# LEITHCHOOSES
## LOCAL MONEY FOR LOCAL PROJECTS

# APPLICATION FORM 2023 – 2024

# FOR COMMUNITY PROJECTS UP TO £5,000

Ref no. (Office Use Only) _____

## About Leith Chooses

£eith Chooses invites bids for funding for local community projects, and is funded from the City of Edinburgh Council's Community Grants Fund, supplemented by other funding streams detailed on leithchooses.net. Bids should be for new, small, one-off projects that meet community needs and progress local priorities. Your project must fit within the following theme:

**People Make Leith.**

## Tell us about your organisation

| | |
|---|---|
| Organisation name: | |
| Contact address and postcode: | |
| Main contact name & position: | |
| Telephone number: | Website address: |
| Email address: | |
| Organisations' FB/instagram/Twitter links (if applicable): | |
| Does your organisation have a constitution or article of association?        Yes ☐        No ☐ *(Please note that only constituted organisations, or groups under the banner of a constituted organisation, may apply for £eith Chooses 2023–2024 funds - see the 'Further support' section on the information sheet.)* | |
| Please summarise your organisation's main aims and activities (maximum 100 words). Please note, this is a summary of the overall work of the whole organisation, not the new project you are applying to do. This information will not be posted to the public voting forum. | |
| Would you like to meet with someone from £eith Chooses to talk about your project?        Yes ☐        No ☐ *(For more information, please see the 'Further support' section on page 5 below.)* | |

## Tell us about your **project**

Please write an outline of your proposed new project (maximum 200 words) Please tell us how your project matches the theme, what activities will take place, how the grant money will be spent, and what the expected outcomes are. Please say who will benefit from your project. (Note: This section will be posted to the online gallery and used to publicise your project. Your decision makers are the Leith community public, so please address this part of the form to them. A clearly described project will help members of the Leith public to understand and vote for your project.)

## Tell us more about your project

| |
|---|
| Where will your proposed project be based? |
| What postcodes are covered by your proposed project? (*Postcode checker available at www.postcodefinder.net/scotland/edinburgh*, i.e. EH5, EH6, EH7) |
| Projects must be completed within 12 months of receiving funds, i.e. by March 2025. Please state your proposed start and finish dates:  Start date _____          Finish date_____ |

## Partnership Working

(*If forming a partnership, this application should be filled out by the lead partner*)

| |
|---|
| Are you intending to form a partnership with another organisation to deliver your project? <br> Yes ☐    No ☐ |
| If so, which organisations are you partnering with? |
| Would you like advice or suggestions from the £eith Chooses Steering Group on working with other organisations on this project? (For more information, please *see the 'Further support' section on page 5 below.)* <br> Yes ☐    No ☐ |
| Have you (and any partners) obtained consents, permissions or insurance necessary to carry out your proposed project? (We may ask you to provide evidence of this.) <br> Yes ☐    No ☐    Not necessary ☐ |

**Equality and diversity**

| |
|---|
| How many people (roughly) from the Leith area will benefit from your proposal altogether? |
| What proportion of these (approximately) will be from minority communities*? |
| What minority communities* will you include and how will your project help to meet their needs? (* for example: ethnic and BAME minorities; people with disabilities; faith communities; older people; LGBT+). |
| What proactive efforts will you make to target / involve / benefit people from minority communities? |

**Boost Vote**

| |
|---|
| If your proposed project works particularly with ethnic minority communities, are you applying for a Boost Vote? (See pages 5-7 for information on the qualifying criteria). Please bear in mind that £eith Chooses will make the final decision on whether or not the project qualifies for a boost vote. <br><br> Yes ☐　　No ☐　　Not sure - more information needed ☐ |

**Paperwork to include**

| |
|---|
| Please confirm you have enclosed the following documents with this application: <br> ● Constitution, or Memorandum and Articles of Association, Trust Deeds of your organisation. <br> ● Most recent annual (audited) accounts. (If your organisation is newly constituted, the most recent bank statement will suffice.) <br> ● Quotations (for any piece of equipment or machinery, or for services costing over £300). <br> ● Evidence related to Boost Vote criteria (if relevant).　N/A ☐ |

**Project financial information**

**Project costs** Please list each item of expenditure for this project, showing how calculated, and enclose estimates or other evidence of costs, including in kind.

