



APPLICATIONS INVITED TO BE SUBMITTED BY 5.00 PM, THURSDAY, 25 AUGUST 2016

**FUND 1 = £22,092 to be allocated in grant awards of up to £1,000.
FUND 2 = £22,092 to be allocated in grant awards of up to £3,000.**

What you need to do:

- Fill out the attached application form and have it signed. (You may submit 2 applications if they are for different projects)
- Make sure the form is at Leith Library by 25 August 2016 along with a copy of your constitution, latest accounts and a quote/estimate for any item of equipment costing over £200.
- Have a stall at the Event on 8 October 2016 to tell voters about your project. This is also an opportunity to network and promote your organisation / group.
- If local people decide to give your project money, you will be asked to:
 - Return a signed acceptance and funding agreement.
 - Provide a short report on your project when it is finished with receipts for the money spent.

What we will do:

- Tell you when we have checked your application against basic criteria to make sure we can legally pay you if local people award you money.
- Provide you with a table at the Event on 8 October 2016 to promote your project and organisation/group to voting participants.
- Publicise the Event to encourage people to come along and speak to you about your project.
- Publicise your project on the website and social media.
- Publicise your project in local libraries.
- Invite you to the results event and tell you after the results event, what the local people decided for your project.
- Publicise the decisions made by local people on the website.
- If you are made an award, we will
 - send you a formal Letter of Offer, with a funding agreement and acceptance slip.
 - Pay the money to the bank account details you provided on the application.