



# Application Form Guidelines and The City of Edinburgh Council’s Funding Conditions

Please consult these Application Guidelines when completing your Application Form to the Waste Action Grant Programme. If at any point you would like further assistance, please contact the Waste Education Officer. Their contact details are at the end of these guidelines.

## Application Criteria

Your application must meet the following criteria:

- ▶ Applications must be for locally targeted projects within the Edinburgh area.
- ▶ Applications for the larger grants of £500-£2,500 must be for projects that will be ongoing. For example, we will not fund applications for one-off events through a larger grant unless the event is part of a wider programme of local recycling and waste prevention events and activities.
- ▶ Applications for smaller grants of £50-£200 can be used for projects that are one-off, or to contribute to an already existing waste project.
- ▶ Applications must demonstrate how they will contribute to diverting waste from landfill.
- ▶ Applications must demonstrate how they will involve their local community to raise awareness about minimising waste and reducing, reusing and recycling of waste.
- ▶ Applications must demonstrate how they contribute towards achieving the aims of the Community Plan for their Neighbourhood Partnership area.
- ▶ Grants must be used within 1 year of the date awarded.
- ▶ The maximum grant award is £200 for small grants, and £2,500 for larger grants.
- ▶ Costing for individual items of capital expenditure (equipment and capital works and VAT) must be accompanied by two estimates or two quotations.
- ▶ Activity of a political or lobbying nature is not eligible.
- ▶ All applications must be from formerly constituted groups that have their own bank account, although partnership applications are welcomed from individuals working with constituted groups. Groups that are not already constituted but are keen to be constituted through the Edinburgh Voluntary Organisations Council process are welcome to apply. If you wish to constitute your group contact Edinburgh Voluntary Organisations Council ([www.evoc.org.uk](http://www.evoc.org.uk), 0131 555 9100) for advice.
- ▶ The grant programme funds volunteer run community projects; we do not fund staff wages, unless proof can be provided that the project cannot go ahead without paying a professional or consultant for training purposes.
- ▶ Applications can only be accepted from: fully constituted community groups with open membership criteria (or groups undergoing constitution), such as groups of interested residents, groups of young people, schools, eco-committees, parent councils and churches; groups or individuals working in partnership with fully constituted community groups; not-for-profit community sector organisations with open membership criteria working in partnership with a local community group.
- ▶ Groups are entitled to apply for repeat funding each year as long as they can demonstrate that they are applying for funding from other sources to sustain their project in the longer-term, or if they can demonstrate that the repeat funds are to be used for a new aspect of the project.

## Selection Criteria

Every application undergoes a fair and transparent marking system in order for the Awards Panel to decide whether or not to award funds. It is important that you read through the Selection Criteria section before completing the application form, so that you can make sure you are providing the information needed for the Awards Panel to make an informed choice when marking your application. If you need any guidance, please contact the Waste Education Officer.

In making its decisions the Awards Panel will only consider applications that meet the following three criterias:

▶ **ELIGIBILITY**

Is the group eligible for funding? Does the group really need the Waste Action Grant Programme funding – where else might they get funding from?

## Council Funding Conditions

The City of Edinburgh Council (CEC) has standard conditions for the award of Council funds. If you want to be considered for a CEC grant, you must be willing to accept the following standard conditions.

