

Community Grants Fund

Simple Guide



A volunteer putting soup into a cup for people who are homeless. The project they are working on has been paid for using a community grant.

There are some tricky words in this guide.

The tricky words are shown in **purple**. They are explained at the end on page 8.

What is the Community Grants Fund?

The Community Grants Fund is a **budget** from the Council, for people living in Edinburgh. **Organisations** can **apply** to do projects in their area. The projects help to make Edinburgh a better place to live.

There are 13 **neighbourhood** areas in Edinburgh where organisations can apply. The map on the Council website shows where the fund areas are.

[Link to neighbourhood areas map.](#)

Organisations working with people across the whole city, or in large areas, cannot apply. The work must happen in smaller areas. Every year the money gets spent and the Council tops the budget up again the next year, in April.



Money and a clock. The Community Grants Fund is a Council budget that must be spent each year.

Who gets to apply?

People cannot apply, but organisations can. Most of the organisations that apply to the Community Grants Fund are charities. **Charities** get money to spend on things that will make life better for people living in **communities**. All charities have **volunteers**, and some also have paid workers.

To apply to the Community Grants Fund, an organisation must have a good idea. To get a good idea, the organisation will need to:

- Ask people what they want.
- Find out how much things cost.
- Decide who will be involved in making the project happen.

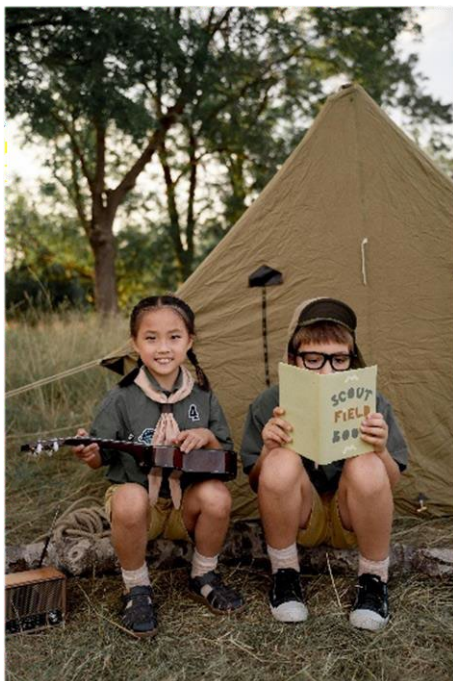


People working together to plan a project. They are using information to help them understand what is needed.

What are Community Grants Fund projects like?

Here are some examples:

- A community centre asks for money to give free meals to families with young children. The money is needed to pay for food and for workers.
- A community council wants to fix a park bench that people sit on when they are out walking. Paying somebody to fix and re-paint the bench costs money.
- A community group needs money to buy new equipment, such as tents for the scout camp.
- A youth club asks for money to pay for tickets to the zoo, for young people whose families can't afford to pay.



Children at scout camp.



Street cleaning volunteers.

Who gets to decide?

In 12 of the neighbourhood areas for the Community Grants Fund, there is a funding **panel** that gets to decide. The panel meets twice a year. A small group of people who live or work in that area get to be on the panel.

Sometimes the money gets spent in 1 meeting. It depends on how many organisations apply and how good their ideas are.



A picture of the Leith Chooses steering group at the award ceremony.

In Leith, it is different. People living in Leith get to vote for which organisations should have the money. That happens in January every year, at a special community event.

How much can organisations get?

Each organisation can ask for up to £5000 to do a project. Organisations are allowed to do more than 1 project, but they must also follow the rules of the fund. More information about the rules can be found in the fund guidance.

[Link to the Community Grants Fund guidance.](#)

How long does it take to get the money?



If you are thinking of applying to the Community Grants Fund, you will need to allow 4-6 months for this. Not all organisations that apply will get money. It can take about 3 months to be paid if your organisation does get money.

A calculator and budget sheet. Organisations that apply need to think about what the project will cost.

I want to apply. What do I do next?

To apply to the Community Grants Fund, you need to be part of an organisation. You might be getting support from that organisation or be a volunteer. You might be a paid staff member. A person cannot do it on their own or keep the money for themselves.

The Council can help the organisation to decide on an idea for a project. You will need to get in touch with the Council to ask about applying to the fund. Council officers will tell you more about the rules of the fund.

How can I get more information about the Community Grants Fund?

You can email the Council about it:

communitygrantsfund@edinburgh.gov.uk

Or you can look on the Community Grants Fund web page:

[Link to Community Grants Fund web pages.](#)



A computer with email and phone symbols. The best way to contact the Community Grants Fund team is to send an email.

Tricky Words

Apply	To ask for something. This is usually done by filling out a form. The form could be online or in writing.
Budget	An amount of money to be spent on something specific. Council money is split up into different budgets for different things.
Charity	An organisation that does good things for people in communities. Charities aren't allowed to do anything that might cause harm.
Communities	Groups of people who live near each other, or who share something in common with each other.
Neighbourhood	An area or place where lots of people live. Neighbourhoods can be bigger or smaller. Every town or city has neighbourhoods.
Organisation	A group of people who work together to do things that they think are important. For example, giving care and support to others.
Panel	A group of people who meet to make decisions.
Volunteer	A volunteer is a person who gives their time for free, usually to a charity. Volunteers are not paid.

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