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| **PORTOBELLO & CRAIGMILLAR** **NEIGHBOURHOOD NETWORK** **COMMUNITY GRANTS FUND CRITERIA****– GUIDANCE NOTE FOR APPLICANTS** |
| **CONTENTS:** 1. About the Community Grants Fund 2. Who is eligible to apply? 3. What kind of things will the Community Grants Fund pay for? 4. What are the conditions of funding? 5. What is the process for assessing applications? 6. Can we apply more than once? 7. Are there any things that the Community Grants Fund will not fund? 8. Making an application  |
| **1. About the Community Grants Fund** The 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. The Portobello & Craigmillar NN fund offers two levels of grants; a large grant from £501 - £2,500 and a small grant up to £500 to constituted voluntary and community groups.Decisions on allocations will be reached by a local funding panel. |
| **2. Who is eligible to apply?** Any constituted voluntary organisation or community group operating in the local 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 signatures for cheques transactions or cash withdrawals. (where a group is not constituted or does not have a bank account please contact your Locality Team for advice).
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| **3. What kind of things will the 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
* 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 that will align with the Locality Improvement Plan.

Some examples of projects which could be funded include: consulting the local community, developing activities aimed at specific groups, providing activities for young people, and purchasing equipment that can better the lives of service users or encourage new users.

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| **4. What are the conditions of funding?** * Grants must be used within 6 months of the date awarded.
* Grants cannot be awarded retrospectively, i.e. for projects that have already started or for events that have taken place.
* The maximum award is £2,500 (subject to locally agreed conditions).
* All projects/activities to be funded must be for the benefit of residents of the local areas as defined in the application form using CEC electoral wards. You can search for which electoral ward your postcode sits within [here](http://www.edinburgh.gov.uk/info/20017/our_main_offices/571/find_your_locality_ward_and_community_council).
* 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 Council in their publicity and promotional activities.
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|  **5. What is the process for assessing applications?** Your application will go through the following steps: * Once received, a Council Officer will check the application to ensure it meets the agreed criteria and aligns with local priorities – the Officer may at this point seek additional information or clarity.
* Decision: The application will be considered through a local process, involving community groups, elected members and the Locality Manager, where a decision will be reached as follows:
	+ Approve the application in full;
	+ Approve a partial award;
	+ Not to approve.
* Notification: All applicants will be informed of the final decision within one week of the respective 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.** |
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| **6. Can we apply for a grant more than once?** Repeat applications from voluntary groups who have previously received a 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.
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| **7. Are there any things that the 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, staff salaries and website maintenance etc).
* Servicing of debt or monies already spent (retrospective funding).
* Contributions towards a large fundraising activity (e.g. minibuses, new buildings) are not normally eligible but may be accepted following discussion with the respective Council Officer in the locality.
* 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 Communities and Families Directorate, health projects should be directed to NHS Lothian etc) however, such applications may be considered under exceptional circumstances. The Council is keen to use this fund to meet local needs and contribute to outcomes for local communities. If you have any questions about this guidance the Locality Team will be happy help provide you with advice. |
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| **8. Making an application** If you have any queries about your application, please contact: E mail: communitygrantfundpcnn@ea.edin.sch.ukSigned and completed application forms (with supporting information) should be submitted to the email address above or if sending by post then the address noted below:**Iain Twaddle****Lifelong Learning Team,****Craigmillar and Portobello Community Grants****C/o Castlebrae Community High School** **2A Greendykes Road, Edinburgh, EH16 4DP**  |

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