- 1 General**
  - 1.1 You must provide confirmation that your organisation is properly constituted. You will be asked to provide a copy of your constitution to the Council.
  - 1.2 You must only use the Council funds for the purpose stated in your funding agreement.
- 2 Sound Financial Practice**
  - 2.1 Your financial accounting practices will meet as a minimum the essential elements indicated in the Council's 'Financial Good Practice Guidelines'.
  - 2.1 If your total grant is more than £10,000, you will need to submit to the Council a statement of accounts audited by an independent qualified accountant indicating your trading position. This statement should be returned each financial year, either by 31 July or another date agreed with the Council.
  - 2.2 If your total grant is £10,000 or less, you will need to submit records and receipts to demonstrate that the council funds were used as indicated within the funding agreement. This report should be returned each financial year, either by 31 July or another date agreed with the Council.
  - 2.3 Failure by an organisation receiving £10,000 or more to submit a final report/SMAR or annual performance report on request will seriously jeopardise any future funding relationship with the Council.
- 3 Monitoring Council Funds**
  - 3.1 You will need to:
    - ▶ Maintain financial records in relation to work planned and undertaken;
    - ▶ Provide the Council with six-monthly income and expenditure statements, showing the source and application of its funds and details of service outputs;
    - ▶ Submit returns to the Council within six weeks of the recorded period;
    - ▶ Allow the inspection of your books by the Council if asked.
  - 3.2 At least one meeting per year will be held between the Council and the funded organisation to review the monitoring returns. The Council reserves the right to review the performance at more regular intervals.
  - 3.3 You will agree to complete and submit to the Council a SMAR (Self-Monitoring Annual Report) at the conclusion of each Council financial year.
  - 4 Protecting the Environment
    - 4.1 You will make sure that your organisation’s policies and practices minimise any detrimental effect to the environment and complement the Council’s commitment to protecting and improving the environment for Edinburgh’s future generations.
    - 4.2 You will have in place, or will develop an Environmental Policy which complies with the Council’s Environmental Good Practice. This guide is available upon request.

- 5 Equalities**
  - 5.1 You will make sure that your organisation’s policies or practice reflect the Council’s commitment to mainstreaming equalities. You are particularly reminded of your legal duties to avoid discrimination in recruitment and conditions of employment.
  - 5.2 You will actively promote access to services for the following groups identified within the Council’s mainstreaming strategy:
    - ▶ disabled people;
    - ▶ people from Black and Minority Ethnic groups (including Gypsy/Travellers, Asylum Seekers and Refugees);
    - ▶ lesbians, gay men, bisexual and transgender people;
    - ▶ women;
    - ▶ children and young people in any of the above groups ;
    - ▶ older people;
    - ▶ social Class 4 and 5.
  - 5.3 In service provision and employment matters, the policies and practices of your organisation should as a minimum ensure compliance with the following statutory requirements:
    - ▶ Equal Pay Act 1970;
    - ▶ Sex Discrimination Act 1975;
    - ▶ Race Relations Act 1976 and Race Relations Amendment Act 2000;
    - ▶ Disability Discrimination Act 1995;
    - ▶ Human Rights Act 2000;
    - ▶ The Employment Equality (Sexual Orientation) and (Religion and Belief) regulations 2003.
  - 5.4 If asked, you must produce information in accessible formats (i.e. tape, disk format, Braille, large print (18 or 36 point) and community languages. The Council can help you do this through the services offered by the Interpretation and Translation Service (ITS) who can be contacted on 0131 242 8181. A useful guide is the Council’s Access to Information Guidelines which set out the Councils standards for accessibility. These guidelines are available on request from the Council Equalities Unit on 0131 469 3603.
  - 5.5 You will need to monitor requests for information in accessible formats as above and provide details to the Council’s lead Support Officer at any funding agreement meeting.
- 6 Staff and Volunteers**
  - 6.1 If your activities involve children and vulnerable people, you must:
    - ▶ operate a vetting policy for staff and volunteers;
    - ▶ train staff and volunteers to communicate effectively with parents/carers and children and be aware of child safety issues.

Copies of procedures which may offer a useful framework are available from your supporting department.
  - 6.3 If your activities involve volunteers, you must have in place a volunteering policy and good practice guidelines whose standard is as a minimum equivalent to those of the Council.

