CITY OF EDINBURGH COUNCIL - COMMUNITY GRANTS FUND

INFORMATION FOR APPLICANTS

If your question isn't answered below or you need help with your proposal or to complete the application, contact communitygrantsfund@edinburgh.gov.uk

What is the Community Grants Fund?

The Community Grants Fund (CGF) is a small grants scheme provided by the City of Edinburgh Council. The purpose of the fund is to support local groups to try new things and develop small scale activities that will benefit or add value to their community. It is a community-led fund that operates at a grassroots level and projects should be able to demonstrate that the project is needed or wanted by the community.

Voluntary organisations or constituted community groups can apply for up to £5,000 for projects that benefit people within one of thirteen areas. Grants are awarded on a 'first come, first served' basis each financial year.

The CGF is split into thirteen funding pots, each covering a different area of the city. The amount of money available in each pot is based on the number of people living there. Click on each neighbourhood in the list below to find out which neighbourhood area you should apply to, or view an interactive Neighbourhood Area map.

- Almond
- City Centre
- Craigentinny / Duddingston
- Forth
- Inverleith
- Leith
- Liberton / Gilmerton
- Morningside
- Pentlands
- Portobello / Craigmillar
- South West
- Southside / Newington
- Western

On each neighbourhood area of the website, you can also see how much funding is available in that area and when the next application deadline is.

What are the funding conditions?

All awards must meet the following conditions:

- Grants paid out will only be used for community benefit.
- Grants are subject to the Council's Consolidated Conditions of Grant.
- Grants must be used within twelve months of the date awarded.
- The maximum award per application is £5,000. However, the overall amount that any single organisation is awarded must be fair and proportionate. This will be monitored by the Community Engagement and Empowerment Service.
- Grants must be used for the agreed purposes only and, if unspent or if the organisation dissolves, any unspent funds must be returned.
- Funds awarded must be held and spent by the grant holder only.
- Funds should not be retained by the organisation or contribute to the

organisation's reserves. The organisation should not self-charge. This includes not charging for the use of their own venue, for example.

Please see [what cannot be funded](#) for more information.

Who is eligible to apply?

Any voluntary organisation or community group that has a constitution or articles showing that:

- The organisation has charitable purposes/objects or is set up for community benefit
- If the organisation dissolves, any funds/assets will be transferred to another organisation set up for community benefit
- Funds are appropriately managed (e.g. has a bank account in the name of the group, with at least two authorised signatories required for banking transactions).

Appropriately constituted Community Interest Companies (CIC) may also be able to apply.

Schools are not eligible to apply but parent councils can apply for projects that benefit the wider community and are not part of the core curriculum.

If you do not have a governing document, you can find out about becoming a constituted group or registered charity from [EVOC](#) (Edinburgh Voluntary Organisations Council) by contacting them via the [referral form](#) on their website. [SCVO](#) (Scottish Voluntary Organisations Council) also have some helpful information on their website about how to write a constitution, as well as template documents that you can use to do this yourself.

Alternatively, you could consider working in partnership with another local organisation to deliver your activities.

In Leith, eligible projects are voted on by people who live, work or volunteer in Leith through the [£eith Chooses participatory budgeting process](#).

How are decisions made?

Council officers will check applications to ensure they are eligible. The officer may at this point seek additional information or clarity.

A local funding panel will consider eligible applications in each funding round. Panels typically consist of ward councillors, community councillors and representatives from local community organisations. Panels are asked to consider:

- Has the applicant given a good description of the project and provided sufficient detail about the proposed activities?

- Could the project duplicate existing work that is planned or already underway?
- Is there enough evidence that the proposed project would provide community benefit, either for a targeted group within the community, or for the community as a whole?
- How many people are likely to benefit from the project and are the suggested benefits clearly illustrated and realistic?
- Is the project well organised, with evidence of a clear plan for delivery?
- Is the cost breakdown reasonable, proportionate, clearly explained and evidenced?
- Does the applicant have the capacity to deliver the project, or do they need some additional support to think things through in more detail?
- Has the applicant already received an award from a funding panel within the financial year?