If there is a specific element(s) of this you are requesting from £eith Chooses, please state this clearly.

| Item / expenditure | Cost (£) |
|---|---|
| | |
| | |
| | |
| | |
| | |
| Total expenditure | |

**Project income** If your project costs more than requested from us, please list the source of any match funding or in-kind funding for this project, or if income from charges is anticipated. Please show evidence that such funding is

secured and that you can complete the project.

| Source | Funding (£) |
|---|---|
|  |  |
|  |  |
| Total income from other sources |  |
| Amount requested from £eith Chooses |  |

## Bank account

| Please give the details of the bank account this grant would be paid into if successful. This should be the same as your organisation's name. | |
|---|---|
| Name of bank |  |
| Bank address |  |
| Account name |  |
| Bank sort code |  |
| Account number |  |

## Declaration

Your application must be signed by two representatives entitled to enter in agreements and receive funds on behalf of your organisation. By signing this form, you and your organisation declare that:

- You have read and will comply with all funding conditions;
- To the best of your knowledge, that the information contained in this application and any accompanying attachments is accurate.

| Signature | Signature |
|---|---|
| Name | Name |
| Date | Date |
| Position | Position |

Please **email** this completed form by 10th October '23 to Jade Mooney [leithchooses@edinburgh.gov.uk](leithchooses@edinburgh.gov.uk)

If you have any problems completing this form, please contact Jade Mooney:
Phone: 07708899544
Email: [leithchooses@edinburgh.gov.uk](leithchooses@edinburgh.gov.uk)

**Remember to include/send**

- a copy of your organisation's constitution
- details of your organisation's bank account
- quotes for any items to be bought that cost £300 or more
- a good quality digital image of your organisation's logo
- a relevant photo or however you wish your project to be represented visually

## How to vote in 2023 - 2024

- Voting will be online *and* at an in-person voting day, in January 2024

- Voters may vote twice if they wish to: once in-person at the voting event and once online. If voting twice, voters should tick the box on the online voting form, to state this.

- If voting twice, voters can cast the same votes in-person as online, or choose different projects each time they vote

- All voters get 4 votes (or 2x4 votes for those choosing to vote twice).

- 3 of the 4 votes will be cast for 3 different favourite projects – only one vote per project – out of the total number of project applications.

- The 4th vote (which is optional) is known as the 'Boost vote'. Having already cast their first three votes, all voters can choose to cast an extra vote to support a minority ethnic project (as defined overleaf). This can be a second vote for a project they've already voted for, or it can be a new, extra vote for a different project.

# **Further support**

- **Constituted group requirement**
  - Please note that only constituted organisations, or groups in partnership with a constituted organisation, may apply for £eith Chooses funds. This is a requirement of the City of Edinburgh Council's grant funding.

- **Support from the £eith Chooses steering group**
  - The £eithChooses steering group will be hosting support sessions for potential applicants to answer questions and talk through the form and process, including what to expect through Participatory Budgeting. Please contact [leithchooses@edinburgh.gov.uk](mailto:leithchooses@edinburgh.gov.uk) or check leithchooses.net for up-to-date details of these sessions.

- **Partnership working**
  - Some organisations choose to partner with another organisation to deliver their project. In such cases, this application should be filled out by the lead partner and it is the responsibility of the lead partner to ensure the information is accurate and deliver the project

- **Previous years**
  - £eithChooses has been running for a number of years. For examples of past projects and proposals and to know what to expect, you can view the 2022-23 project gallery at [leithchooses.net/gallery-of-project-applications-2023](https://leithchooses.net/gallery-of-project-applications-2023).

