

LeithChooses

Sample Application Form (AWARDS OF UP TO £5,000)



All applications should be completed online at edinburgh.gov.uk/applyleithchooses. If you would like access to the application form in a different format, please contact E: leithchooses@edinburgh.gov.uk / M: 07743 167 340

Apply for up to £5,000 from the Community Grants Fund for a small-scale project that aims to impact a local community in the City of Edinburgh.

[Please read the LeithChooses Guidance Notes before applying](#) and have all the information you need to hand before starting to complete this form online.

Please note that you cannot save and come back to your online application, if you close your browser at any point, so we recommend that you write your application answers in advance before completing the online form. A copy of your application answers will be sent to you via email upon completing the online form.

Also note that there is a 'maximum character' limit set on the online form; if your answer goes over this limit, the end of your written response will not appear on the form, so please stay within the limit.

Privacy Statement

The Council and the LeithChooses steering group will keep your personal information confidential. We will use your personal information to process your application and, if successful, your grant award. We will hold your application for six years from the end of the financial year in which you submitted it, then it will be destroyed.

Your organisation's name, project description, website and social media details will be made available to the public.

[Read our privacy policy](#) for further information on how we handle your personal information and your rights in relation to this.

About LeithChooses

LeithChooses invites bids for funding for local community projects and is funded from the City of Edinburgh Council's Community Grants Fund, sometimes supplemented by other funding streams. You can find out more on leithchooses.net.

Your project must fit within the following 2025-26 theme: 'Well-being in Leith'

Section 1 – Tell us about your organisation

1.1 Organisation Name

This should be the same as the name in your governing document and/or the name registered with OSCR or Companies House.

1.2 Please provide links to your organisation's website and social media

Website:

Social media:

1.3 Does your organisation have a governing document that shows you are constituted for community benefit?

Yes ☐

No ☐

Please note that only organisations constituted for community benefit can apply – see the [LeithChooses Guidance Notes](#) for more details.

Please email a copy of your governing document alongside this application form to leithchooses@edinburgh.gov.uk. This could be a constitution, trust deed, or memorandum and articles of association.

1.4 OSCR Charity Number (if applicable)

1.5 Companies House Company Number (if applicable)

1.6 Please summarise your organisation's main aims and activities (max 1000 characters, approx. 200 words).

Please note this is a summary of the overall aims, priorities and work of the whole organisation, not the new project you are seeking funding for.

1.7 How did you find out about LeithChooses and the Community Grants Fund?

- ☐ Council news bulletin
- ☐ Promotional email
- ☐ I've applied before
- ☐ Community Council communications
- ☐ Flyer/poster
- ☐ Event
- ☐ Council Facebook post
- ☐ Council Twitter post
- ☐ Word of mouth
- ☐ Ward Councillor communications
- ☐ Other

If 'other', please state:

<p>1.8 Would you like to meet with someone from the LeithChooses steering group to discuss/ get help with your application and project?</p> <p>(If Yes, please get in touch as early as possible, to allow time for discussions)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Section 2 – About your proposed project</p>	
<p>2.1 Please provide a detailed description of your project (max 3000 characters, approx. 500 words).</p> <p><i>Your project description must address the following points:</i></p> <ul style="list-style-type: none"> <i>a. Why your proposed project is needed and what difference it will make to the local community (you can demonstrate this by linking your project to local plans of strategies.)</i> <i>b. What activities will take place when, where and with whom.</i> <i>c. How you will spend the grant money.</i> <i>d. Which partners you are working with, if any, and how you will work together.</i> <i>e. How you will promote and encourage participation in the project.</i> <i>f. The outcomes you will achieve and how you will measure the success of your project.</i> <p><i>A clearly described project will help decision makers understand your proposed project and determine whether to fund it.</i></p> <p><i>What you write here will be posted to the online gallery and used to publicise your project. Your decision makers are the Leith community, so please address this part of the form to them. Keep it simple and direct, to help members of the Leith public understand your project and want to vote for it.</i></p>	
<p><i>SAMPLE</i></p>	
<p>2.2 What is the title of your project?</p> <p><i>This will appear on the LeithChooses website.</i></p>	

