

**Community Intervention Fund**

**Capital Grant**

**Application Form**

When you have completed this application form, please email it to

[partnershipfunding@eastlothian.gov.uk](mailto:partnershipfunding@eastlothian.gov.uk)

Further information and guidance notes about East Lothian Council’s Community Intervention Fund Capital Grant Scheme are available from the website at [Community Intervention Fund | Community Intervention Capital Grant Funding | East Lothian Council](https://www.eastlothian.gov.uk/info/210567/your_community/12486/community_intervention_capital_grant_funding)

The Community Intervention Fund is open to applications with the following deadlines:

•31 May

•30 November

Once received, applications will not be assessed until after the next deadline.

Any organisation or community group can apply for funding once during a 1 year period.

Please note that the Community Intervention Fund budget is limited and in the event that all funding has been allocated in one round, the Council may close the fund and defer applications to the next financial year.

***“An even more prosperous, safe and sustainable East Lothian, with a dynamic and thriving economy that enables our people and communities to flourish.”***

**East Lothian Council Plan 2022-27**

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| --- | --- |
| **Name of Organisation:** | |
| FOR OFFICIAL USE ONLY | |
| Date received |  |
| Reference No. |  |
| Lead Officer |  |

**Part 1 – About Your Organisation**

**1.1**

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| --- | --- |
| **Name of organisation:** |  |
| **Is the organisation incorporated?**  **Give the name of the body you are incorporated and registered with and the registered number. This includes Community Interest Companies** |  |
| **Are you a registered Charity or SCIO?**  **Give the charity number** |  |
| **Incorporated or Registered address:** |  |
| **Telephone number:** |  |
| **Email:** |  |
| **Website:** |  |

**1.2**

|  |  |
| --- | --- |
| **Describe your organisation’s status:** | |
| Constituted community or voluntary group |  |
| Non-profit organisation |  |
| Social enterprise |  |
| Limited company by guarantee |  |
| Local organisation |  |
| National organisation |  |
| Other |  |
| ***Information request****:*  Please provide a copy of your Constitution | |

**1.3**

|  |  |
| --- | --- |
| **Main contact name:** |  |
| **Main Contact address** |  |
| **Telephone number:** |  |
| **Email:** |  |

**1.4**

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| **When did your organisation start?** | Month: | Year: |
| ***Information Request:***  Please provide a link / copies of Minutes from last 3 meetings | | |

**1.5**

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| **How many people are on your organisation’s governing body or management committee?** |  |
| ***Information Request:***  Please provide names, addresses and position of two of the management committee and names of another two office bearers | |
| **Name:**  **Address**  **Position** | |
| **Name:**  **Address**  **Position** | |
| **Name:**  **Position** | |
| **Name:**  **Position** | |

**1.6 Summarise the purpose of your organisation, group, or service:**

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**Part 2 – About Your Project for which you are seeking capital funding**

**2.1**

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| **Name of project:** |  |
| **Address of proposed works** |  |
| **Is the property occupied under lease? If it is, provide a copy of the lease agreement.** |  |
| **Owner of the property** |  |

**2.2**

|  |  |
| --- | --- |
| **Type of project (Please mark all that apply with a ‘X’)** | |
| Art, Culture or Heritage |  |
| Children, Early Years & Youth Work |  |
| Community Association or Village Hall |  |
| Community Improvement Initiatives |  |
| Promoting Equality and Inclusion |  |
| Environmental and Conservation |  |
| Sport and Recreation |  |
| Employment and Employability |  |
| Preventative Actions or Initiatives (e.g. Early Intervention) |  |

**2.3**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Which area will benefit from the project?** | | | | | |
| Musselburgh |  | Haddington & Lammermuir |  | Fa’side / Tranent |  |
| Preston Seaton Gosford |  | Dunbar & East Linton |  | North Berwick & Coastal |  |
| All of East Lothian |  | Village (please name): |  |  | |

**2.4**

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| --- | --- |
| **Which of the following outcomes does your project support?** | |
| Reducing unemployment |  |
| Improving the employability of East Lothian’s workforce |  |
| Reducing the attainment gap and raising achievement of our children and young people |  |
| Improving the life chances of the most vulnerable people in our society |  |
| Extending community engagement and decision making |  |
| Increasing community and individual resilience |  |
| Delivering transformational change |  |
| Harnessing the opportunity technology offers in the provision of services |  |
| Improving Health and Wellbeing |  |