As this is a Council fund, we ask that all panel members have regard for the Council's funding objectives:

- Create good places to live and work.
- Ending poverty in Edinburgh.
- Becoming a net zero city by 2030.

The funding panel may recommend:

- A full award.
- A partial award.
- No award.

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

How and when should I apply?

All applications must be completed via the online application form, which can be found here: Apply now.

Please read the tips for applying and complete the application form as accurately and clearly as possible, respecting the maximum word count. Note that you cannot save and come back to your online application, so we recommend you write your application answers in advance before completing the online form.

Ensure that you submit your application before the deadline. Visit the website to see deadlines. We anticipate 1 – 2 application deadlines this year, depending on how much funding remains in each area. Please note that some funding panels allocate all the available money in one go at the start of the financial year (around April - May). It is better to apply in the first funding round in the spring, even for work that may take place in several months' time (e.g. for a Christmas project or for holiday programmes the following year). Projects must be completed within 12 months of the date of award.

The following supporting documents must be submitted with your application form and failure to submit any of these may delay consideration of your application.

- A governing document that shows your organisation's funds and assets are only used for community benefit. This could be a constitution, memorandum and articles of association or trust deeds.
- Your most up to date set of accounts is also required so that we can check there is adequate financial management in place (if your organisation has been constituted for less than one year, in lieu of accounts, you should provide the most recent bank statement).
- Quotes or other evidence of costs over £500. Multiple quotes may be required for larger costs.

What can be funded?

Applications for locally targeted, pilot or one-off activities aimed at improving and encouraging community activity in the area are welcomed. We can support small scale projects that enhance quality of life and complement other improvements in the area.

Where the proposal is to run a specific project, direct project costs can be covered. Any staff time that is funded must be additional to existing or core work.

All projects should meet a locally identified need or priority within the community. You may wish to refer to documents such as the locality improvement plan, local place plan, local masterplan, or refer to the Council's strategic priorities.

Volunteer expenses can and should be included to cover costs incurred by volunteers during the delivery of funded projects or activities. Expenses must be claimed back by the volunteer on a retrospective basis, providing receipts where necessary. Further information about good practice in relation to volunteer expenses can be found on Volunteer Wiki.

The kind of things that the CGF can support includes:

- Start-up costs and new activities.
- Buying equipment.
- Running events.
- Improving or developing existing activities.
- Involving, managing or training up volunteers.
- One-off awareness raising activities.
- Finding out about needs in your community.

What is a direct project cost?

Direct project costs will relate specifically to the project or activity you are seeking funding for. They may include:

- Event costs (e.g. catering and venue hire).
- Sessional or additional staff time to prepare and/or deliver the proposed project only.
- Equipment, resources or materials.
- Volunteer co-ordination and expenses.
- Communications and promotional activities for the proposed project.
- Specialist services, consultants or contractors.
- Monitoring and evaluation of the proposed project (this does not include end-of-grant reporting back to the Council).
- Potentially refurbishment, but not routine maintenance.
- Insurance or licenses required for that project.

What cannot be funded?

This may include:

- Activity of a political or lobbying nature designed to promote party political or religious causes (although applications from faith groups involved in local community work are allowed).
- Costs directly relating to statutory planning processes.
- Routine property maintenance/repairs and other running costs.
- Staff time that isn't specifically for delivering the project in question.
- Servicing of debt.
- Projects where money is already spent (retrospective funding).
- Contributions towards a larger fundraising activity, unless the funding applied for is for a specific stand-alone element of the larger project that can be delivered independently of the other work. Alternatively, you would need to provide evidence that any additional funds required have already been secured.
- Private sector bodies, or individuals who will privately benefit from the activities concerned.
- Statutory bodies, including schools and other parts of the Council. For example, repairs and refurbishments to Council premises.
- Self-payments e.g. cost of using your own venue.

What is a running cost?

Running costs are also known as core costs, indirect costs, overheads or operating costs. Claiming for indirect costs may be referred to as 'full cost recovery'. The Community Grants Fund is not a full cost recovery fund.

