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| You Decide! |
|   | What is You Decide?**You Decide** is a way for local people to choose the projects in their area that they want to get money. The decision is based on how the community votes. |
| C:\ProgramData\Symbol Stix\history_government\votes.png**£21737** | Everybody over 8 years who lives, works, volunteers, or studies in the Portobello & Craigmillar Neighbourhood Partnership area can vote. We want as many people as possible to take part.For 2017/18, there is £21,737 available altogether for projects.Voting is in person on the day of the You Decide event at Craigmillar Library on 3rd February and at Portobello Library for young people 16 and under.  |
|  | When and where?* 27 December 2017 – Project applications must be in
* 3 February 2018, voting opens at East Neighbourhood Centre (11am till 3pm) and Portobello Library (11am till 2.30pm).
* 3 February 2018, 3pm voting closes and by 3.30pm results announced.
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|   | Who can apply for money?Any group can apply for a You Decide project that meets the rules noted below.  |
|  | **How much can we apply for?**There are two grant ‘pots’: Small grants fund is £7,500, covering awards up to £500Large grant fund is £14,237, covering awards from £501 up to £1,500. You can apply to one pot only, or to each grant fund (small and large), but each application **must** be for a separate, different project. |
|  | **The Rules**  You don’t need to be a constituted group, but you must be over 12 (and vouched for by an adult, if under 18), you will require to have a recognised body to support your application. These could be the local Community Council, Management Committee at your local Community Centre or Tenants Resident Group etc.**For constituted groups, the standard Community Grant Fund criteria applies, see** [here](https://www.edinburghnp.org.uk/media/15420/Community%20Grants%20Fund%20Criteria.pdf)**.** 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.  |
|  | What kind of projects will be funded?Your project must be a new project that has not started yet. Your project must be completed within 12 months from the receipt of funding (that is, by 31 March 2019). |
|  | Projects must benefit the people in the Portobello & Craigmillar Neighbourhood Partnership area, and fit within one or more of the following themes:* Improving the quality of our environment
* Celebrating our cultural and artistic lives
* Making Connections across the partnership area
* Creating a healthier community
* Addressing social need
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| http://coastguardnews.com/wp-content/images/No-Admittance.jpg | **What kind of things will NOT be funded?** |
|  | Applications *won’t* be considered for - * Any 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 (e.g. salaries, electricity, rent / rates, insurance, postage, telephone website maintenance etc.).
* Projects that have started or are already running. It must be a new and separate project.
* Servicing of debt or monies already spent.
* Contributions to a large fund-raising activity e.g. for a new building or vehicle.
* Applications from bodies that are publicly funded e.g. schools, NHS, Police. However, exceptionally, community partnership projects may be considered.
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|  | Any other Rules?You are encouraged to come along to the Voting event on 3rd February at the East Neighbourhood Centre, Conference Room from 11am till 3pm and (informally) talk about your project to local people who attend. Voting will also take place at Portobello Library from 11am till 2.30pm. 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. |

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|  | Please get in touch as early as you can, if you’re not sure, or need further guidance about your project.See addresses at the end of this paper. |
|   | **How do we apply?** |
|  | Application forms (paper copy) are in the local libraries and community centres throughout the Portobello & Craigmillar NP area, and online [here](https://www.edinburghnp.org.uk/neighbourhood-partnerships/portobello-and-craigmillar/about/you-decide%21/).Fill out the application form and bring / send it in (contacts and addresses at the end of this paper) **by 27 December 2017.****For small grants,** please come in person to a local support session with your identity proofs, before submit ting your application.**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 must be in **by 27 December 2017.**Your application will be checked by the You Decide Scrutiny Panel. If needed, you may be asked for a bit more information. |
|  | **Can we get help with our application?** |
|  | Yes! We really want your application to succeed and are very happy to help you. If you have a question, or would like advice or practical help, please contact Cath Tansey or Scott Neill email addresses below. |
|  | **What happens next?** |
|   | If your application meets all the conditions:1. Information about your proposed project will be publicised to the Portobello & Craigmillar NP Community on the local web page as well as in local libraries and community centres [here](https://www.edinburghnp.org.uk/neighbourhood-partnerships/portobello-and-craigmillar/about/you-decide%21/).
2. You will come and highlight your project at a stall at the You Decide event on 3 February 2018 at the East Neighbourhood Centre, Conference Room.
3. People from the partnership will cast their votes to decide which projects will get money. The results will be announced on the day of the event just after 3.30pm.
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|  | If the Portobello & Craigmillar NP Community people decide to give money to your project:* You will be sent a "Letter of Offer” by 27 February 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.
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|  | Do we need to report on the project? |
|  | Yes, we will contact you after 6 months to see how you’re doing. Andwhen the project is finished, you will be asked to provide* breakdown of how the money was spent, together with receipts,
* a short informal report including photos if possible.

For example - Was the project a success? What were the good and/or difficult bits? What did people say about it? Please send these to Cath Tansey - cath.tansey@edinburgh.gov.uk  |
|  | Who do I contact? |
| 1. | All **paperwork** goes to Cath Tansey * Completed Application form
* + Bank details
* + Your group’s constitution
* Report
* Receipts & Breakdown of spending

Cath Tansey, Lifelong Learning Development Officer, North East Locality, 101 Niddrie Mains Road, Edinburgh |
| 2. | With questions, or to ask for help, please email:Cath Tansey – cath.tansey@edinburgh.gov.uk Ailish Haughney – ailish.haughney@edinburgh.gov.uk Scott Neill – scott.neill@edinburgh.gov.uk  |
|  | Also, keep checking the Portobello & Craigmillar NP You Decidepage on the website, see [here](https://www.edinburghnp.org.uk/neighbourhood-partnerships/portobello-and-craigmillar/about/you-decide%21/)  |