- 7 Sponsorship and Publicity**
  - 7.1 If offered sponsorship packages from the tobacco industry, you must, advise the lead Council Support Officer at the earliest opportunity.
  - 7.2 If you produce any publicity or promotional information about the organisation (including information of events or exhibitions, recruitment information, or annual reports), this material must indicate the Council’s support.
  - 7.3 You must adhere to Council procedures relating to the acknowledgement of funding (Uniquely Edinburgh) e.g. the Council logo, or the words ‘Supported by the City of Edinburgh Council’ should always appear on promotional material, programmes, annual reports and job vacancy advertisements.
  - 7.4 By prior agreement, the Council and the funded organisation shall be entitled to:
    - ▶ host promotions, photo calls, and press briefing at mutually convenient times, located within the funded organisation;
    - ▶ issue press releases regarding areas of the funding relationship at any time throughout the period of the fund.
  - 7.5 During the period of funding, any press release which relates to the relationship between a funded organisation and the Council, must be agreed by both parties before being issued.
  - 7.6 Section 2 of the Local Government Act 1986 prohibits the Council from publishing any material that appears to be designed to affect public support for a political party. The same section also prohibits the Council awarding funding to organisations for this purpose.
- 8 Communication/monitoring of funded organisations**
  - 8.1 The Council will identify a lead department for your funding award. This lead Department will:
    - ▶ co-ordinate all matters that relate to your application for funding;
    - ▶ establish your funding agreement and progress reviews;
    - ▶ inform you of any changes in Council policy that may have a bearing on your funding relationship.
  - 8.2 Where applicable the lead Department will appoint a Reporting Officer with the specific task of monitoring funded organisations in line with Council policy.
  - 8.3 The Council and funded organisation will each nominate a contact person to:
    - ▶ be the initial point of contact for their respective organisation to respond to matters relating to the funding relationship;
    - ▶ ensure the agreed monitoring and review processes are effectively managed.
  - 8.4 Your contact person will ensure that:
    - ▶ the Council is informed, if for any reason, you consider you may not be able to continue to provide the funded service or activity;
    - ▶ you submit any monitoring reports in good time;
    - ▶ your organisation is represented at funding agreement reviews;

- 9 Miscellaneous Conditions**
  - 9.1 You will ensure employees are allowed access to trade union membership without penalty and adopt any procedures necessary to give recognition to that trade union.
  - 9.2 You will ensure that you have insurance including public liability adequate for all activities.
  - 9.3 You will provide, if requested, evidence that where the award is used to purchase items of equipment, the equipment is adequately insured. In the event of the equipment being lost, stolen, or damaged and not replaced, money obtained from the insurance must be paid to the Council.
  - 9.4 In the event of items of capital equipment funded by the Council being no longer required, or an organisation with such equipment ceasing to exist, at the discretion of the appropriate director of service, the equipment should be returned to the Council.
  - 9.5 You will notify the Council of any conflict of interest that may reasonably be deemed to affect the impartiality of any member of staff, volunteer, Office Bearer or Board/Management Committee Member on any matter relevant to his or her duties.
  - 9.6 Provide evidence to the Council that the organisation is working to support the principles of Best Value. These principles include:
    - ▶ accountability to service users;
    - ▶ transparency in the organisation’s decision-making through easily accessible information;
    - ▶ demonstration of continuous improvement in the provision of services or activities;
    - ▶ encouraging ownership of the organisation by all stakeholders through effective consultation processes.
- 10 New conditions of grants**
  - 10.1 The Council reserves the right to introduce new conditions of grant as necessary.



#### ► TYPE OF PROJECT

Does the application fit in with the themes outlined in the Types of Funding section and in the Waste Action Grant Programme Toolkit?

#### ► NEIGHBOURHOOD PRIORITIES

Does the application reflect the aims of the Community Plan for the Neighbourhood Partnership area that the project will be impacting upon? For details of the Community Plans for each Neighbourhood Partnership area please look at the website: [www.edinburghnp.org.uk](http://www.edinburghnp.org.uk)

Alternatively, contact the Waste Education Officer for more information.

It is essential, for your application to be considered that you have made it clear your group is eligible, that the type of project is something the Waste Action Grant Programme will fund and that it fits with the Community Plan for your Neighbourhood Partnership area. Please consult the Toolkit for guidance on these sections.

Applications which meet the above three criterias are then scored according to a simple rating system, on a range of different criteria, to mark each application according to whether the application is Strong, Fair or Weak. This is achieved by marking each application out of 5 for each of the points below so that:

Strong = 24-35  
Fair = 13-23  
Weak = 0-12

#### ► HOUSEHOLDER INVOLVEMENT

How many people will the project directly engage through workshops, events, activities?

**Applications should be scored as follows:**

5 = 1,000+  
4 = 500 – 1,000  
3 = 250 – 500  
2 = 100 – 250  
1 = <100

#### ► HOUSEHOLDER AWARENESS RAISING

Is this project likely to effect real changes in attitudes of a large number of people? How many people will the project reach through leaflets, posters, adverts, radio, television, website and other marketing activities?

