**Community Grant Fund**

**Portobello & Craigmillar**

**Neighbourhood Network**

**Application Form – To be used by all applicants**

**(Large awards from £501 up to £2,500)**

**(Small awards up to £500)**

**All applications will be assessed by the P&C Funding Panel**

**INTRODUCTION**

This form has been designed to simplify the Community Grant Fund application process.

**Privacy statement:** Personal information included on this form will only be used by Council staff for purposes of communication with the applicant and facilitating the transfer of funds if the application is successful. Personal information will not be shared with any third party and will be held for six years from the end of the 2018/19 financial year, before being destroyed.

Sections 1-4 will be circulated to the relevant decision-making body therefore it is ***important that the applicant provides accurate details, information about what the grant will be used for and who will benefit***.

Section 5-7 will remain confidential in line with GDPR requirements and information such as banking details will only be shared with CEC Finance should the application be successful.

Further information on how the Council manages your personal information and your rights in relation to this is available on the Council website at **www.edinburgh.gov.uk/privacy.**

**LINKS TO** [NORTH EAST LOCALITY IMPROVEMENT PLAN](http://www.edinburgh.gov.uk/info/20017/our_main_offices/1663/locality_improvement_plans) **THEMES**

**1.1 Please indicate which main theme your project aims to support (please select from drop down):**

1. **THE PROPOSED PROJECT**

**2.1 Please provide a brief overview of your organisation (500-character limit)**

**2.2 Please provide a brief overview of the proposed project (2000-character limit)**

**2.3 Anticipated start date**       **End date**

 **NOTE: Projects can be funded for up to six months from the date of award.**

**3. AREA & BENEFICIARIES OF DELIVERY**

**3.1 Please select the relevant City of Edinburgh Council Ward where the majority of beneficiaries will come from.** [More info here if needed](http://www.edinburgh.gov.uk/info/20017/our_main_offices/571/find_your_locality_ward_and_community_council)**.**

**3.2 Total estimated number of beneficiaries:**

**3.3 Main target age group (please select from drop down):**

**4. FINANCIAL INFORMATION – please be specific and give accurate amounts with evidence of this**

**4.1 Project costs -**

|  |  |
| --- | --- |
| **Total cost of your project** | **£** |
| **Total amount requested from Community Grant Fund** | **£** |
| **Please list what you plan to spend this on (written estimates provided):** | **Amount** | **Estimate provided** |
| ***e.g. Transport costs (ABC Coaches @ 3 trips x £44 = £132)*** | ***£0*** |  |
|  |  |[ ]
|  |  |[ ]
|  |  |[ ]
|  |  |[ ]
|  |  |[ ]
|  |  |[ ]
| **TOTAL PROJECT EXPENDITURE** | £**0.00** |  |
| **Where would the remainder of the funding will come from (if any, including match funding and in-kind costs):** | **Amount** | **Estimate****provided** |
|  |  |[ ]
|  |  |[ ]
|  |  |[ ]
| **TOTAL PROJECT INCOME** | £**0.00** |  |

**(Please continue on separate page if required)**

**5. OTHER INFORMATION**

**5.1 Name of main contact:**

 **Name of Organisation:**

 **Address of Organisation:**

 **Contact telephone number(s):**

**5.2 Have you obtained necessary consent, permissions etc to carry out the project (drop down)?**

**5.3 If you work with vulnerable groups, please confirm that you have relevant policies in place, and state which ones, for example Child Protection**

**5.4 How will the project meet the needs of groups or individuals with protected characteristics?**

**5.5 Have you consulted anyone/possible beneficiaries in relation to the proposed project?**

**No** [ ]  **Yes** [ ]  **If yes – who?**

**5.6 Bank account -**

|  |
| --- |
| **Bank Account** - Please state the name of the bank account this grant would be paid into if successful. *This should be the same as the applicant name at 5.1 above.* |
| **Name of bank** |  |
| **Bank address** |  |
| **Account name** |  |
| **Bank sort code** |  |
| **Account number** |  |

**6. CONFIRMATION**

|  |  |
| --- | --- |
| **I confirm that the following documents have been included with this application:** | **Please tick** |
| Constitution or Memorandum and Articles of Association, Trust Deeds of your organisation |[ ]
| Most recent annual (audited) accounts. Where your organisation is newly constituted, a most recent bank statement will suffice. |[ ]
| Evidence of all estimates / quotations listed above |[ ]

If not ticked, please state why:

**7. DECLARATION**

|  |
| --- |
| All applications must be signed by two people who are recognised as representatives of your organisation. One of these people **must** be a board / management committee member. |
| You are being asked to declare that; * You have read and will comply with all City of Edinburgh Council funding conditions;
* To the best of your knowledge, that the information contained in this application and any accompanying attachments is accurate.
 |
| Signature:Name:Date:Position: | Signature:Name:Date:Position: |
| Please return this form to: **Iain Twaddle****Lifelong Learning Team,****Craigmillar and Portobello Community Grant Fund****C/o Castlebrae Community High School** **2A Greendykes Road, Edinburgh, EH16 4DP****Or email –** **communitygrantfundpcnn@ea.edin.sch.uk**For more information please see [www.edinburgh.gov.uk/localities](http://www.edinburgh.gov.uk/localities)  |