does not matter if the organisation is based outside Leith, so long as the project supports Leithers.</p>		
<p>Q4. Does the organisation and project comply with equalities duties? See Equalities Act 2010 and Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.</p>		
<p>Q5. Does the organisation have the necessary PVG coverage, insurance etc? If not, will it have these before the project starts delivering?</p>		
<p>Q6. Is the project either completely new or a distinct addition to an existing project? This means this project should be either new to this organisation, or a distinct addition to one of its existing projects. (It is possible that another organisation has previously run a similar project).</p>		

Questions and notes	Yes	No
<p>Q7. Will the project be completed within 12 months of receiving £eith Chooses funding? (i.e. by the end of March 2020)</p>		
<p>Q8. Does the organisation/project recognise and address the needs faced by people in Leith? The application must include some credible evidence/examples of needs. This could be any of</p> <ul style="list-style-type: none"> • real-life stories (anonymous but potentially verifiable) • reference to experiences of other bodies • research reports or documents from CEC, the NHS, an emergency service, a known national or local constituted organisation. <p>The evidence must be relatively recent, i.e. less than 5 years old, and should include evidence of hunger and/or loneliness needs, e.g. illustrative examples or descriptions/examples of vulnerability to hunger and/or social isolation.</p>		
<p>Q9. Does the project address £eith Chooses 2019-2020's theme, <u>fighting hunger and/or loneliness</u>? Projects can be geared to both 'hunger' and 'loneliness', or just to one or the other (not necessarily both).</p> <ul style="list-style-type: none"> • Fighting hunger, e.g. system or network to signal food emergency and/or provide information about help with food; cooking together, sharing food, educating about food and/or cooking; providing or (re) distributing food to people suffering from food inequality. • Fighting loneliness, e.g. systems/networks to identify people at risk of or actually suffering social isolation; activities to bring people together and with particular emphasis on supporting children, older people, disabled people, homeless people, vulnerable families or single parents, refugees, domestic abuse victims, people from minorities. 		
<p>Q10. Has a good quality photo illustrating the project been supplied? The photo must be emailed to caroline.lamond@edinburgh.gov.uk.</p>		
<p>Q11. Has permission been obtained from everyone in the photo for it to be displayed online? Evidence (e.g. signatures) must emailed along with the photo, or included in the application form.</p>		
<p>Q12. Does the organisation agree for the photo, and its 100-word text describing the project, to be displayed online? This is to enable voters to consider projects before the voting event.</p>		

Other eligibility questions

Please note that in these questions, £eith Chooses wants to be sure that the organisation or project is **NOT** ineligible for any of the reasons below.

Questions and notes	Yes	No
<p>Q13. Has it been confirmed that the project will NOT fund any of the following?</p> <ul style="list-style-type: none"> • routine property maintenance or repairs • on-going running costs, e.g. salaries, electricity, rent/rates, insurance, postage, phone, website • servicing of debt or monies already spent • contributions to much larger fund-raising, e.g. for a new building. 		
<p>Q14. Has the organisation confirmed it is NOT publicly funded? Examples of publicly-funded organisations include local-authority and government-funded schools, the NHS, Police Scotland, other emergency services.</p>		
<p>Q15. Has it been confirmed that the project will NOT support any party political, lobbying or religious activity? Applications from faith and political groups are welcome if the project will support people and communities in Leith</p>		