



NEIGHBOURHOOD PARTNERSHIP COMMUNITY GRANTS FUND CRITERIA GUIDANCE NOTE FOR APPLICANTS

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1. About the Neighbourhood Partnership Community Grants Fund

The Neighbourhood Partnership Community Grants Fund is a small grants scheme supported by funds provided by the City of Edinburgh Council and is open for applications throughout the year (subject to availability of funds).

The fund aims to encourage small scale activity that benefits local communities and supports the work of Neighbourhood Partnerships and their Local Community Plans.

The fund can provide grants of up to £5,000 to voluntary and community groups, and is allocated locally by Neighbourhood Managers following the advice of the Neighbourhood Partnership.

2. Who is eligible to apply?

Any constituted voluntary organisation or community group operating in the City of Edinburgh, in a Neighbourhood Partnership area, that has:

- a constitution or articles of association, (this should describe the group's aims and objectives, its members and details of how decisions are made).
- a bank account in the name of the group, requiring at least two signatories for cheque transactions or cash withdrawals. (Where a group is not constituted or does not have a bank account please contact the [neighbourhood team](#) who will be able to provide advice leading to their being constituted and having a bank account to allow any future payment of grant to be made).

3. What kind of things will the Neighbourhood Partnership Community Grants Fund pay for?

Applications for locally targeted, one-off activities aimed at improving and encouraging

community activity in the area are encouraged. The kinds of things that the fund will support could include:

- Start up grants for new groups
- Buying a piece of equipment for your group (grants up to £1,000)
- Improving or developing your community group's activities
- Raising awareness of your group's activities
- Recruiting new volunteers/members to your group
- Finding out about needs in your community
- Small scale projects that enhance quality of life and complement other improvements in the area
- Supporting projects which progress the aims of the Neighbourhood Plan

Some examples of projects which could be funded include: consulting the local community on their priorities for improving facilities in the partnership area, providing activities for young people to encourage them to move away from being involved in anti-social behaviour and community events.

4. What are the conditions of funding?

- Grants must be used within 6 months of the date awarded (unless otherwise agreed by the Neighbourhood Manager).
- Grants cannot be awarded retrospectively, i.e. for projects that have already started or for events that have taken place.
- The maximum cash award is £5,000.
- All projects/activities to be funded must be for the benefit of residents of the City of Edinburgh Neighbourhood Partnership areas
- All groups must provide a copy of their latest annual accounts or bank statements and income and expenditure plans as requested
- Organisations must acknowledge grant aid from the Neighbourhood Partnership in their publicity and promotional activities
- In addition, all applicants must adhere to the standard **Council Funding Conditions** issued by the City of Edinburgh Council and applicable to all grant recipients.
- On completion of the project/activity a monitoring form should be completed and returned to the Neighbourhood Manager confirming the money has been spent for the purpose originally identified. This should include copies of receipts for all expenditure incurred and any information and supporting evidence to demonstrate to what extent the project /activity successfully achieved its intended outcomes.

5. What is the process for assessing applications?

Your application will go through the following steps:

- Initial Check The Neighbourhood Team will check that the application is eligible, and each section is complete.

Applications which are eligible and complete will go to the next stage.

For those that are either ineligible or incomplete, the applicant will be notified and

where appropriate advised of alternative sources of funding.

- Assessment by Neighbourhood Manager This stage will determine if the project is a local priority in accordance with the local community plan
- Decision The Neighbourhood Partnership will give advice on recommendations made by the Neighbourhood Manager. These recommendations will be based upon how well the applicants have met the assessment criteria and will take account of remaining funds available in the year.
- Notification All applicants will be informed of the final decision within two weeks of the partnership meeting.

For applications that are not funded, applicants will be informed of the reasons and may apply again in the future.

We will try to complete the process as quickly as possible – applicants can assist by checking they have fully completed the application form and provided all necessary supporting documents before submitting.

6. Can we apply for a grant more than once?

Repeat applications from voluntary groups who have previously received a Neighbourhood Partnership Community Grant will be discouraged but may be considered if:

- The application is for funding for one or more very different projects / activities within the same year.
- The application is for the same project / activity in the following year.

7. Are there any things that the Neighbourhood Partnership Community Grants Fund will NOT fund?

- Activity of a political or inappropriate lobbying nature designed to promote party political or religious causes (although applications from Faith Groups involved in local community work are welcomed)
- Groups advocating particular outcomes from the statutory planning process
- Routine property maintenance/repairs or for ongoing running costs (e.g. heating, lighting, rent, annual staff salaries and website maintenance)
- Servicing of debt or monies already spent (retrospective funding)
- Contributions towards a large fund raising activity (e.g. minibuses, new buildings) are not normally eligible.
- Private sector bodies or individuals

- Repairs and refurbishments to Council premises

Please note that it is not normal practice to fund projects / activities which would appear to be more appropriately funded by another body (e.g. School/Education projects should be directed to the City of Edinburgh Council Children and Families Department, Health projects should be directed to NHS Lothian etc) however, such applications may be considered under exceptional circumstances.

The Council is keen to work with Neighbourhood Partnerships to use this fund to meet local needs and contribute to the outcomes of the Local Community Plan. If you have any questions about this guidance the Neighbourhood Team will be happy help provide you with advice.

8. Making an application

Application forms can be downloaded from <http://www.edinburghnp.org.uk/about-nps/funding/community-grants-fund/>

If you have any queries about your application, please contact your local **Neighbourhood Team**:

[Almond NP](#)

[City Centre NP](#)

[Craigentinny and Duddingston NP](#)

[Forth NP](#)

[Inverleith NP](#)

[Leith NP](#)

[Liberton and Gilmerton NP](#)

[Pentlands NP](#)

[Portobello and Craigmillar NP](#)

[South Central NP](#)

[South West NP](#)

[Western NP](#)

Signed and completed application forms should be submitted to your neighbourhood team for the attention of the Partnership and Information Manager.