# Boost Vote 2023-2024

## What is the boost vote?
In recognition of the fact that in the past minority ethnic communities and projects tended to miss out on funding, due to their minority status, the boost vote (first introduced in 2018-2019) is designed to promote fairness, as illustrated below.



Illustration by Ash Pryce, based on an original idea by Craig Froehle (hat-tip to IISC and Angus Maguire)

All applicants should be aware of this boost vote, how it works, and how projects may qualify. Applicants should indicate if they think their project qualifies, and if they are applying for boost vote status.

## Qualifying for boost votes
To qualify for boost votes, project applications must meet criteria 1 or 2 on the 'Eligibility criteria for boost vote' table on page 7. Organisations should first 'self-assess' where their project fits on this table, and tick Yes on the application form if they think they qualify. This will then be reviewed by £eithChooses organisers. Supporting evidence to demonstrate where the project fits on the table should be available. Organisations should bear in mind that £eithChooses will make the final decision on whether or not the project qualifies for a boost vote.

## What is a 'Minority ethnic project'?
Minority ethnic projects are those specifically concerned with groups or individual members of the Leith community with a different or additional original race, nationality, culture or language from the majority. There should be a clear understanding on all sides that working with people from minority ethnic communities should be a foundational (and ideally, a long-standing) part of the organisation's work, and a key part of the proposed project, rather than just creation of a new/temporary partnership as a quick 'tweak' to meet short-term project funding requirements.

**Eligibility criteria for boost vote**

To be considered as a 'minority ethnic project', applying organisations must **demonstrate** that:

| ELIGIBLE FOR BOOST VOTE |
|---|
| 1. The applying organisation specifically supports in particular one or more minority ethnic communities, and so does the proposed project.<br><br>Also:<br><br>i. Management, staff and volunteers are mostly from minority ethnic communities<br><br>ii. At least half of the beneficiaries of this project will be from minority ethnic communities<br><br>iii. If/when necessary, Information and/or project materials are produced in more than one language, and interpreters/translators are routinely provided, or other cultural supports as required. |
| 2. The applying organisation – or a new and special part of the organisation's existing work (or a new partnership with another organisation) – is specifically dedicated to include and benefit members of minority ethnic communities. A significant/central aspect of this project is about supporting one or more minority ethnic communities, or working to bring different ethnic communities together.<br><br>Also:<br><br>iv. A significant proportion of management, staff and volunteers are from minority ethnic communities<br><br>v. At least half of the beneficiaries of this project will be from minority ethnic communities<br><br>vi. Research/outreach work has been carried out to find out more about the needs and barriers faced by minority ethnic communities, and what is needed to overcome them. Work has already been carried out on encouraging minority ethnic communities to become involved in the project. |

**'Demonstrating' the conditions of 1 and 2 above should include:**

- Being able to provide supporting evidence showing established work with minority ethnic communities.

- Providing details of plans or efforts to publicise the organisation/project and to distribute project information and materials amongst minority ethnic communities, to actively encourage their participation and to consider any special support issues that they may need.

- Making provision for translation and/or interpretation of project information into two or more languages, and/or providing other cultural support, as needed.

- Showing that special efforts have been made to extend the inclusivity of the organisation and/or the project by arranging dialogue resulting in a firm commitment to partnership with at least two different minority ethnic groups or communities for the period of this project, and a stated intention to maintain an ongoing relationship after the project ends.

- Documentation (e.g. designated contacts, minuted discussions, records of meetings) can be provided to prove the above, and to prove ongoing and active partnership beyond the immediate scope of this project, along with indications as to how it will be maintained (e.g. formal written documents such as signed Memoranda of Understanding or Service Level Agreements)

| NOT ELIGIBLE FOR BOOST VOTE |
|---|
| 3. While the project is inclusive in that it is open to all, including individual members of minority ethnic communities, no special efforts are planned or made to encourage or develop greater involvement of, or benefit for, minority ethnic communities, specifically. |

4. The project will involve or benefit a specific group of people, but none or almost none of them are members of minority ethnic communities.