



East Dunbartonshire Local Community Grant Fund

Quick Guide to Applying – Questions and Answers

This guide aims to answer common questions about the fund and the application form.

It is designed to help small and volunteer-led groups understand what the fund is for, what information we ask for and how to complete the form.

You do not need to use formal language. Please tell us about your idea in your own words.

If you are unsure about anything, please get in touch. We are happy to help.

Please email communityplanning@eastdunbarton.gov.uk or call **0300 123 4510**.

You can apply to the Local Community Grant Fund for a grant of up to £4,000.

Before you apply

Who can apply?

This fund is for not-for-profit groups that want to make a positive difference in their community.

This can include:

- Small community groups
- Voluntary organisations
- Third sector organisations
- Community interest companies
- Charities
- Social enterprises
- Newly-formed groups.

Your project should mainly benefit people in East Dunbartonshire.

Do we need to be a registered charity?

No. You do not need to be a registered charity to apply.

Can new groups apply?

Yes. New groups can apply.

If your group is very new, or you are not sure if you have everything in place yet, please contact us before applying so we can talk it through with you.

What kinds of projects can be funded?

We fund local projects that respond to community need and make a positive difference.

For example, your project might:

- Bring people together
- Reduce isolation
- Improve wellbeing
- Support children, young people or families
- Help people who face barriers to taking part
- Strengthen community connections.

Your project does not need to be large or complex.

What will not normally be funded?

We would not normally fund:

- Not-for-profit organisations
- Project that do not benefit East Dunbartonshire residents
- Activities that do not fit the aims of the fund
- Costs that are not clearly linked to the project
- Unlawful activities
- Costs that have already occurred
- We don't fund activities that promote religion or politics. However, religious organisations can apply for funding for community projects that are open to everyone and benefit the wider community, such as improving a church hall used by local groups.

If you are unsure whether your idea fits, please ask.

How much can we apply for?

Up to £4,000 – that is the total amount of funding you can potentially receive from the Local Community Grant Fund.

Can someone help us apply?

Yes. A member of the Community Planning Partnership Team can help you understand the form, develop your idea and complete your application. They cannot guarantee funding, but they can help you submit the strongest application possible.

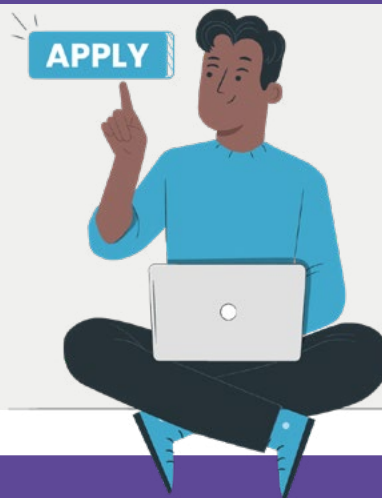


Completing the form

What is the form mainly asking for?

The form asks you to tell us:

- Who you are
- What your group does
- What the local need is
- What you want to do
- What difference it will make
- How much it will cost
- How you will make it inclusive and accessible.



What do you mean by “need”?

This means the issue, challenge or opportunity your project is responding to.

You can explain this using:

- Your experience
- Conversations with local people
- Feedback from the community
- Simple local information.

You do not need lots of formal evidence.

What do you mean by “difference” and “outcomes”?

This means what will be better for people because of your project.

For example:

- People feel less lonely
- People build confidence
- People become more active
- People make new connections.

We are more interested in the difference your project makes than the number of activities you deliver.

- What is the difference between activities and outcomes?
- Activities are what you do
- Outcomes are what changes because of what you do.

For example:

- Activity: weekly community gardening sessions
- Outcome: people feel more connected and confident, and the local space is better used.

Do we need lots of evidence?

No. Simple evidence is enough.

For example:

- Community conversations
- Attendance numbers
- Feedback
- Stories
- Quotes
- Photographs, if permission is given.

Can volunteers run a project?

Yes. Volunteer-led projects are welcome.

Do we need match funding?

No. You do not need match funding to apply. If you have other funding or in-kind support, you can include it, but it is not required.

What does “inclusive” mean in the application?

It means thinking about how people will be able to take part.

For example, you might think about:

- Cost
- Disability access
- Transport
- Language
- Timing
- Childcare
- Creating a welcoming environment.

What if we do not know all the details yet?

That is okay. Estimates are fine. If your project is still developing, give the best information you can and contact us if you want to talk anything through.

Governance and finances

Do we need a bank account?

Yes. Grants are paid into a bank account in the group's name.

Why do you ask about how the group works?

This helps us to understand that your group has basic arrangements in place to manage the project and the funding. You do not need to provide a detailed governance statement. A simple explanation is enough.

What financial information do we need to provide?