**Applications should be scored as follows:**

5 = 100,000+  
4 = 50,000 – 100,000  
3 = 25,000 – 50,000  
2 = 10,000 – 25,000  
1 = <10,000

#### ► DIVERSION OF WASTE FROM LANDFILL

How many tonnes of waste is this project likely to divert from landfill? Is there a tangible anticipated tonnage diversion and evidence for effective evaluation and reporting on tonnes of waste diverted? Is there only an indirect tonnage diversion and if so can we quantify this through assessing attitudinal change?

**Applications should be scored as follows:**

5 = tangible tonnage diversion (10 tonnes +)  
4 = tangible tonnage diversion (less than 10 tonnes)  
3 = potential tonnage diversion but no way to monitor this  
2 = indirect tonnage diversion (e.g. shown through surveys)  
1 = not possible to quantify/ no tangible indirect or direct tonnage diversion

#### ► PARTNERSHIP WORKING

Does the application involve supporting or working with existing initiatives, and if so who are they and how many?

**Applications should be scored as follows:**

5 = 5 groups/organisations  
4 = 4 groups/organisations  
3 = 3 groups/organisations  
2 = 2 groups/organisations  
1 = 1 groups/organisations

#### ► CLEAR PROJECT OUTLINE

How well is the form completed? Have relevant quotes for work over £100 been supplied? Has the project outline demonstrated a clear link to the expenditure requested and have two quotes been supplied for all items over £100?

**Applications should be scored as follows:**

5 = Very clear and thorough  
4 = Clear project plan and all quotes included  
3 = Clear project plan but missing quotes  
2 = Unclear project plan  
1 = Unclear project plan and missing quotes

#### ► RISK

Is the track record of the group/organisation satisfactory? Have the group provided a clear indication that the volunteers will be committed to carrying out the project? Has the idea been clearly thought out and can be demonstrated to show viability?

**Applications should be scored as follows:**

5 = No anticipated risk  
4 = Limited risk  
3 = Medium risk  
2 = High risk  
1 = Total risk

## Filling in the application form

### Section 1: Your organisation/group

#### 1a. Name of organisation/ group

This should be the organisation that will have financial and managerial responsibility for the grant. Include the name of your organisation as it appears in your constitution or set of rules. If your group is not constituted make sure you list the name of your partner constituted group. If you wish to constitute your group contact Edinburgh Voluntary Organisations Council ([www.evoc.org.uk](http://www.evoc.org.uk), 0131 555 9100) for advice.

#### 1b. Principal contact name and position

This should be the person in your organisation responsible for the application and who can talk about it in detail if required.

#### 1c- 1h. Address, phone, fax, email, website

These should be the address/contact details of the organisation/group where the grant will be used, or the principal contact.

## Section 2: Background information

#### 2a. Number of members

This is the number of members currently in your organisation or group.

#### 2b. When was your group founded?

This is the year your group first started working together.

#### 2c. What does your organisation do?

This should be a brief outline of the activities your organisation does at the moment in your community and a description of its aims and activities.

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

If you are providing a service/activity which is open to the general public, please tell us what steps you will take to ensure that the project will be accessible to people from equalities group, for example:

If organising a training workshop for local residents, how will you ensure those individuals with varying cultures and needs will be encouraged to participate? For example, you could work with local equalities groups or undertake meetings in venues that are accessible to disabled individuals.

#### 2e. Does your organisation have a constitution?

This is a formal document that explains what the group does, who can join and how the group will run. The Edinburgh Voluntary Organisations Council (EVOC) can help you make a constitution if you do not have one already. Their details are: [www.evoc.org.uk](http://www.evoc.org.uk) and 0131 555 9100.

### Section 3: The Grant Project

#### 3a. Name of project

This should be a descriptive title for the project you are proposing. For example, ‘XXXX Bag for Life Project’ or ‘XXXX Community Composting’.