<p>2.3 As part of your application, you are required to submit:</p> <ol style="list-style-type: none"> 1. An image that you would like to be displayed alongside your project title and summary. 2. Your organisation's logo to be displayed alongside your project title and summary. If you don't have a logo, choose a second image that represents your project visually. <p><i>This will appear on the LeithChooses website and on the online voting site, and should represent your project visually.</i></p> <p><i>Please try and send these as early on in the process as possible, to avoid last minute problems.</i></p> <p><i>Please check the box to confirm that you will email the following documents to leithchooses@edinburgh.gov.uk by the application deadline.</i></p>	<p><input type="checkbox"/> I agree to submit a high-quality project image and logo via email by the application deadline.</p>
<p>2.4 What date is the proposed project expected to start?</p> <p><i>Please note this should be no earlier than 31st March 2026. The Community Grants Fund cannot support costs already paid for before a grant is awarded.</i></p>	<p>dd/mm/yyyy</p>
<p>2.5 What date do you expect the project to be completed?</p> <p><i>Please note all funds should be used no later than 31st March 2027.</i></p>	<p>dd/mm/yyyy</p>
<p>2.6 Which geographic area(s) do the majority of people who will benefit directly from your proposed project live in? (max 500 characters)</p> <p><i>This must be specific to this project, NOT the wider work of your organisation. Please note that purpose of this grant scheme is to support grassroots projects in local communities so projects should be aimed at Leith as a whole or specific smaller communities within Leith, not multiple/large areas of the city. Wide-reaching projects are not eligible for funding.</i></p> <p><i>Please list the areas/ communities and the proportion of beneficiaries that are expected to be from each.</i></p> <p><i>You can view the LeithChooses boundary map here: https://i0.wp.com/www.leithchooses.net/wp-content/uploads/2024/09/05-LC-map-bigger.jpg</i></p> <p><i>(Postcode checker available at www.postcodefinder.net/scotland/edinburgh, i.e. EH5, EH6, EH7)</i></p>	
<p>2.7 Roughly how many people do you expect to directly benefit from your project?</p>	
<p><input type="checkbox"/> 1-29 <input type="checkbox"/> 30-99 <input type="checkbox"/> 100-999 <input type="checkbox"/> 1000-4999 <input type="checkbox"/> 5000+</p>	
<p>Please explain how you estimated the number of people directly benefitting (max 750 characters).</p>	

2.8 Which groups in the community are the project aimed at?	
<i>Please only select up to 3 groups that your project is specifically targeting and will directly benefit from the project.</i>	
<input type="checkbox"/> No specific group/whole community <input type="checkbox"/> Minority ethnic group(s) <input type="checkbox"/> New Scots (immigrants/refugees/asylum seekers) <input type="checkbox"/> People with ill-health, physical or sensory disabilities <input type="checkbox"/> People with mental health conditions, learning disabilities and neurodevelopmental conditions <input type="checkbox"/> Older people (>50y) <input type="checkbox"/> Young adults (16-25y) <input type="checkbox"/> Children and young people (<18y) <input type="checkbox"/> Families or Parents/carers <input type="checkbox"/> Pregnant people and infants/early years <input type="checkbox"/> LGBTQ+ people	<input type="checkbox"/> Women/girls <input type="checkbox"/> Men/boys <input type="checkbox"/> Religious/belief-based group(s) <input type="checkbox"/> Ex-service personnel <input type="checkbox"/> People experiencing financial hardship <input type="checkbox"/> Ex-offenders <input type="checkbox"/> Care experienced people <input type="checkbox"/> People affected by homelessness <input type="checkbox"/> People affected by substance misuse <input type="checkbox"/> Unemployed people <input type="checkbox"/> Other
If you ticked 'minority ethnic group(s)', please detail the efforts you will make to target/involve/benefit people from these communities.	
2.9 Which of the Council's strategic objectives will your proposed project contribute to? (select one only) <i>Select the objective you expect your proposed project to contribute to.</i>	<input type="checkbox"/> Create good places to live and work <input type="checkbox"/> Ending poverty in Edinburgh <input type="checkbox"/> Becoming a net zero city by 2030
Briefly outline how your project contributes to the selected objective:	
2.10 Are you intending to form a partnership with another organisation to deliver your project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, which organisation(s) are you planning on partnering with?	
Has that/those organisation(s) agreed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 3 – Project Financial Information

3.1 Project Costs

Please list each item of expenditure for this project, showing a detailed breakdown of how you calculated it, including any in-kind costs, and upload quotes for costs over £500. Multiple quotes may be required for larger costs. For each item, please indicate with an asterisk (*) if it will be funded by sources other than this grant, if applicable.