Running costs can include:
- Utilities such as heating, electricity and water.
- Rent/leases (including ongoing renting of office equipment).
- Ongoing phone bills, Wifi and digital technology subscriptions.
- Website maintenance.

- Essential office supplies and equipment.
- Ongoing communication and promotional costs for the organisation overall.
- Ongoing insurance costs.
- Accounting or legal costs.
- Recruitment costs.
- Core staff salaries and payroll costs.
- General administration, human resources (including routine supervision and line management), business support, reporting/evaluation for the organisation overall.

What happens after I've submitted my application?

Typical timescales:

- Funding panels meet 6-8 weeks after the application deadline.
- You will usually be informed of the outcome within 8-10 weeks of the deadline
- If successful, you will receive a funding agreement within 2 weeks of being notified of the outcome.
- You must sign and return your funding agreement within one month of receiving it.
- Once we have your signed funding agreement, we will make a payment request, and you can expect to receive your grant within 4-6 weeks from this point.
- Funds will be deposited into your organisation's bank account after the payment request has been made by our team.

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 the necessary supporting documents before submitting.

All successful applicants must complete a mandatory end of project report once the project has come to an end, no later than 12 months after the date of the award. We will send you a template report when we issue your funding agreement. We ask applicants to include a breakdown and evidence of how the funding was spent, the benefits of the fund and the impact it had on the community.

You will need to plan how to gather this information once your project is up and running. You are also invited to include photos from the project, which should be accompanied by a completed photo consent form (we'll give you a template) from individuals who appear in these photos.

How much can I apply for in total?

Applicants cannot apply for more than £5,000 for any single project. However, an organisation could apply for more than one project in the same year. In this case, each project must be applied for separately and would be considered by each funding panel in isolation.

You can apply again for a previously funded project, but only if you can demonstrate that the new request builds on previous work.

What if my project has a city-wide remit?

Our small grants are for projects that aim to benefit a very local area, so projects working with people across large areas or the whole city will not be eligible.

If you feel your proposed plans have more of a city-wide remit, you might want to consider applying to other sources using one of the following search engines for charitable funding:

- [edinburgh4community - Edinburgh](#)
- [Funding Scotland](#)
- [Scotland - News - Grants Online](#)
- [Grant Finder](#)

What if my application comes in after the deadline/funds have been allocated?

Unfortunately, our team cannot consider applications received after the deadline, or when funds are fully allocated for that area. We will inform you if you've missed the deadline.

Appendix 1 – Tips for a good application

Please note that all applications must be completed via the online application form. If you would like access to the application form in a different format, please contact communitygrantsfund@edinburgh.gov.uk

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? *Please note that only organisations constituted for community benefit can apply – see the Applicant Guidance for more details.* *Please email a copy of your governing document alongside this application form. This could be a constitution, trust deed, or memorandum and articles of association.*			Yes ☐ No ☐
1.4 Charity Number *(if applicable)*	*If your organisation is registered with OSCR, you must provide your charity number e.g. SC012345*	**1.5 Company Number** *(if applicable)*	*If your organisation is registered with Companies House, you must provide your company number e.g. SC123456*
1.6 Please summarise your organisation's main aims and activities (max 1000 characters). *Please note, this is a summary of the overall work of the whole organisation, not the new project you are seeking funding for.*			
This is intended as a brief introduction to give context to your proposed project. You should give a summary of the overall work of the whole organisation, not the new project you are seeking funding for. This should include: • *Your organisation's overall purpose and priorities* • *Examples of similar successful projects you've delivered* • *Local organisations you work with*			
1.7 How did you find out about 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:			
Section 2 – About your proposed project			
2.1 Please provide a detailed description of your project (max 3000 characters).			

Your project description must address the following points:

    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 or strategies).
    b. What activities will take place when, where and with whom.
    c. How you will spend the grant money.
    d. Which partners you are working with, if any, and how you'll work together.
    e. How you will promote and encourage participation in the project.
    f. The outcomes you will achieve and how you will measure the success of your project.

A clearly described project will help decision makers understand your proposed project and determine whether to fund it.

