

Community Planning and Partnerships Community Grant Scheme Application Form (2023 onwards)

Grant ID

(for official purposes only)

Section 1. Eligibility

1.1 In order for your application to be eligible you must meet all of the following criteria. If you cannot tick all of these boxes we will be unable to progress your application. We will only accept this form electronically (and the enclosures detailed in section 6 by secure email).

<input type="checkbox"/> I am applying on behalf of a non-profit group/organisation	<input type="checkbox"/> My group has a bank account in its own name
<input type="checkbox"/> My group has a constitutional document	<input type="checkbox"/> This application will benefit people from East Dunbartonshire.
<input type="checkbox"/> I can supply all of the necessary enclosures (see section 6)	<input type="checkbox"/> Copies of correspondence about any licences / consents granted which may be relevant to the application (only if applicable).

1.2 Do you currently receive any other funding from East Dunbartonshire Council? If you are funded in any way by East Dunbartonshire Council please detail who you receive funding from, how much funding you receive, what this is for and if it relates to this application.

YES NO

If yes please give details:

Section 2. Contact Information

2.1 Group Name
(Give the full name of your group/organisation).

2.2 Contact persons and roles in group. The first name should be the person that is submitting this application on behalf of your group. The second name should be the Chair, Vice-Chair, Treasurer or Secretary of your group. We will contact this person if you are unavailable. Please explain your roles in the group (e.g. chair person, secretary, etc.).

	Signatory 1	Signatory 2
Name		
Position		
2.3 Address The address given will be used for correspondence regarding this application.		
2.4 & 2.5 Please give the preferred day time phone number(s) and email address to reach you with questions about your application.		
2.4 Phone		
2.5 Email		

Section 3. Group Information

3.1 What does the group/organisation do? Describe your organisation's overall aims and objectives. Tell us what your group was set up to do and/or summarise the actual activities that your group undertakes.

3.2 Where does the group meet? This should be the location where meetings take place or services are delivered.

3.3 What need in the community does the group/project meet? Please tell us about the needs of the people who will use your organisation/project. Please explain how you know that these needs exist e.g. via existing research or statistics, surveys or public meetings. Can you demonstrate your project has the support of the community it serves? Does your organisation / project meet needs of a priority or vulnerable group that are not available from anywhere else?

3.4 In East Dunbartonshire we are committed to a number of long term goals through our Local Outcomes Improvement Plan: eastdunbarton.gov.uk/our-local-outcomes. Projects funded from the Community Grants Scheme must contribute to one of these outcomes. You MUST only select one outcome from those below. If your project meets more than one, select the one that is MOST applicable.

1. East Dunbartonshire has a sustainable and resilient economy with busy town and village centres, a growing business base, and is an attractive place in which to visit and invest

2. Our people and communities are equipped with the knowledge and skills for learning, life and work

3. Our children and young people are safe, healthy and ready to learn

4. East Dunbartonshire is a safe place in which to live, work and visit

5. Our people experience good physical and mental health and wellbeing with access to a quality built and natural and environment in which to lead healthier and more active lifestyles.	<input type="checkbox"/>
6. Our older population and more vulnerable citizens are supported to maintain their independence and enjoy a high quality of life and they, their families and carers, benefit from effective care and support services	<input type="checkbox"/>
3.4 Please explain why your project supports this outcome / goal	
3.5 Is this a Sports or Arts focussed group or project?	YES / NO
These projects must first apply / seek advice from East Dunbartonshire Arts Council or East Dunbartonshire Sports Council. We will not process your application until we have their advice on your project.	Sports <input type="checkbox"/>
	Arts <input type="checkbox"/>
	Advice sought <input type="checkbox"/>
3.6 What did East Dunbartonshire Arts or Sports Council advise?	

Section 4. Application Information	
4.1 What is the total income, expenditure and closing balance of your Community Group?	
Income	
Expenditure	
Closing Balance (income minus expenditure)	
4.2 How much are you asking for? This is the total amount of funding you wish to receive from the Community Grants Scheme. Please note that you may only apply for up to £3,000.	

4.3 Please describe the activities the grant will be spent on. Please give a title of your project or a short summary of what you plan to do with the funds. An itemised breakdown of costs is the next question.

4.4 Please provide a breakdown of costs. How important are the items to the success of your project? Please list each cost associated with the project and rank them in order of priority i.e. list your most essential project item first, the next most important second and so on. All costs should be based on quotes or estimates (see section 6).