Example:

Arts and craft materials including paints, paper, paintbrushes (for 12 young people x £12) = £144

Sessional art tutor (£25/hr x 2hrs per week x 40 weeks) = £2000

Room hire (£20/hr x 2hrs per week x 40 weeks) = £1600

*Van rental for transporting young people (£15/hr x 3hrs x 40 weeks) = £1800

Please list each item of expenditure on a new line.

Total project cost (£)

3.2 Project Income

If your total project cost is higher than the amount of funding you are requesting from this fund, please list additional sources of funding for this project, including in-kind, or if income from charges is anticipated. Please also state whether this funding is secured.

Example:

- Income from ticket sales (£3 per ticket) = £450 (estimated)
- Grant from University of Edinburgh = £1000 (secured)

You may be asked to provide evidence that the additional funding you've noted is secured (e.g. a grant offer letter) or that you can complete the project without these funding sources.

Please list each source of income on a new line.

Total income from other sources (£)

3.3 Total amount requested from LeithChooses (£)

This should equal the total project cost (question 3.1) minus the total income from other sources (question 3.2).

3.4 Accounts and Estimates

You application needs to include some basic financial information.

Please check the box to ask for further explanation if needed.

Please confirm that you will email the following documents to leithchooses@edinburgh.gov.uk by the application deadline alongside this form.

- your organisation's most recent accounts with statement of [receipts and payments](#) (or, if you are constituted for less than one year, your organisation's most recent bank statements)*
- estimates or quotes for all project costs listed in 3.1 that are above £500*
- any other documents relevant to your project budget*

Please contact us if you are unsure about what information to provide.

☐ I agree to submit organisational accounts, estimates for costs over £500, and any other supporting documents via email by the application deadline.

Section 4 – Boost Vote

4.1 If your proposed project works particularly with ethnic minority communities, are you applying for a Boost Vote?

See [Is the Project Eligible for a Boost Vote?](#) at the bottom of this document for information on the qualifying criteria for a Boost Vote. Please bear in mind that LeithChooses will make the final decision on whether the project qualifies for a Boost Vote.

☐ Yes
☐ No
☐ Not sure – more information needed

(New Page - This section will be removed before circulating your application to the LeithChooses steering group and will only be used by council staff for purposes relating to your grant.)

Section 5 – Confidential Information

5.1 Please provide the details of a bank account in the name of the organisation.

Bank Name	
Bank Address	
Account Name	
Account Number (8 digits, no spaces or dashes)	
Sort Code (6 digits, no spaces or dashes)	

5.2 How many people does your organisation employ?

- | | |
|----------------------------------|-----------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> 50 – 249 |
| <input type="checkbox"/> 1 – 9 | <input type="checkbox"/> Over 250 |
| <input type="checkbox"/> 10 – 49 | |

5.3 If your organisation employs people, are you paying the Real Living Wage?

See <https://www.livingwage.org.uk/what-real-living-wage> for more information

- ☐ Yes
☐ No
☐ We do not employ anyone

5.4 Is your organisation an accredited Real Living Wage employer?

See <https://www.livingwage.org.uk/accredited-living-wage-employers> for more information

- ☐ Yes
☐ No
☐ We do not employ anyone

5. Please tell us who we should contact about this application.

Main contact name	
Main contact's role in the organisation	
Main contact email	
Main contact number	
Alternate contact name	
Alternate contact email	
Organisation's postal address	
Organisation's postcode	

Section 6 – Declarations

6.1 If your project involves working with under 18s or vulnerable groups, please list the relevant policies you have in place (e.g. Safeguarding Policy)

Please name the relevant policies or type N/A if you don't work with vulnerable groups.

6.2 Have you (and any partners) obtained consents, permissions or insurance necessary to carry out your proposed project?

We may ask you to provide evidence of this.

☐ Yes ☐ No ☐ Not necessary

If 'yes' or 'no', please explain

6.3 Signed declaration

Your application must be signed by two people who are recognised as representatives of your organisation. Each signatory must be authorised to enter into agreements and receive funds on behalf of your organisation. By submitting this application, the named signatories declare that:

- you have read and will comply with all City of Edinburgh Council funding conditions; and*
- to the best of your knowledge, the information contained in this application and any accompanying attachments/enclosures is accurate.*

Signatory 1

Print Full Name:

Position in organisation:

Signatory 2

Print Full Name:

Position in organisation:

Supporting document checklist:

- ✓ A copy of your organisation's governing document. This could be a constitution, trust deed, or memorandum and articles of association.
- ✓ A copy of your most recent audited or inspected accounts, or a copy of your most recent bank statement.
- ✓ Details of your organisation's bank account.
- ✓ Quotes for any items to be bought that cost £500 or more.
- ✓ A good quality digital image of your organisation's logo.
- ✓ A relevant digital photo or however you wish your project to be represented visually.

