

Guidance and Criteria

Midlothian Council Small Grants Fund



Midlothian Council Small Grants Fund is now open for applications for local projects aimed at improving the quality of life of people living in Midlothian communities. A community can mean either a local area, or a group of people who are united by a common issue.

Applications are welcome from community groups, charities, or social enterprises. In order to apply you must be constituted and have a bank account. If you are a new group, you will need a statement of purpose and a bank account in the name of the group. No new applications will be accepted from public sector organisations.

You can apply for a small grant of up to £3000 on a Small Grant application form for a one-year project. Applications can be made to more than one grant stream but must be for different things, as duplicate applications will not be considered.

There are three separate types of funding and the criteria for the different streams are detailed below.

Developing Communities Fund

Criteria for Funding

The work that you are doing must meet one or more of these criteria to qualify for funding:

- Local people and/or groups are supported to work together to be more involved in their community
- Local people and/or groups are supported to work together to improve their community
- Community groups, charities, and social enterprises are supported to be involved in Community Planning
- Communities are supported to become safer and more economically active

Your project should improve the quality of life of local people and support them to be involved in their community. This might be through things like:

- Organising training so that people can learn things or develop new skills
- Holding an event or a series of events
- Buying materials or equipment
- Promoting tourism
- Paying for a worker
- Encouraging people to volunteer
- Paying volunteer expenses
- Carrying out consultation with people
- Cultural activity like arts, drama, or music
- Activities that improve local neighbourhoods

Employability, Learning and Training Fund

Criteria for Funding

Your project should support people to take part in learning, training or secure work. Activities might include things like:

- Local people seeking work are supported to find a job
- People are supported to gain confidence and develop new skills relating to jobs
- People are supported to volunteer to build up skills for the work place
- People are supported to gain qualifications and certificates
- People are supported to get a place at college or a place of further study
- Local learning and development opportunities are provided for young people and adults

Health and Physical Activities Fund

Criteria for Funding

The work that you are doing must meet one or more of these criteria to qualify for funding:

- People's Health and Wellbeing is improved by taking part in Physical Activity
- People are supported to lead a more Healthy Lifestyle (this covers both Physical Health and Mental Health and Wellbeing)

Your project should improve the quality of life, Health and Wellbeing of local people. This could be through:

- Health promotion activity
- Promoting active leisure or travel
- Developing group activities
- Encouraging sporting activity or starting a sports club
- Promoting access to the countryside and encouraging physical activity such as walking, cycling, or running

The following information will apply to applications to **all** grant streams.

Eligible and Ineligible Activities

The funding can be used for things like:

- Paying staff
- Volunteer expenses
- Running costs
- Start up costs for new projects
- Developing business plans
- Governance costs
- Buying equipment

There are some activities that are not eligible for grant funding. It cannot be used to:

- Repair buildings
- Provide personal clothing for groups or organisations
- Support people in religious activity
- Pay for religious services, education, or prayer groups
- To buy religious publications
- Pay for material that is designed to support political activity or a political party

A Good Application

To keep things fair, award decisions are solely based on information provided in your application, but you can provide supporting evidence like research or evidence of consultation with partners and the people who will benefit from your Project.

A strong application will include:

- A demonstration of the need or demand for your project
- Clarity about who, and how many people, will benefit from your project
- Clarity about outcomes, activities that will support their achievement, and how you will measure and evaluate these
- A commitment to working alongside people to develop and deliver services and to provide them with the skills and knowledge to do this
- Links to key partners from Midlothian third and public sectors
- Activity that helps people to avoid more serious difficulties in their lives
- Ease of access to services for local people or the removal of barriers to accessing services
- Clear costing and timescales
- Details of how the funding will supplement funding or resources from other sources

Decisions on Applications

Your application will be considered by the scoring panels. You will find out by the end of December 2017 if your application has been successful.

Further Support

Please contact the following for further information or advice about applying to a particular grant stream.

Developing Communities Fund Grant

Stephen Bermingham 0131 271 3338 stephen.bermingham@midlothian.gov.uk

Employability, Learning and Training Fund Grant

Karen McGowan 0131 271 5697 karen.mcgowan@midlothian.gov.uk

Health and Physical Activity Fund Grant

Tony Malone 0131 561 6501 tony.malone@midlothian.gov.uk

For help with completing the application, discussing ideas or general funding support please contact: communities.team@midlothian.gov.uk