
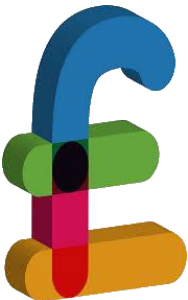










# YOUR VOICE YOUR CHOICE 2

Musselburgh  
Area Partnership

## GUIDANCE

	<p><b>WHAT IS YOUR VOICE YOUR CHOICE?</b></p> <p>“YourVoiceYourChoice2” is a Musselburgh Area Partnership initiative and is an exciting opportunity for the community to put forward local ideas for projects which will have a positive impact in tackling poverty and reducing inequalities in our community. Everyone in the communities of Musselburgh, Old Craighall, Wallyford and Whitecraig over the age of 8 can vote. A series of voting days will take place within the community during March.</p>
	<p><b>HOW MUCH MONEY IS AVAILABLE?</b></p> <p>A total of £65,000 is available to fund projects. £20,000 has come from the Musselburgh Area Partnership along with a further £45,000 which was successfully bid for from the Scottish Governments Community Choices Fund</p> <p><b>HOW MUCH CAN I APPLY FOR?</b></p> <p>Applications can be made for funding from £100 up to a maximum of £10,000 for a single project.</p> <p><i>Note: If your project will cost more than the amount you are applying for, you must show that you will have the rest of the money, and can complete the project.</i></p>
	<p><b>KEY DATES</b></p> <p><b>MONDAY 3<sup>RD</sup> DECEMBER – APPLICATIONS OPEN</b> (See below for how to apply)</p> <p><b>THURSDAY 31<sup>ST</sup> JANUARY – APPLICATIONS CLOSE</b> (No applications will be accepted after midnight on this date)</p> <p><b>MONDAY 4<sup>TH</sup> FEBRUARY – SELECTION PROCESS</b> (All applications will be subject to a selection process to ensure that they meet the criteria, rules and aims of this initiative. The decision of the selection panel is final.)</p> <p><b>THURSDAY 7<sup>TH</sup> FEBRUARY – NOTIFICATION</b> (Notification to successful projects to voting process)</p> <p><b>MARCH 2019 – COMMUNITY PUBLIC VOTE</b> (A date or dates will be notified to the public when the community voting process will take place and by what means).</p>

	<p><b>WHO CAN APPLY?</b></p> <p>An application can be submitted by any group, organisation or individual serving the communities of Musselburgh, Old Craighall, Wallyford and Whitecraig.</p> <p>Applicants must meet the following criteria:</p> <p><b>A</b> – Be a Constituted Group and have a bank account, or  <b>B</b> – If not a Constituted Group, have a sponsor organisation to receive funds on their behalf</p> <p><i><b>Note:</b> Funds can only be transferred to an organisation with a constitution and bank account. If you are applying as an individual, or a group, that does not represent an organisation with a constitution and bank account, please select a sponsor organisation who can receive the funds on your behalf. All successfully funded applicants will be required to provide a finance sheet at the end of their project to show how funds were spent.</i></p>
	<p><b>WHAT TYPE OF PROJECTS COULD BE FUNDED?</b></p> <p>Any type of project can be submitted that you think will have a positive effect on the community in reducing poverty and inequalities.</p> <p>However, the following are key areas required to be addressed in tackling poverty and inequalities:</p> <p><b>HEALTH &amp; WELLBEING</b></p> <p><b>STRENGTHENING THE COMMUNITY</b></p> <p><b>RAISING ACHIEVEMENT</b></p> <p><b>INCLUDE EVERYONE</b></p> <p><b>EDUCATION</b></p> <p><b>EMPLOYMENT &amp; TRAINING</b></p> <p><b>Note:</b> Applications cannot be submitted to fund ongoing projects. Applications must be for a new project or initiative. (see below)</p>
	<p><b>WHAT WILL BE CONSIDERED?</b></p> <p>Your project must:</p> <ul style="list-style-type: none"> <li>• Benefit the communities of either Musselburgh, Old Craighall, Wallyford and Whitecraig.</li> <li>• Your project must address real needs in the community.</li> <li>• Your project must demonstrate a positive impact on reducing poverty and inequalities.</li> <li>• Your project must be either a new project or a distinct addition to an existing project, not just a continuation of an existing project.</li> <li>• If your project is funded, it must be completed within 12 months from receiving the funding.</li> </ul>