We ask for:

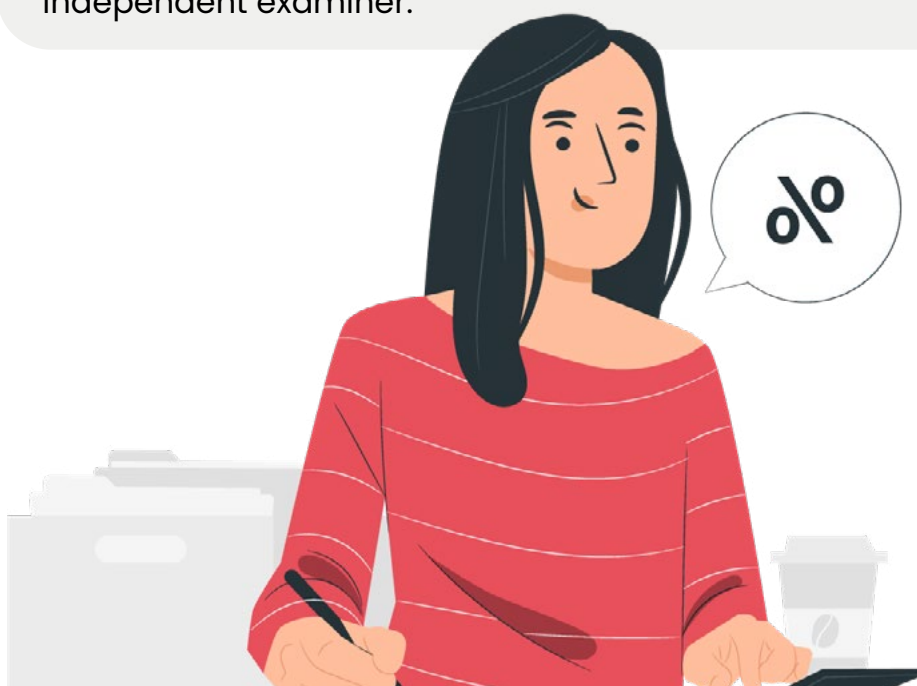
- Your income last year
- Your expenditure last year
- Any savings or reserves
- If it's a new group, projected income and expenditure for the financial year.

A short explanation is enough. If you are a new group, tell us what you can.

What do you mean by externally-examined approved accounts, signed and dated?

The accounts have been signed and dated by an independent examiner. An independent examiner is not involved in your organisation and does not access any of your activities or services. They are also independent of anyone on the committee or Scottish Charitable Incorporated Organisation members.

Your accounts were approved at your last AGM (Annual General Meeting), signed and dated by a relevant committee member, and signed and dated by the independent examiner.



What should the independent examiner advise on the accounts?

They should confirm they have independently examined the accounts for the financial year ended (date).

Example statement:

I have independently examined these accounts for the year ended (date).

I confirm that I am independent of the organisation. I am satisfied that these accounts have been prepared in line with the organisation's constitution and any relevant regulatory requirements, including those of the Office of Scottish Charity Regulator (OSCR) where applicable.

Signed:

Name

Independent Examiner

Date

The accounts should be signed, with the name of the independent examiner and dated. They should also be signed by an appropriate committee member following approval at AGM.

Why might you ask for quotes?

If an item costs £500 or more, we will ask for two quotes so we can see that the cost is reasonable. If that is difficult, please speak to us.



If your application is successful

What happens next?

If your application is successful, we will contact you to confirm:

- The amount awarded
- Any conditions
- How the grant will be paid
- Information we will ask for at the end of the project.

What if our project changes?

Projects sometimes change as community needs change. That is okay. Please let us know if there are significant changes to your plans, timescales or budget so we can agree the best way forward.

Can we change our budget?

Small changes may be possible, but please speak to us first.

Will we have to repay the grant?

Not normally. Repayment would only be considered in exceptional circumstances, such as where funding was obtained dishonestly or knowingly used for something very different from what was agreed. Where issues arise, we will usually try to resolve them through discussion first.

Do we need insurance or safeguarding?

If relevant to your project, yes.

For example:

Insurance may be needed for events or activities

- A safeguarding policy is needed if you work with children or vulnerable adults.

If you are unsure, please ask.



Monitoring and learning

What happens at the end of the project?

We will ask you to complete a short report.

This helps us understand:

- What you did
- Who took part
- What difference it made
- What you learned.

What is monitoring?

Monitoring means keeping track of what happened during your project, such as the activities delivered and who took part.

What is evaluation?

Evaluation means reflecting on the difference your project made, what changed and what you learned.

Do we need to send all our evidence?

Not usually. We will ask you to tell us what evidence you collected, such as feedback, stories, attendance numbers or photographs. Sometimes we may contact you if we would like to learn more.

Why do you ask about learning?

We want to improve future community funding and understand what works well in different communities. Honest reflections are helpful, including when things did not go exactly to plan.

Need help?

Please contact the Community Planning Partnership Team if you would like support.

We can help by:

- Talking through your idea
- Explaining the form
- Helping you understand what information is needed.

We are here to make the process as straightforward and supportive as possible.

Please email communityplanning@eastdunbarton.gov.uk or call 0300 123 4510.