#### 3b. How will you use this grant?

Please describe in as much detail as you can (around 500–1,000 words) the project you propose undertaking and how you plan to spend the Waste Action Grant. If you are applying for a small grant, please explain how this funding will support existing projects and provide details about those existing projects.

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

Edinburgh City Council views waste as a resource that should wherever possible be reduced, reused or recycled. The Waste Action Grant Programme therefore encourages communities to design projects that will contribute to this ethos. As such, we request groups, where possible to monitor the amount of waste being diverted from landfill through a project. For some projects this is easier than others. We can offer practical advice in how to measure the amount of waste diverted from landfill: please contact the Waste Education Officer for more information. If your project is not going to result in obvious measurable waste diversion from landfill, it will need to have some kind of behavioural change aspect to it in terms of encouraging residents to reduce, reuse and recycle. In this type of project, you might wish to undertake a survey of participants to highlight any change in attitudes towards waste.

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

Please estimate the number or weight of waste items you anticipate diverting from landfill through this project. You can get advice from the Scottish Environment Protection Agency ([www.sepa.org.uk](http://www.sepa.org.uk), 01786 457700) on how to convert numbers of items to tonnes of waste (for example a car boot full of scrap, or 100 toys, or a full 100litre compost bin). If your project is focussing on behavioural change and not waste diversion please make reference to any attitudinal surveys or monitoring you are going to do to assess the impact of your project in terms of waste diverted from landfill.

#### 3e. One of the main aims of the Grant Programme is to support projects which engage with their wider communities and raise awareness about minimising waste and reducing, reusing and recycling of waste. How will your project engage residents?

Please list in this section the types of activities you will be undertaking as part of your project

that will directly involve residents. For example, you might be engaging residents through educational workshops, family events, donation days or ‘bag for life’ sales.

#### 3f. How many residents do you anticipate directly involving through your project (through workshops, events and activities)?

Please list how many people you will aim to involve directly through the different aspects of your project. This is very important as this is one of the main determining factors to you being awarded funding through this grant programme.

#### 3g. What kind of promotional or marketing activities will you be undertaking and how many people do you anticipate reaching through these mediums?

Please list the types of activities you will be undertaking to reach your wider audience. For example, are you going to produce leaflets, posters or do adverts and articles? Please include circulation figures for any adverts booked and print runs for posters or leaflets.

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

Please specify the areas you will be working in and which areas you think people who will benefit from your project are from.

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

This is important as any application will need to be complementing the work being undertaken by Neighbourhood Partnerships in local areas in terms of priorities and actions for that area.

For details of the Community Plans for each Neighbourhood Partnrship area please look at the website: [www.edinburghnp.org.uk](http://www.edinburghnp.org.uk)

Alternatively, contact the Waste Education Officer for more information.

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

If your application proposal involves working with other organisations, or working in a specific Neighbourhood area, you should list the names of the organisation and the representatives with whom you plan to work.

## Section 4: Financial Information

#### 4a. How much money are you applying for?

Please list the total amount you are requesting from the Waste Action Grants Programme. There are two tiers of grants: £50- £200 for small grant applications and £500-£2,500 for larger grant applications.

#### 4b. Please outline the expenditures for this project.

Please make sure that the total amount you have asked for is based on real and accurate costs, represents value for money and that all the costs listed in the expenditures box add up to the total grant you have requested.

We require at least two quotes for each item over £100 listed and you will need to send these in with your application. Only the cheapest quote needs to be listed on the expenditure form.

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

The Council is committed to joint action and the promotion of partnership and collaborative working. Please indicate any other organisations that will be involved with your proposed project, organisations that you have applied for funding from and also if your application is successful.

#### 4d. Your organisation’s income

Please list any external income you have received over the past two years, in as much detail as possible. If you have not received external funding then please leave this section blank.

#### 4e. Bank Details

Please give the full bank account details including the full sort-code and account number. We will use this to pay your grant by electronic transfer should your application be successful.

## Section 5: Declaration

You need to read this section, make sure you are happy with it and fully understand it before signing the application form. Two people have to sign the form, both of whom are representatives of your organisation/group or your partner organisation. One of these people must be a committee member.

## Waste Action Grant Programme Contact

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Waverley Court  
4 East Market Street  
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**Tel: 0131 469 5070**

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