



Use this form to apply for up to £5,000 from the Community Grants Fund for a small-scale project that aims to impact a local community in the City of Edinburgh.

[Please read the guidance before applying](https://www.edinburgh.gov.uk/downloads/file/34613/community-grants-fund-guidance) and have all the information you need to hand before starting this form.

**Privacy Statement**

We will keep your personal information confidential. We will use your personal information to process your application and, if successful, your grant award. We will hold your application for six years from the end of the financial year in which you submitted it, then it will be destroyed.

[Read our privacy policy](http://www.edinburgh.gov.uk/privacy)for further information on how we handle your personal information and your rights in relation to this.

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| **Section 1 – Tell us about your organisation** |
| * 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.* | Community Christmas Lights and Cheer |
| **1.2 Please provide links to your organisation's website and 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)* |  | **1.5 Company Number** *(if applicable)* |  |
| **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.* |
| We are a neighbourhood organisation established in 1999. Our main purpose is to ensure that everyone gets a bit of cheer at Christmas and that nobody is left to feel alone or isolated at this time of year. We raise funds for an annual Christmas community lights switch-on event, but we also work with our volunteers to organise other events throughout the year. Over the last five years since the pandemic our purpose has widened to include inter-generational work with older and younger people, and other activities to help reduce social isolation among people living in the area.  |
| **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** |
| * 1. **Please provide a detailed description of your project (max 3000 characters).**

*Your project description must address the following points:*1. *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).*
2. *What activities will take place when, where and with whom.*
3. *How you will spend the grant money.*
4. *Which partners you are working with, if any, and how you’ll work together.*
5. *How you will promote and encourage participation in the project.*
6. *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.*Every year since 2008 we have organised festive lighting and celebrations in our area over the Christmas period. A few years ago, we purchased new lights to reach further through the neighbourhood, however many of our older lights have now failed and need replacing.In addition to new lights, we need funds to host our annual ‘Christmas Lights Switch On’ community event. This tradition has been going for over 15 years and the whole community looks forward to it. It’s an occasion where people can come together and celebrate as a community. We contract an events provider to help us run the actual event and we also work with the Council’s Christmas lights team to ensure that health and safety considerations are dealt with. The new lights we want to purchase will be more energy efficient and will include rechargeable batteries. We are also asking for a contribution towards a Christmas lantern making kit for every child that attends the event, and food for a tea dance with mince pies that we’re organising for older people who attend two local day centres. The tea dance event will be run with the help of young volunteers from the local youth project. Our Local Improvement Plan identified a need for more action to be taken to reduce social isolation in the community and to provide opportunities for young people to help reduce anti-social behaviour.  |
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| * 1. **Please add a single-sentence summary of your project.**

*This will appear on the Community Grants Fund website if you are successful.* |
| Christmas lights and cheer for everyone in our community.  |
| * 1. **What date is the proposed project expected to start?**

*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.* |  |
| * 1. **What date do you expect the project to be completed?**

*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*](https://cityofedinburgh.maps.arcgis.com/apps/instant/basic/index.html?appid=85aee2e5b6cf47b9a7313088ee211e64)[*Download applicant guidance for more details*](https://www.edinburgh.gov.uk/downloads/download/15670/community-grants-fund)*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*](http://www.leithchooses.net/)*.* |
|  ☐ Almond  ☐ City Centre  ☐ Craigentinny Duddingston  ☐ Forth  ☐ Inverleith  ☐ Liberton Gilmerton |  ☐ Morningside  ☐ Pentlands  ☐ Portobello Craigmillar  ☐ South West  ☐ Southside Newington  ☐ 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)**Most people who attend will be from the immediate local area. Some people travel from outside of the area but usually only neighbouring villages and neighbourhoods, no further afield than that.  |
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| **2.7 Roughly how many people do you expect to directly benefit from your project?** |
|  ☐ 1-29 ☐ 30-99 ☐ 100-999 ☐ 1000-4999 ☐ 5000+ |
| **Please explain how you estimated the number of people directly benefitting (max 750 characters).** |
| In the past we have counted over 500 attendees at our community event using a ‘clicker’ at the entry point onto the main street.  |
| **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.*Whole communityOlder peopleYounger children and young volunteers aged 13+ |
|  ☐ No specific group/whole community ☐ Minority ethnic group(s) ☐ New Scots (immigrants/refugees/asylum seekers) ☐ People with ill-health, physical and sensory disabilities ☐ People with mental health conditions, learning disabilities and neurodevelopmental conditions ☐ Older people (>50y) ☐ Young adults (16-25y) ☐ Children and young people (<18y) ☐ Families or Parents/carers ☐ Pregnant people and infants/early years ☐ LGBTQ+ people |  ☐ Women/girls  ☐ Men/boys ☐ Religious/belief-based group(s) ☐ Ex-service personnel ☐ People experiencing financial hardship ☐ Ex-offenders ☐ Care experienced people ☐ People affected by homelessness ☐ People affected by substance misuse ☐ Unemployed 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** | We will buy more energy efficient lights this year and they will be higher quality so will last longer. The lanterns are plastic but have recyclable inner lights.  |

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| **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.* |
| Lights for the whole town - £750Lighting, sound, staging and technical support at switch on event - £1000Marketing and printing of posters and leaflets - £2250Mince pies - £250Lanterns - £250 |
| **Total project cost (£)** | £4500 |
| **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.* |
| £1000 in-kind from fundraising through last year’s donations, raffle and supermarket bag packing.£500 donation from the local Round Table.  |
| **Total income from other sources (£)** | £1500 |
| **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).* | £3000 |
| **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*](https://www.oscr.org.uk/managing-a-charity/charity-accounting/receipts-and-payments-accounts-work-pack/)*(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.  |