	<p><b>WHAT WILL NOT BE CONSIDERED?</b></p> <p>Applications will not be selected for</p> <ul style="list-style-type: none"> <li>• Organisations/groups/projects that do not comply with equalities</li> <li>• Party political, lobbying or religious activity, although applications can be accepted from faith groups if they are for community work</li> <li>• Routine property maintenance or repairs or ongoing running costs; e.g. salaries, electricity, rent/rates, insurance, postage, phone, website.</li> <li>• Servicing of debt or monies already spent</li> <li>• Contributions to larger fund-raising, e.g. new building.</li> </ul>
	<p><b>HOW DO I APPLY?</b></p> <p>Applications forms can found via the following link:</p> <p><a href="http://www.eastlothian.gov.uk/musselburghap">www.eastlothian.gov.uk/musselburghap</a> and should be sent to <a href="mailto:musselburgh-ap@eastlothian.gov.uk">musselburgh-ap@eastlothian.gov.uk</a></p> <p>Alternatively hard paper applications can be sourced by emailing: <a href="mailto:musselburgh-ap@eastlothian.gov.uk">musselburgh-ap@eastlothian.gov.uk</a>. Paper applications can be sent to:</p> <p>Your voice Your Choice c/o Stuart Baxter   Area Manager   Brunton Hall   Ladywell Way   Musselburgh EH216AA</p>
	<p><b>OTHER RULES AND CRITERIA</b></p> <p><b>SELECTION PROCESS:</b> Prior to the public vote in March, all applications will be subject to a selection process to ensure that every application meets the criteria in this guidance. A great deal of weight will be placed on how the application helps reduce poverty and inequalities. The decision of the selection panel is final.</p> <p><b>SIMILAR APPLICATIONS:</b> If applications are received for similar projects, the respective applicants may be approached to consider a joint working project.</p> <p><b>PROJECT PROMOTION:</b> Applicants reaching the voting stage will be required to provide sufficient information so their project can be viewed by the public during the community voting process. This may include images, a short presentation or a short video facilitated by the Musselburgh Area Partnership.</p> <p><b>MEDIA:</b> Successful applicants may be asked to provide details for media coverage. A date will be chosen for an event where the successful applications will be announced. All applicants who reach the voting stage will required to attend.</p>
	<p><b>HELP!!!</b></p> <p>We want to ensure that you application has the best possible chance of getting to the voting stage and we are happy to help you. If you need any assistance then please contact either of the following and we will do our best to provide assistance.</p> <p>Email: <a href="mailto:musselburgh-ap@eastlothian.gov.uk">musselburgh-ap@eastlothian.gov.uk</a></p>

Telephone: Caroline Davis: 0131 653 4071 (leave message if not answered)

### WHAT HAPPENS IF MY PROJECT IS SUCCESSFUL?



- If your project has successfully made it past the selection stage, then it will be part of a public vote.
- A public voting process will be put in place for March 2019. Full details of the voting process will be made public nearer the time.
- The projects that receive the most votes from the public will be funded.
- Funding of all projects will only be to the total value of £65,000
- This successful projects will be announced at a public event on a date to be decided.
- All applicants whose projects were subject to the public vote will be required to attend the announcement event or have representation.
- Successful projects voted for by the public will receive their funding within 14 working days of the announcement.
- Funding will only be paid into a constituted bank account.
- You will be required to provide evidence of the spending on the project for the amount successfully funded as required by the Musselburgh Area Partnership.
- You will be required to provide an interim and final evaluation and update of your project in a format and at a time required by the Musselburgh Area Partnership