

LeithChooses

Sample Application Form (AWARDS OF UP TO £5,000)



All applications should be completed online at edinburgh.gov.uk/applyleithchooses. If you would like access to the application form in a different format, please contact E: leithchooses@edinburgh.gov.uk / M: 07743 167 340

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 [LeithChooses Guidance Notes](#) before applying and have all the information you need to hand before starting to complete this form online.

Please note that you cannot save and come back to your online application if you close your browser at any point, so we recommend that you write your application answers in advance before completing the online form. A copy of your application answers will be sent to you via email upon request.

Also note that there is a 'maximum character' limit set on the online form; if your answer goes over this limit, the end of your written response will not appear on the form, so please stay within the limit.

Please note that you may be asked for additional information, and/or to provide evidence for the information you have provided in this form.

Privacy Statement

The Council and the LeithChooses steering group 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.

Your organisation's name, project description, website, and social media details will be made available to the public.

[Read our privacy policy](#) for further information on how we manage your personal information and your rights in relation to this.

About LeithChooses

LeithChooses invites bids for funding for local community projects and is funded from the City of Edinburgh Council's Community Grants Fund, sometimes supplemented by other funding streams. You can find out more on leithchooses.net.

Your project must fit within the following 2026-27 theme: **‘Greater Leith Harmony’**

Section 1 – Tell us about your organisation			
1.1 Organisation Name <i>This should be the same as the name in your governing document and/or the name registered with OSCR or Companies House.</i>			
1.2 Please provide links to your organisation's website and social media		Website: Social media:	
1.3 Governing Document Does your organisation have a governing document that shows you are constituted for community benefit? <i>This can be a constitution, trust deed, or memorandum and articles of association. Please note that if your group/organisation does not have a governing document, you will not be eligible to apply and will therefore not be allowed to complete the rest of the form.</i>			Yes ☐ No ☐
1.4 OSCR Charity Number <i>Please enter your charity number if your organisation is registered with OSCR (if applicable)</i>	1.5 Company Number <i>Please tell us your company number if your organisation is registered with Companies House (if applicable)</i>		
1.6 Organisation Description Please summarise your organisation's main aims and activities in 100 – 200 words. <i>Please note this is a summary of the overall aims, priorities, and work of the whole organisation, not the new project you are seeking funding for.</i>			
1.7 How did you find out about LeithChooses and the Community Grants Fund?		☐ Council news bulletin ☐ Promotional email ☐ I've applied before ☐ Community Council communications ☐ Flyer/poster ☐ Event ☐ Council Facebook post ☐ LeithChooses Facebook post ☐ LeithChooses X post ☐ Word of mouth ☐ Ward Councillor communications ☐ Other	

If 'other', please state:	
You can contact us directly with questions, or just for advice. You can ask for someone to speak with you and/or your group by phone, email, on a face-to-face visit, or by video conference etc. You can ask for a named LeithChooses 'mentor' who will guide you through the whole process. You can come along to group support sessions on the following dates on Microsoft Teams: • 17th August 2026 14:30 – 15:30: register here • 30th September 2026 17:30 – 18:30: register here If you want help and support, the main thing is 'Don't leave this until the last minute!' Get in touch with a request for support as soon as you are clear that you wish to apply.	

Section 2 – About your proposed project

The following questions are about the project or part of the project that you are seeking funding for, not the wider work of your organisation. Please note this fund is for pilot or one-off small-scale projects (or new developments to existing/ongoing projects) that meet a locally identified need or priority within your neighbourhood area. LeithChooses can support things like:

- *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.*

2.1 Project Details

Please provide a detailed description of your project in 200 – 500 words. Your project description must address the following points:

- Need, Aims and Purpose:*** *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 of strategies.)*
- Activities/Actions:*** *What activities will take place when, where and with whom.*
- Grant Spend:*** *How you will spend the grant money.*
- Partnership:*** *Which partners you are working with, if any, and how you will work together.*
- Promotion and Outreach:*** *How you will promote and encourage participation in the project.*
- Outcome and Evaluation:*** *The outcomes you will achieve and how you will measure the success of your project, for example '80% of individuals will report better connected to others', or '... will feel more confident' or '... will feel part of the community).*

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

What you write here will be posted to the online gallery and used to publicise your project. Your decision makers are the Leith community, so please address this part of the form to them. Keep it simple and direct, to help members of the Leith public understand your project and want to vote for it.