Your description should show that your project is well-defined and achievable.
You must address the following points in your project description:

    a. Need, Purpose and Aims: Why is your proposed project needed? Detail the aims of your project, explain how they were identified, and reference what evidence has been used. Which local plans or strategies does your project link to, if any? You should be able to show that local community members have been consulted in relation to the development of your project. For example, you could do so using simple survey methods or focus groups. This in turn will help to ensure that the project generates interest and is more tailored to the needs of local people.
    b. Activities/Actions: What activities will take place when, where and with whom? How does this proposed project fit into any wider activity undertaken by your organisation or partners which is funded separately.
    c. Grant: How will you spend the grant money? Have you secured any additional funding and, if so, are there specific project costs it will cover? In section 3, you'll be asked to give a detailed breakdown of project costs.
    d. Partners: Which partners are you working with, if any, and how will you work together? Please note you cannot apply on behalf of another organisation. If successful, your organisation will be the grant holder – any funds awarded must be held and spent by the grant holder only.
    e. Participation: How will you promote and encourage participation in the project – what barriers might prevent people from participating and how will you overcome them? If you have done, or plan to do, anything to ensure individual personal circumstances do not stop people from participating in the project, please specify. This can include changes made to accommodate people with different protected characteristics - i.e. their age, sex, gender, sexual orientation, pregnancy/maternity, belief, ethnicity/nationality, disability, or marital status - or other adaptations to include those on low incomes, unpaid carers, or young people with experience of the care system, for example. We are keen to see projects made accessible to as many people as possible regardless of their personal circumstances.
    f. Evaluation, Outcomes and Indicators: You should be clear about what you want to achieve – what changes/difference will the proposed project make to the local community? How will you measure the success of your project? Keep in mind that, if you are awarded a grant, at the end of your project you will need to complete a simple report that explains the impact your project has had and whether you've achieved your intended outcomes.

    You might find the following resources useful:
- *Developing a Logic Model – this will help you connect the need you've identified: what you'll do to address the need and what difference this will make to the community.*
- *Setting Outcomes – this will help you define the benefit your project will bring to the community.*
- *Setting Indicators – this will help you identify success indicators i.e. work out what to measure to find out if you've achieved your outcomes.*
- *Designing evidence collection methods – this will help you work out how to measure your indicators.*

2.2 Please add a single-sentence summary of your project.
This will appear on the Community Grants Fund website if you are successful.

2.3 What date is the proposed project expected to start?	*dd/mm/yyyy*
Please note this should be no earlier than 8 weeks after the application deadline – the Community Grants Fund cannot support costs already paid for before a grant is awarded.	
Community Grants Fund cannot support costs already paid for before a grant is awarded, which is typically 8-12 weeks after the application deadline.	

2.4 What date do you expect the project to be completed?	*dd/mm/yyyy*
Please note all funds should be used within twelve months from the date of award.	

2.5 Which Community Grants Fund neighbourhood area will your proposed project benefit most (select one only)?

The Community Grants Fund is made up of 13 funding pots, one for each Neighbourhood Area in Edinburgh. You should select the neighbourhood area where the majority of the people that will benefit from your project live.

Check the Neighbourhood Area Map

Download applicant guidance for more details

Note that you cannot use this form to apply for the Leith Community Grants Fund. Applications for this fund are made via the Leith Chooses website.

☐ Almond	☐ Morningside
☐ City Centre	☐ Pentlands
☐ Craigentinny Duddingston	☐ Portobello Craigmillar
☐ Forth	☐ South West
☐ Inverleith	☐ Southside Newington
☐ Liberton Gilmerton	☐ Western

2.6 Which geographic area(s) do the majority of people who will benefit directly from your proposed project live in? (max 500 characters)

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 specific small geographic communities, not multiple/large areas of the city. Wide-reaching projects are not eligible for funding.

Please list the areas and the proportion of beneficiaries that are expected to be from each area.