Please send your completed application and supporting documents to leithchooses@edinburgh.gov.uk by the application deadline. Visit <https://www.leithchooses.net> for more information.

Is the Project Eligible for a Boost Vote?

In recognition of the fact that in the past minority ethnic groups/projects tended to miss out on funding, due to their minority status, the boost vote (first introduced in 2018/19) is designed to promote fairness, as illustrated below.



All applicants should be aware of this boost vote, how it works, and how projects may qualify. Applicants should indicate if they think their project qualifies, and if they are applying for boost vote status.

Qualifying for boost votes

To qualify for boost votes, project applications must meet criteria 1 or 2 on the 'Eligibility criteria for boost vote' table below. Organisations should first 'self-assess' where their project fits on this table, and tick Yes on the application form if they think they qualify. This will then be reviewed by LeithChooses. Supporting evidence to demonstrate where the project fits on the table should be available. Organisations should bear in mind that LeithChooses will make the final decision on whether the project qualifies for a boost vote.

What is a 'Minority ethnic project'?

Minority ethnic projects are those specifically concerned with groups or individual members of the Leith community with a different or additional original race, nationality, culture or language from the majority. There should be a clear understanding on all sides that working with people from minority ethnic communities should be a foundational (and ideally, a long-standing) part of the organisation's work, and a key part of the proposed project, rather than just creation of a new/temporary partnership as a quick 'tweak' to meet short-term project funding requirements.

Eligibility criteria for boost vote

To be considered as a 'minority ethnic project', applying organisations must demonstrate that:

ELIGIBILITY FOR BOOST VOTE	
1. The applying organisation specifically supports in particular one or more minority ethnic communities, and so does the proposed project.	
Also:	
i. Management, staff and volunteers are mostly from minority ethnic communities	
ii. At least half of the beneficiaries of this project will be from minority ethnic communities	
iii. If/when necessary, Information and/or project materials are produced in more than one language, and interpreters/translators are routinely provided, or other cultural supports as required.	
2. The applying organisation – or a new and special part of the organisation's existing work (or a new partnership with another organisation) – is specifically dedicated to include and benefit members of minority ethnic communities. A significant/central aspect of this project is about supporting one or more minority ethnic communities, or working to bring different ethnic communities together.	
Also:	
iv. A significant proportion of management, staff and volunteers are from minority ethnic communities.	
v. At least half of the beneficiaries of this project will be from minority ethnic communities	
vi. Research/outreach work has been carried out to find out more about the needs and barriers faced by minority ethnic communities, and what is needed to overcome, and work has already been carried out on encouraging minority ethnic communities to become involved in the organisation / project, so that evidence of need and likely uptake is available.	

'Demonstrating' the conditions of 1 and 2 above should include:

- Being able to provide supporting evidence showing established work with minority ethnic communities.
- Providing details of plans or efforts to publicise the organisation/project and to distribute project information and materials amongst minority ethnic communities, to actively encourage their participation and to consider any special support issues that they may need.
- Making provision for translation and/or interpretation of project information into two or more languages, and/or providing other cultural support, as needed.
- Showing that special efforts have been made to extend the inclusivity of the organisation and/or the project by arranging dialogue resulting in a firm commitment to partnership with at least two different minority ethnic groups or communities for the period of this project, and a stated intention to maintain an ongoing relationship after the project ends.
- Documentation (e.g. designated contacts, minuted discussions, records of meetings) can be provided to prove the above, and to prove ongoing and active partnership beyond the immediate scope of this project, along with indications as to how it will be maintained (e.g. formal written documents such as signed Memoranda of Understanding or Service Level Agreements).

Not eligible for boost vote

1. While the project is inclusive in that it is open to all, including individual members of minority ethnic communities, no special efforts are planned or made to encourage or develop greater involvement of, or benefit for, minority ethnic communities, specifically.
2. The project will involve or benefit a specific group of people, but none or almost none of them are members of minority ethnic communities.