Some important information before your start

- This application form is for the **Community Resilience Start-Up Grant Fund** – grants of up to £250.
- Please inform us if you have any additional communication needs.
- Please make sure you answer all of the questions.
- If possible, please complete the application form electronically. Application forms are available to download at [www.midlothian.gov.uk/funding](http://www.midlothian.gov.uk/funding) or by telephoning 0131 270 6765.
- If you have received this form by email, you can type directly into it and save your answers. Please remember that you need to save the form to your own computer first.
- The completed application form and supporting documentation should be returned to us at [grants@midlothian.gov.uk](mailto:grants@midlothian.gov.uk)
- If you are unable to send the application and all documentation by e-mail you should print and post all information to us at:

  **Barbara Samuels**  
  **Midlothian Council Communities Team**  
  **(Community Resilience Start-Up Grant Fund)**  
  **Fairfield House**  
  **8 Lothian Road**  
  **Dalkeith**  
  **EH22 3AA**

- You will receive confirmation of receipt of your application by e-mail.
- Please use the checklist to ensure that you have included the required additional information and agree with the grant conditions.

Any questions?

Look at the **Website** [www.midlothian.gov.uk/funding](http://www.midlothian.gov.uk/funding)

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

**☎**  
0131 270 6765
CRITERIA

We welcome applications from local community groups that wish to establish their own Community Resilience Teams in Midlothian.

YOUR APPLICATION

Q1. What is the name of your organisation?

Q2. Please give contact details of the person responsible for this application.

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<th>Name:</th>
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<td>Telephone</td>
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Q3. What type of organisation are you?

☐ Constituted group (including sports clubs).
   *League/governance body Reg. or Affiliation no. if applicable:*

☐ Registered Charity *Insert Registration Number*

☐ Company Ltd by Guarantee *Number*

☐ Community Council

☐ Other
Q4. Briefly describe what activities and/or items you would like us to fund and why they are needed (150 words max)

Q5. What is the breakdown of the amount you are applying for?

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<tr>
<th>Item or Activity</th>
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TOTAL

Q6. Are you currently in receipt of any other income from Midlothian Council?

☐ YES ☐ NO

If yes, please describe:

CHECKLIST

Please tick to confirm:

☐ Appropriate organisational policies/procedures are in place, i.e. a Bank Account in the organisation’s name with two unrelated, named signatories.

☐ I have read the conditions for this application and can confirm my organisation meets the criteria for the grant (including for example club affiliation requirements in the case of sports activities). Please note that the Council will not fund activities that promote a particular religion or political party.

☐ If you submit your application by e-mail and are able to include an electronic signature please do so, alternatively type your name. If your application is successful, your signature will be required at the offer of grant stage.

☐ The declaration on the next page is signed.
DECLARATION

Please note that, if you provide false or incomplete or misleading or misrepresenting or inaccurate information in your application or if at any point in the life of any grant awarded fraud is identified, the Council may hold you liable and will be entitled to stop any further scheduled payment under the grant agreement as well as provide your details to relevant fraud prevention agencies.

The Council may use the information you have provided on your application form during assessment and during the life of your grant (if awarded) to administer and analyse grants and for research purposes.

The Council may give copies of all or some of this information to individuals and organisations we seek advice from when assessing applications, administering the programme, monitoring grants and evaluating funding processes and impacts. These organisations may include accountants, external evaluators and other local authorities or organisations involved in delivering the project.

The Council may share information with organisations and individuals with a legitimate interest in Midlothian Council Grant Scheme applications and grants or specific funding programmes. The Council recognise the need to maintain confidentiality and details will not be made public in any way, except as required by law.

The Freedom of Information Act 2000 gives members of the public the right to request any information that the Council hold. This includes information received from third parties such as, although not limited to; grant applicants, grant holders, service providers or contractors and people making a complaint. If information is requested under the Freedom of Information Act, the Council will release it subject to exemptions, although we may choose to consult with you prior to the release of the information. On completion and submission of this form you confirm that you understand the Council’s obligations under the Data Protection Act 2018, the Freedom of Information Act 2000 and that you accept that as long as our actions conform to the relevant law we will not be liable for any loss or damage that you suffer as a result of us fulfilling our obligations.

We confirm that the information contained in this application is to the best of our knowledge true and accurate, that the application complies with Midlothian Council’s Conditions of Grant and that we will comply with the terms and conditions of Grant. Failure to abide by conditions may result in organisations having to repay their grant and could affect future funding applications.

Print Name
Signature
Position in

Witness Name
Signature
Date
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<th>Organisation</th>
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