

## PARTICIPATORY BUDGETING FUND FUNDING CRITERIA (REVISED - APRIL)

Midlothian Council and NHS Lothian have provided a £16,000 Participatory Budget to support groups to improve health through promoting healthy eating activities such as, supporting community growing schemes, accredited training such as Food Hygiene course and other food related activities.

### GRANT FUNDING OF PROJECTS / GROUPS:

- Groups can make applications for a grant of up to **£2,500** for financial assistance for their project or group to deliver a healthy food related project.
- The grant must be fully spent by **31 March 2018**.
- The money must be used for a project that delivers clear outcomes and aims to make a ***difference or change*** within the Mayfield & Easthouses community.

### WHAT TYPES OF PROJECT WILL BE FUNDED?

- There is **no prescriptive list of activities that will be funded**.
- All projects should aim to reduce inequalities by working with people who experience poorer health outcomes or who have difficulties accessing services.
- All projects must also be able to demonstrate sustainability or lasting impact. For example, they should result in changes of practice within organisations (commitment to promoting healthy eating on a long-term basis, serving healthier snacks to client groups, introducing a healthier range of options on menus, etc).
- All work must be new or additional to existing projects or services. We will consider applications for work that represents a 'next step' or development of activities that have already taken place.

### GROUPS ELIGIBLE TO APPLY ARE:

Voluntary and community organisations and groups operating within the area of by Mayfield and Easthouses can apply. Applications to the fund must have the following:

- A **constitution or a set of rules** to show that the group is legally eligible to receive a grant and is entitled to run the planned project. The constitution must also have an acceptable 'dissolution' clause, which guarantees that any assets purchased with a grant from the fund are kept for the benefit of the community even if operation of the group ends or is 'dissolved'.

- If a group is not constituted they can still apply providing the application is sponsored and supported by a credible constituted organisation who can act as 'grant holder' on their behalf.
- **You will receive help to create a Constitution if your group does not already have one.**

### **A BANK OR BUILDING SOCIETY ACCOUNT WILL BE REQUIRED**

- An account must be held in the organisation's name, with the signatures of at least two members of the group needed for each cheque or payment.
- These individuals should not be related.
- **You will receive help to set up a bank account if your group does not already have one.**
- **In addition, annual accounts** (for groups that have been established for more than 12 months), or a 12 month cash-flow forecast for new organisations (less than 12 months old), which are presented and audited/approved in line with their guidelines or their constitution.

### **WHO CANNOT APPLY FOR FUNDING?**

The following are not eligible to receive support:

- Individuals
- Private businesses
- Statutory bodies
- National organisations unless clearly working with a group in Mayfield and Easthouses
- 'Friends of' groups where the end beneficiary will clearly be a statutory body
- Organisations not established in the UK
- Schools **cannot** but Parent Councils (PC) **can** providing that the application clearly indicates that member(s) of the PC are actively involved in the project and is not part of the school curriculum.

### **INELIGIBLE APPLICATIONS**

Applications are not eligible for consideration if:

- The project beneficiaries are located outside the Mayfield and Easthouses area.
- The activity is entirely or mainly set up to promote religious or political beliefs.
- The activity is a statutory responsibility, or a replacement for statutory provision.
- The grant will not be spent before **31<sup>st</sup> March 2018**.
- The grant request is for a contribution towards a larger project

### **COSTS THAT WILL NOT BE FUNDED**

- Overseas travel costs and expenses
- Deficit or retrospective costs (in other words, costs you owed or promised to pay before your application was approved)
- School fees
- Medical or research equipment
- Bank or audit charges
- Fees for independent or external professional fundraisers
- Capital contingencies
- Private pension schemes
- Gifts and entertaining
- Management and administration costs
- Please note that the above list is not exhaustive

### **HOW MUCH YOU CAN YOU APPLY FOR**

The total budget for the Mayfield and Easthouses community is **£16,000**

- The maximum grant will be **£2,500**.

### **MONITORING AND EVALUATION:**

- It is recommended that the evaluation be conducted throughout the length of the project.
- At the end of the project, you will have to complete a Monitoring Report detailing how the grant was spent.
- This document should describe what the grant was spent on and what *difference* receiving the grant has made to the group and its members.
- Monitoring and evaluation document templates will be supplied.

### **'THE COMMUNITY DECIDES'**

- People from the Mayfield and Easthouses community will decide and vote on which funding applications are most important to them and will receive funding.
- An event will be held in **Mayfield Church Hall** on **20<sup>th</sup> May 2017**.

## **TERMS AND CONDITIONS:**

- The applicant(s) must complete the monitoring form stating exactly how the money was used and what benefits were actually derived from the grant; as a result of the funding, what **outcomes** (changes or differences) were achieved?
- Should an organisation stop operating, funds or assets purchased with the grant, should be returned to Midlothian Council for reallocation.
- It is the responsibility of the organisation to ensure that any assets or activities resulting from the receiving of an award are properly insured.
- Grants are awarded on a one off basis.
- Any money that is not spent by **31<sup>st</sup> March 2018** must be returned to the fund holder, Midlothian Council, for redistribution
- Successful applicant groups may be requested to provide properly authorised photographs, DVD's for reproduction in support of the Participatory Budgeting evaluation.

## **HOW TO APPLY**

- Complete an application form and submit it to:

**Barbara Scott**

**Midlothian Council**

**Fairfield House**

**DALKEITH**

**EH22 1DN**

together with the supporting information (detailed on application form)

- Alternatively, you can submit electronically to the following address:

**[pbgrants@midlothian.gov.uk](mailto:pbgrants@midlothian.gov.uk)**

- Quotes will be required for equipment costing more than £100
- Please note that you must retain **ALL** receipts for purchases made during the project
- If you need support with your application contact Communities Officer, Paul Johnson: [paul.johnson@midlothian.gov.uk](mailto:paul.johnson@midlothian.gov.uk) or ☎ 0131 270 5675 or Stephen Bermingham: [stephen.bermingham@midlothian.gov.uk](mailto:stephen.bermingham@midlothian.gov.uk) or ☎ 0131 271 3338



- APPLICATION DEADLINE IS **Monday 8<sup>th</sup> May 2017**