

East Dunbartonshire Local Community Grant Fund

Guidance for Applicants

Welcome!

Thank you for your interest in East Dunbartonshire Council's Local Community Grant Fund.

We know that applying for funding can sometimes feel daunting, especially for small or volunteer-led groups. This guidance is here to help you complete the application in a clear and simple way.

We are mainly interested in your idea and the difference it will make in your community. You do not need to use formal language, just tell us in your own words.

It's okay if you don't have all the answers. Estimates are fine.

If you would like help at any stage, please get in touch. We are happy to talk things through or help you complete the form.

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

About this fund

This fund supports small, local projects that make a positive difference in communities across East Dunbartonshire.

- We are particularly interested in projects that:
 - Bring people together
 - Improve wellbeing
 - Reduce isolation
 - Support children, young people or families
 - Help people who may face barriers to taking part.
- Your project does not need to be large or complex. Small ideas can make a big difference.

Before you start

The checklist at the start of the form is there to help you understand if this fund is right for you.

If you are unsure about anything (for example, accounts, bank accounts and/or constitutions), please get in touch. We can often support you to put these in place or find a solution.

Section 1: About your group

This section helps us to understand who you are.

What we are looking for:

- A simple description of your group and what you do
- Who is involved
- Where you work or meet
- Basic information about how your group is run.
- You do not need to provide detailed or formal information.

Helpful hint: keep it brief, approximate numbers are fine; if you are a new or small group, just explain your situation.

Your finances:



Helpful hint: income and expenditure, and balance carried forward, from your latest externally-approved accounts. If your finances have changed, a short explanation helps. Or if a new group, a projected income and expenditure for the financial year.

Section 2: Your idea or project

This is the most important part of your application.

What is the need?



Helpful hint: tell us what is happening in your community. This could be based on your experience, conversations with local people, things you have noticed and/or who will take part?

Tell us who your project is for and roughly how many people.

What difference will it make?



Helpful hint: this is about outcomes – what will be better for people? For example, people feel less lonely, people gain confidence or skills, and/or people are more active or connected. We are more interested in the difference you make than how many activities you deliver.

What will you do?



Helpful hint: describe your activities (what you will actually do).

Try to link this to the difference you want to make.

For example: "By running weekly sessions, people will have regular opportunities to meet others and build friendships."

When and where will it happen?



Helpful hint: give a rough timeline and location if you can.

How will you know it's working?



Helpful hint: this does not need to be complicated. You might use: numbers attending; feedback from participants; informal conversations; and stories or examples.

Which local priority does this support?

You can choose what fits best:



Local Outcome 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.



Local Outcome 2: Our people are equipped with knowledge and skills for learning, life and work.



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



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



Local Outcome 5: Our people experience good physical and mental health and wellbeing with access to a quality built and natural environment in which to lead healthier and more active lifestyles.



Local Outcome 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.

Explain how your project will support the outcomes?



Helpful hint: a short explanation is enough.

Making your project inclusive

Tell us how you will help people take part.

***For example:** keeping costs low or free; choosing accessible venues; considering transport or timing; and/or providing a welcoming environment.*

What happens next?

Let us know if the project will continue, change, or be a one-off.

Any challenges?

It's okay to include this. We know all projects have challenges.



Helpful hint: tell us what might be difficult and/or what you could do if this happens.

Environment

Does your project help the environment in any way?



Helpful hint: will your project support action on climate change, reduce waste or enhance biodiversity?

Section 3: Budget

Tell us what you need funding for.

What we are looking for: a clear and realistic list of costs; and a short explanation of each item.



Helpful hint: keep it simple – make sure costs match your activities. If you have other funding, include it. If an item costs £500 or more, we ask for two quotes. If this is difficult, please contact us.

Section 4: Permissions

Only complete this if it applies to your project.

If you are using a building or space, you may need permission or licences.

If you are unsure, just ask – we can advise.

Section 5: Documents

We ask for some basic documents to support your application.

If you are a small or new group and do not have everything yet, please contact us. We can often be flexible and help you work towards what is needed.

How we assess applications

We look at applications in a fair and balanced way.

We consider:

- The need for the project
- Who is involved and who will benefit
- The difference it will make
- Whether the plan is realistic
- Inclusion and accessibility
- Whether the costs are reasonable.



Helpful hint: you do not need to answer everything perfectly. We understand that groups are at different stages.

After you apply

We will confirm that we have received your application.

We will contact you by phone to talk through your idea.

Don't worry – this is a normal part of the process and helps us to support you.

If your application is successful

We will:

- Send you a grant offer
- Explain how to receive your funding
- Let you know what information we will ask for at the end. We will ask you to submit a monitoring and learning form.

If your application is unsuccessful

We will send you a letter providing an explanation and offering you a chance to discuss further.

Monitoring and learning

At the end of your project, we will ask for a short update.

Helpful hint: this might include what you did, who took part, what difference it made, and/or what you learned.

This does not need to be a long report. Simple and honest feedback is enough.

Need support?

If you need help at any stage, please contact the Community Planning Partnership Team.

We can:

- Talk through your idea
- Help you complete the form
- Advise on what information is needed.

We cannot guarantee funding, but we will support you to put forward your best application.

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

Our approach

We aim to make this process:

- Fair
- Supportive
- Proportionate

We value community knowledge, honesty and learning. We understand that not everything goes to plan, and that's okay. We are interested in what you learn as well as what you achieve.