2.7 Roughly how many people do you expect to directly benefit from your project?

☐ 1-29   ☐ 30-99   ☐ 100-999   ☐ 1000-4999   ☐ 5000+

Tick the box that is closest to your estimated number of beneficiaries. Higher numbers do not always

mean the project is better, and sometimes accurate numbers might not exist, or are difficult to estimate – if in doubt contact us and we may be able to suggest a good approach.	

Please explain how you estimated the number of people directly benefitting (max 750 characters).

Please explain clearly how you estimated the number of people you expect your proposed project to benefit.
For example, the estimate could be based on:
- *the number of people who regularly attend a youth club you're proposing to work with*
- *the number of flats in a block that you'll promote your activities to*
- *the number of members in a residents' association near the noticeboard you want to install*
- *the number of people who live near or regularly use a park you want to host an event in*

2.8 Which groups in the community is the project aimed at?
Please only select up to 3 groups that your project is specifically targeting and will directly benefit from the project.

Within the geographic area you've specified, your proposed project may focus on people of specific ages, ethnic or cultural groups, or other target groups. If this is the case, please select the groups you plan to specifically target your project towards which you aim to have a direct impact on. You may be targeting your proposed project towards a group with an intersectional identity, e.g. minority ethnic teenaged girls – in this case you would select each category they fall into: minority ethnic groups, children and young people, and women/girls.

☐ No specific group/whole community	☐ Women/girls
☐ Minority ethnic group(s)	☐ Men/boys
☐ New Scots (immigrants/refugees/asylum seekers)	☐ Religious/belief-based group(s)
☐ People with ill-health, physical and sensory disabilities	☐ Ex-service personnel
☐ People with mental health conditions, learning disabilities and neurodevelopmental conditions	☐ People experiencing financial hardship
☐ Older people (>50y)	☐ Ex-offenders
☐ Young adults (16-25y)	☐ Care experienced people
☐ Children and young people (<18y)	☐ People affected by homelessness
☐ Families or Parents/carers	☐ People affected by substance misuse
☐ Pregnant people and infants/early years	☐ Unemployed people
☐ LGBTQ+ people	☐ Other

2.9. Which of the Council's strategic objectives will your proposed project contribute to? (select one only) *Select the objective you expect your proposed project to contribute to.*	☐ Create good places to live and work ☐ Ending poverty in Edinburgh ☐ Becoming a net zero city by 2030
Briefly outline how your project contributes to the selected objective	*All projects should meet a locally identified need or priority within the community. You may wish to refer to documents such as the locality improvement plan, local place plan, local masterplan, or refer to the Council's strategic priorities.* *You can also read the City of Edinburgh Council Business Plan 2023 – 27.*

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:

Footballs (12 x £12) - £144
Sessional coach time (£25/hr x 2hrs per week x 40 weeks) - £2000
Pitch hire (£20/hr x 2hrs per week x 40 weeks) - £1600
*Van rental (£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 the Community Grants Fund (£) *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 *As part of your application, you are required to provide evidence of appropriate financial management.* *Please check the box to confirm that you will email the following documents to communitygrantsfund@edinburgh.gov.uk by the application deadline.* • *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 supporting documents*	☐ I agree to submit organisational accounts, estimates for costs over £500, and any other supporting documents via email by the application deadline.

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

Section 4 – Confidential Information	
4.1 Please provide the details of a bank account in the name of the organisation.	
Bank Name	
Bank Address	*If your account is with an online bank that does not have branches, please use the address on the bank's website.*
Account Name	
Account Number (8 digits, no spaces or dashes)	
Sort Code (6 digits, no spaces or dashes)	
4.2 How many people does your organisation employ?	
☐ None ☐ 1 – 9 ☐ 10 – 49	☐ 50 – 249 ☐ Over 250
4.3 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	*Please do not enter your personal home address – this should be the postal address of your organisation. This should be the same as the address your organisation is registered at on OSCR or Companies House, if applicable.*
Organisation's postcode	

Section 5 - Declarations
5.1 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.*

5.2 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	

5.3 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	**Signatory 2**
Print Full Name: *Typed signatures are accepted.*	Print Full Name:
Position in organisation:	Position in organisation: