Financial information

Please see Application Guidelines for details of what the grant can cover.

4a. How much money are you applying for?

.....

4b. Please outline the expenditures for this project only:

The money we award to eligible projects must achieve good value. For this reason we need at least two quotes for every item you propose to spend the grant money on. Only the cheapest quote needs to be written down below. Copies of quotes should be sent in with your application.

Item	Amount
Total	

4c. If any additional money is required to run this project who will provide it? Is this additional source of money secured or pending?

Additional Source	Secured	Pending

4d. Please give details of your organisation's income for the last two financial years:

City of Edinburgh Council

	Last year	This year	Pending
City Development			
Corporate Services			
Children & Families			
Culture and Leisure			
Health & Social Care			
Services for Communities			

Other sources

	Last year	This year	Pending
City Partnership Groups			
Lottery distributors			
Awards for All			
Social inclusion partnerships			
Other			

4e. What bank account do you want us to pay your grant into if your application is successful?

Name of Bank	
Bank Address	
Account Name	
Bank Sort code	
Account number	

5. Declaration

All applications must be signed by two people who are recognised as representatives of your organisation/group or your partner organisation. One of these people must be a board/management committee member.

You are being asked to declare that:

- You have read and will comply with all City of Edinburgh Council Funding Conditions
- To the best of your knowledge, that the information contained in this application and any accompanying attachments is accurate.

Signature .....

Name .....

Date .....

Position .....

Signature .....

Name .....

Date .....

Position .....

Please return this form to:

Local Community Planning
Edinburgh Council
Courtyard Level BC4
Waverley Court
4 East Market Street
Edinburgh EH8 8BG

Email: wasteaction@edinburgh.gov.uk
Tel: 0131 469 5070

EDINBVRGH
THE CITY OF EDINBURGH COUNCIL

Edinburgh Waste Action Grant Programme
Application Form

Please refer to the Waste Action Grant Programme Application Guidelines when you're filing in this Application Form.

You must complete the Application Form in full for your application to be considered: an incomplete application may be returned to you and can result in any decision being delayed.

If you have any questions about the form or application process, or would like help completing your application, please contact the Waste Education Officer on the details provided at the end of this application form.

CHECKLIST: YOU WILL NEED TO SEND IN COPIES OF THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION

- Constitution or Memorandum and Articles of Association for your own organisation or your grant project partner organisation. If you do not have this then please include proof of contact with the Edinburgh Voluntary Organisations Council (EVOC) to show you are in the process of constituting as a formal group. Contact details for EVOC are: 0131 555 9100 www.evoc.org.uk
- Two quotations for each item on your expenditure list.
- A copy of a bank statement with your bank account details and address.
- Waste Exemption Certificate from the Scottish Environment Protection Agency (SEPA) (where necessary). If you do not have this then please include proof of contact with SEPA to show you are in the process of applying for a Waste Exemption Certificate for your project. Contact details for SEPA are: 01786 457700 www.sepa.org.uk

Send all of the above with your application to:

Waste Education Officer, Edinburgh Council, Courtyard Level BC4, Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG

For internal use only

Date application received	
Application code	
Organisation / Group Name	
Name of project	

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Your organisation

Please refer to the application guidelines for help completing this form:

1a. Organisation/Group

1b. Principal contact and position

1c. Address and postcode

1d. Telephone

1e. Mobile

1f. Email

1g. Fax

1h. Website

Background information about your organisation

2a. Number of members

2b. When was your group founded?

2c. What does your group do?

2d. How does your group meet the needs of equalities groups?

2e. Does your group have a constitution?

This is a formal document that explains what the group does, who can join and how the group will run. EVOC can help you make a constitution (EVOC: 0131 555 9100 or www.evoc.org.uk)

☐ Yes and we have enclosed a copy with this application.

☐ No but we have contacted EVOC to discuss making a constitution.

☐ No but we are partnering with a community group that does have a constitution. We have enclosed a copy of their constitution with this application.

The grant project

3a. Project Title/Name

3b. How will you use this grant?

3c. We offer grants to projects that reduce the amount of waste going to landfill, how will your project achieve this?

3d. How many tonnes of waste do you anticipate diverting from landfill through your project?

3e. One of our main aims is to see projects directly engage with their communities and raise awareness about minimising waste and the reduction, reusing and recycling of waste. How will your project engage residents?

3f. How many residents do you anticipate directly involving through your project (please separately list the number of people you aim to reach through workshops, events, activities)?

3g. What kind of promotional or marketing activities will you be undertaking and how many people do you anticipate reaching through these mediums? (please separately list the number of people you hopt to reach through leaflets, adverts, press articles and other activities)

3h. Which Neighbourhood Partnership areas of Edinburgh will your project target?

3i. How well does your project meet the aims of the Community Plan for your Neighbourhood Partnership area?

3j. Are any other organisations involved in your proposal and have you consulted any partner groups (including Neighbourhood Managers) – if so which ones?