**2.5 Please summarise how you will achieve the outcome(s) above:**

**2.6 Describe what the funding will be used for:**

**2.7 Why is there a need for this project? How many people will benefit from this project? What difference do you hope this project will make to people?**

**2.8 East Lothian Council is committed to tackling the climate emergency and reducing carbon emissions as part of its Climate Change Strategy. Please outline how this proposed project will contribute to the aims of this strategy including any proposed reduction in carbon emissions and how this would be monitored:** <https://www.eastlothian.gov.uk/downloads/file/29179/climate_change_strategy_2020-2025>

**2.9 Are there any barriers or challenges to the success of this project? Please explain how you will address these:**

**2.10 When are you planning to start and end your project?**

**2.11 Please describe your commitment to equalities, including an example of good practice where possible.**

**2.12 How do you propose to evaluate the project, to evidence its impact?**

**Part 3 – Finance**

**3.1**

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| --- | --- |
| **Please give the total estimated eligible cost of the project:** | £ |
| **Please state the level of grant you are requesting:** | £ |
| **Please state the percentage of overall costs you are requesting.** | % |

**Note:**

The maximum available funding available to any project is 60% of eligible project costs up to a maximum of £50,000

**3.2 Breakdown of costs of your project:**

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| --- | --- | --- |
| **Item or activity** | **Cost (£)** | **Amount requested from East Lothian Council** |
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| **TOTAL:** |  |  |

**3.3 Match funding:**

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| --- | --- | --- |
| **Source (e.g. name of funder,**  **ticket sales, raffles, etc)** | **Amount in £** | **Progress / Status**  **(Approved or pending)** |
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**3.4 Summary of recent accounts:**

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| Account year ending: Day/Month/Year |  |  |
| Total income for the year (A) |  | £ |
| Total expenditure for the year (B) |  | £ |
| Surplus or deficit at the year-end (A-B) |  | £ |
| Total savings or reserves at the year-end |  | £ |
| What are your unrestricted cash reserves? (if you are requesting more than the requested grant please explain why you are not using your own funds) |  | £ |
| ***Information Request:***  **Copy of Accounts enclosed or include a link to your accounts here:** | | |

**3.5 What are the figures above?**

|  |  |
| --- | --- |
| Information from the latest accounts approved by your organisation |  |
| A projection because your organisation has been running less than 15 months |  |

**3.5 Tell us your organisation’s bank details:**

|  |  |
| --- | --- |
| Account name of organisation |  |
| Bank / Building Society name |  |
| Bank / building Society address |  |
| Sort code (6 digits) |  |
| Account number (8 digits) |  |
| Building society roll number (if applicable) |  |

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| **CHECKLIST** | |
| **Please tick to ensure that you have enclosed the following information where relevant:** | |
| **☐** | Three competitive quotes for the proposed work from different contractors |
| **☐** | Bank Account statement (most up-to-date statement) |
| **☐** | Annual accounts |
| **☐** | Minutes of the meetings in the last year |
| **☐** | A copy of the organisation’s Constitution/Trust Deeds/Memorandum/Articles of Association where appropriate. |
| **☐** | Any planning permission and/or building warrants where appropriate |
| **☐** | A copy of the organisation’s Child Protection Policy or Vulnerable Adults Policy and Equalities Policy where appropriate. |
| **☐** | Buildings insurance / public liability insurance where relevant. |
| **☐** | Annual Report |
| **☐** | Any other supporting information that is required to support your application e.g. research, feasibility study etc. |
| **☐** | The declaration below has been signed. If you submit your application by e-mail and are able to include an electronic signature please do so, alternatively type your name. If your application is successful, your signature will be required at the offer of grant stage. |

**Part 4 – Declaration**

**4.1**

I declare that the information contained in this application is correct to the best of my knowledge, that I have read the guidance notes and that I understand and accept the terms and conditions noted within them.

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| --- | --- | --- |
| **Would the person named as main contact for this application please sign below:**  **Signature:** | **Print:** | **Date:** |

|  |  |  |
| --- | --- | --- |
| **To be completed by the Chairperson or equivalent of your group or organisation (if different from above)**  **Signature:** | **Print:** | **Date:** |