2.2 Project title What is the title of your project? <i>This should be a short and snappy title that tells us about your project in a nutshell. If you are successful, this summary will appear on your grant agreement to denote the purpose of the grant - it will appear on the LeithChooses website.</i>	
2.3 Image and Logo As part of your application, you are required to submit: An image that you would like to be displayed alongside your project title and summary. This should ideally be at least around 2000 x 2000 pixels at 72 dots per inch, so a photo taken with a modern phone or camera will be fine. Your organisation's logo to be displayed alongside your project title and summary. If you don't have a logo, choose a second image that represents your project visually. The logo (or second image) should ideally be at least around 500 x 500 pixels at 72 dots per inch. <i>These will appear on the LeithChooses website and on the online voting site, and should represent your project visually.</i> <i>Please try and send these as early on in the process as possible, to avoid last minute problems.</i> <i>Please check the box to confirm that you will email the following documents to leithchooses@edinburgh.gov.uk by the application deadline.</i>	☐ I agree to submit a high-quality project image and logo via email by the application deadline.
2.4 Start Date What date is the proposed project expected to start? <i>Please note this should be no earlier than 31st March 2027. The Community Grants Fund cannot support costs already paid for before a grant is awarded.</i>	dd/mm/yyyy
2.5 End Date What date do you expect the project to be completed? <i>Please note all funds should be used no later than 31st March 2028.</i>	dd/mm/yyyy

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 Leith as a whole or specific smaller communities within Leith, not multiple/large areas of the city. Wide-reaching projects are not eligible for funding.

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

[View the LeithChooses boundary map.](#)

(Postcode checker available at www.postcodefinder.net/scotland/edinburgh, i.e. EH5, EH6, EH7)

2.7 Number of Beneficiaries

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 from your project (max 750 characters).

2.8 Target Groups

Which groups in the community is the project aimed at?

Please only select up to 3 groups that your project is specifically tailored towards and aims to directly benefit. If your project is open to all, please select 'No specific group/whole community' ONLY.

- | | |
|--|---|
| ☐ 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 or 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 CEC Objectives

Council grant funding is for activity that contributes towards the following objectives:

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

Which of the Council's strategic objectives will your proposed project contribute to most?

- | |
|--|
| ☐ 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:

2.10 Are you intending to form a partnership with another organisation to deliver your project?

- ☐ Yes
☐ No

If so, which organisation(s) are you planning on partnering with?

Has that/have those organisation(s) agreed?

- ☐ Yes
☐ No

Section 3 – Project Financial Information

This section is about your direct project costs. For information on what can and cannot be funded please read the Applicant Guidance.

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. For each item, please indicate with an asterisk () if it will be funded by sources other than this grant, if applicable.*

Example:

Arts and craft materials including paints, paper, paintbrushes (for 12 young people x £12) = £144

Sessional art tutor (£25/hr x 2hrs per week x 40 weeks) = £2000

Room hire (£20/hr x 2hrs per week x 40 weeks) = £1600

**Van rental for transporting young people (£15/hr x 3hrs x 40 weeks) = £1800*

Please list each item of expenditure on a new line.

Total project cost (£)

Please tell us the sum of all items of expenditure listed in the previous question.

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 project income from other sources (£)

Please tell us the sum of all sources of income listed in the previous question.

3.3 Total amount requested from LeithChooses (£) <i>This should equal the total project cost (question 3.1) minus the total income from other sources (question 3.2).</i>	
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Section 4 – Boost Vote	
4.1 Eligibility for Boost Vote 1. Do the majority of staff and/or volunteers in your organisation (or partner organisation) come from an ethnic minority background? AND/OR 2. Is the main purpose of the proposed project to support one or more ethnic minority groups? <i>See the LeithChooses Guidance Notes for information on the qualifying criteria for a Boost Vote. Please bear in mind that LeithChooses will make the final decision on whether the project qualifies for a Boost Vote.</i>	☐ Yes ☐ No ☐ Yes ☐ No
4.2 Boost Vote If you are eligible, are you applying for a Boost Vote?	☐ Yes ☐ No
4.3 Please detail the efforts you will make to support/target/involve/benefit people from ethnic minority communities.	

Section 5 – Confidential Information

This section will be removed before circulating your application to the LeithChooses steering group and will only be used by council staff for purposes relating to your grant.

5.1 Employees

How many people does your organisation employ?

☐ None

☐ 1 – 9

☐ 10 – 49

☐ 50 – 249

☐ Over 250

5.2 If your organisation employs people, are you paying the Real Living Wage?

See <https://www.livingwage.org.uk/what-real-living-wage> for more information

☐ Yes

☐ No

☐ We do not employ anyone

5.3 Is your organisation an accredited Real Living Wage employer?

See <https://www.livingwage.org.uk/accredited-living-wage-employers> for more information

☐ Yes

☐ No

☐ We do not employ anyone

5.4 Please tell us who we should contact about this application.

Main contact name

Please give us the name of the person we should contact about this application.