Item	Cost

4.5 Are there any other sources of funding? Please detail any membership or attendance fees, donations or fundraising. For external funders, please detail the funding amount and whether the funding has been secured.

4.6. How many paid staff (Full Time Equivalent) are in your group or organisation? How many volunteers?

Section 5. Beneficiaries and Impact

5.1 How many people will benefit from this grant? This should be the total number of overall beneficiaries from the project. It is a requirement that you specify the number of beneficiaries from

East Dunbartonshire and any from outwith East Dunbartonshire. A number is required here – you may give an average over the year.			
Number of people from East Dunbartonshire:			
Number of people outwith East Dunbartonshire:			
5.2 Who will benefit most from the grant? Please indicate who will benefit the most (please only chose one option).			
Beneficiaries	Who will benefit the most		
Pre-fives (0 to 5 years)	<input type="checkbox"/>		
Young People (5 to 25 years)	<input type="checkbox"/>		
Older People	<input type="checkbox"/>		
People with no or low income	<input type="checkbox"/>		
Volunteers	<input type="checkbox"/>		
People with support needs such as a disability or long term health condition Please detail:	<input type="checkbox"/>		
Community Groups and Voluntary Organisations	<input type="checkbox"/>		
Other Please detail:	<input type="checkbox"/>		
5.6 Where will most people benefiting from your project live? You must only select one option.			
<input type="checkbox"/> Baldernock	<input type="checkbox"/> Lenzie	<input type="checkbox"/> Torrance	
<input type="checkbox"/> Bearsden	<input type="checkbox"/> Milton of Campsie	<input type="checkbox"/> East Dunbartonshire	
<input type="checkbox"/> Bishopbriggs	<input type="checkbox"/> Lennoxtown	<input type="checkbox"/> West of Scotland	
<input type="checkbox"/> Kirkintilloch	<input type="checkbox"/> Milngavie	<input type="checkbox"/> Scotland or UK wide	
5.3 Will most of those who will benefit come from any of the following areas? Does the group work with a 'Place' community - as being a geographical area of need?			
<input type="checkbox"/> Auchinairn	<input type="checkbox"/> Hillhead and Harestanes	<input type="checkbox"/> Lennoxtown	<input type="checkbox"/> Twechar

Section 6. Enclosures

Please check that you have enclosed all of the necessary documents. Failure to do so may cause delays with your application and result in your application not being processed or deferred to another grant round.

You must email attachments electronically to communitygrants@eastdunbarton.gov.uk

If you prefer to not use the web based form you must send your completed application form together with all enclosures to the above email address.

To avoid disappointment, please ensure that your documentation reaches us by the grant deadline.

6.1 Please ensure you include the following documents with your application.

<input type="checkbox"/> A copy of your group's constitution (if you are a new community group we can provide support with this).	<input type="checkbox"/> A copy of your most recent audited accounts, or accounts signed by Treasurer and independent examiner. If you are a new community group you may submit income/spending plans for the first year (we can provide support with this).
<input type="checkbox"/> Most recent bank statement (copy will suffice)	<input type="checkbox"/> Copies of any licences or consents granted which may be relevant to the application (only if applicable).

If you are applying for over £500 you must also submit the following enclosures (if applicable).

<input type="checkbox"/> Copies of quotes, estimates or other evidence of costs (expect quotes for all major costs and for these costs to be reasonable).	<input type="checkbox"/> Proof of ownership or signed copy of lease if this grant is to be used to fund improvements to land or buildings
<input type="checkbox"/> A job description for each post to be funded or part-funded with this grant (this helps us ascertain required skills and experience)	

Section 7. Declaration

7.1 The following statement must be read and each box checked or signed. Signatory 1 should be the person who has filled out this form. Signatory 2 should be the Chair, Vice-Chair, Treasurer or Secretary of your group. This signatory must be different from signatory 1.

I confirm that I am allowed to submit this application on behalf of my group. I also confirm that this application has been filled out accurately.

Signatory 1

Signatory 2

Privacy Notice – Community Planning – Small Grants Applications and Evaluations

East Dunbartonshire Council's Privacy Statement on how we will use your information can be accessed in full on the Council website:

<https://www.eastdunbarton.gov.uk/residents/council-democracy/privacy-notices/privacy-notices-e/community-planning-small-grant>

Other Formats & Translations

This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council's Corporate Communications Team at Strathkelvin Place, Kirkintilloch, G66 1XJ, tel 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòin gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज़ हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फ़ोन कीजिए।