Main contact's role in the organisation

Main contact email

Main contact number

Alternate contact name

Please give us the name of someone else in your organisation that we can contact about this application.

Alternate contact email

Organisation's postal address

Please only include the street address - do not include Edinburgh or the postcode

Organisation's postcode

Please type in all caps and include a space in the middle of your organisation's postcode.

Section 6 – Declarations

6.1 Policies

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.

6.2 Permissions and Insurance

Have you (and any partners) obtained consents, permissions, or insurance necessary to carry out your proposed project? If so, please state what permissions/consent/insurance you've obtained - we may ask for evidence of this.

If you need permission/consent/insurance but have not yet obtained it, please explain. If you do not require any permissions, consents or insurance to deliver the project, please answer N/A.

6.3 What is the legal structure of your organisation? (Please select the appropriate answer)

- ☐ Unincorporated association
- ☐ Scottish Charitable Incorporated Organisation
- ☐ Community Benefit Society / Co-operative
- ☐ Community Interest Company (CIC) Schedule 1 or 2
- ☐ Community Interest Company (CIC) Schedule 3
- ☐ Private company limited by guarantee
- ☐ Private company limited by shares
- ☐ Trust
- ☐ Other
- ☐ Not sure

If 'other', please specify

6.4 Please confirm that you will not use your grant to service debts

- ☐ We will not use our grant to service debt.

6.5 Does your organisation allow the distribution of profits or assets to directors/shareholders/board members etc

- ☐ Our organisation does not allow distribution of profits or assets – all profits are reinvested into our charitable activities.
- ☐ Our organisation does allow distribution of profits/assets
- ☐ Not sure

6.6 Is your organisation an asset-locked body?

- ☐ Yes, if our organisation dissolves, all assets will be transferred to another charitable body
- ☐ No, if our organisation dissolves, assets will be distributed in a different way
- ☐ Not sure

6.7 Do you have a bank account in the name of your organisation that has two named signatories?

- ☐ Yes, our bank account is in the name of our organisation and has two named signatories.
- ☐ Our bank account is in the name of our organisation and has one named signatory.
- ☐ Our bank account is not in the name of our organisation
- ☐ Not sure

6.8 Declaration

In order to submit your application, you must declare that you have read and will comply with the council's

- ☐ I have read and will comply with all City of Edinburgh Council funding conditions

<i>funding conditions and that all the information you have provided as part of this application process is accurate.</i> • <i>you have read and will comply with all City of Edinburgh Council funding conditions; and</i> • <i>to the best of your knowledge, the information contained in this application and any accompanying attachments/enclosures is accurate</i>	☐ I declare that, to the best of my knowledge, the information contained in this application and any accompanying attachments/enclosures is accurate
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Supporting document checklist:

- ✓ A good quality digital image of your organisation's logo.
- ✓ A relevant digital photo or however you wish your project to be represented visually.

Please send your completed application and supporting documents to leithchooses@edinburgh.gov.uk by the application deadline. Visit <https://www.leithchooses.net> for more information.

SAMPLE

What is a Boost Vote?

The Boost Vote is a fairness mechanism introduced to help address historic under-representation of minority ethnic groups in funding decisions. It gives eligible projects additional consideration in recognition of structural barriers.

Applicants must self-declare if they believe they qualify, but final decisions are made by LeithChooses, based on evidence.

Please refer to [LeithChooses Guidance Notes](#) for further information and our website leithchooses.net for [FAQs](#).

Who can qualify?

A project may be eligible if it supports minority ethnic communities as a core part of its purpose and delivery.

This typically means:

- The organisation and/or project is primarily focused on one or more minority ethnic communities, and a significant proportion of staff, volunteers, and/or management are from minority ethnic backgrounds
- At least 50% of beneficiaries are from minority ethnic communities

There is evidence of historical meaningful engagement, outreach, or partnership with minority ethnic communities or new partnerships between organisations. Evidence of support for minority ethnic communities may include:

- Existing work with minority ethnic communities
 - Outreach and engagement plans
 - Documented partnerships (e.g. meetings, agreements, or ongoing collaboration plans)
-

What projects or organisations are not eligible?

A project will **not** qualify if:

- It is open to all but does not make specific or only limited effort to support or engage minority ethnic communities.
- It serves group(s) with little or no representation from minority ethnic communities.