|  |  |  |
| --- | --- | --- |
| **East Lothian Council**  **One Council Partnership Fund**  **Grants for Communities** | | |
| **2024/2025** | | |
|  | | |
| **ourvision** | | |
|  | | |
| For Official Use only  **Name of Organisation** |  | Date received: |

* This application form is for a **grant** for 2024/25 under East Lothian Council’s One Council Partnership Fund.
* The closing date for applications **is Friday 1st December 2023.**
* Please note before completing this application for funding you should refer to the **East Lothian Council Plan** **2022-27** and **The East Lothian Plan 2017-27,** the Partnership’s Local OutcomesImprovement Plan (LOIP),available at:

[The Council Plan 2022-27 | Our performance | East Lothian Council](https://www.eastlothian.gov.uk/info/210603/performance_and_spending/12729/the_east_lothian_council_plan_2022-2027)

[East Lothian Plan 2017-27 | East Lothian Council](https://www.eastlothian.gov.uk/downloads/download/12534/east_lothian_plan_2017-27)

* Information and frequently asked questions about this fund can be found at [www.eastlothian.gov.uk/funding](http://www.eastlothian.gov.uk/funding)
* The completed application form and supporting documentation should be emailed to: [partnershipfunding@eastlothian.gov.uk](mailto:partnershipfunding@eastlothian.gov.uk)
* 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.
* If you have any questions, please refer to the Council’s website:

<https://www.eastlothian.gov.uk/info/210623/funding/12403/one_council_partnership_fund>

or email: [partnershipfunding@eastlothian.gov.uk](mailto:partnershipfunding@eastlothian.gov.uk)

|  |  |  |  |
| --- | --- | --- | --- |
| **Q1.** **What is the name of your organisation?** | | | |
| **Name:** | |  | |
| **Address:** | |  | |
| **Postcode** | |  | |
| **Telephone number** | |  | |
| **Email** | |  | |
| **Website** | |  | |
|  | | | |
| **Q2. Please provide the contact details of the person responsible for this application** | | | |
| **Name:** |  | | |
| **Role:** |  | | |
| **Address:** |  | | |
| **Postcode:** |  | | |
| **Telephone:** |  | | |
| **E-mail:** |  | | |
|  | | | |
| **Q3.** **What type of organisation are you?** | | | |
| **Constituted group (including sports clubs)** | | |  |
| **Registered Charity** *Insert Registration Number* | | |  |
| **Community Council** | | |  |
| **Other** | | |  |
|  | | | |
| **Q4. Please describe what activities and/or items you would like us to fund.** | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |

|  |  |  |
| --- | --- | --- |
| **Q5.** **Referring to the Council Plan and East Lothian Partnership’s Local Outcomes, which of the following outcomes will your project support? (please tick)** | | |
|  | | |
| Grow our **Economy** – increase sustainable and inclusive growth as the basis for a more prosperous East Lothian |  |  |
|  | |  |
|  | |  |
| Grow our **People -** give our children the best start in life and protect vulnerable and older people | | |
|  | |  |
|  | |  |
| Grow our **Communities** - give people a real say in the decisions that matter most and provide communities with the services, infrastructure and environment that will allow them to flourish | |  |
|  | |  |
|  | |  |
| Grow our **Capacity –** deliver excellent services as effectively and efficiently as possible within our limited resources | | |
|  | |  |
|  | |  |
| **Local Outcomes Improvement Plan** (LOIP)  **Theme 1 Prosperous:** | | |
| Outcome 1.1 East Lothian people are working, are free from in-work poverty and are able to develop and improve their work skills. | |  |
| Outcome 1.2 Local businesses are thriving and the business base is expanding. | |  |
| Outcome 1.3 People and businesses in East Lothian have better access to digital infrastructure and the digital skills they need. | |  |
| **Theme 2 - Community Minded:** | | |
| Outcome 2.1 East Lothian has strong resilient communities where people respect and support each other. | |  |
| Outcome 2.2 East Lothian people can live affordably and contribute to a thriving community life in a high-quality environment. | |  |
| **Theme 3 – Fair:** | | |
| Outcome 3.1 We tackle the causes and effects of poverty in East Lothian and we reduce the gap between the richest and the poorest people. | |  |
| Outcome 3.2 People in East Lothian are enjoying healthier lives. | |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Q6. Which area(s) will benefit from the project?** | | | | | | | | |
| Musselburgh |  | Haddington & Lammermuir | | |  | Fa’side/Tranent | |  |
| Preston Seton Gosford |  | Dunbar & East Linton | | |  | North Berwick & Coastal | |  |
| All of East Lothian |  | Village (Please name) | | |  | | | |
|  | | | | | | | | |
| **Q7. How many people will benefit?** | | |  | | | | | |
|  | | | | | | | | |
| **Q8. When will the project/area of work start and finish?** | | | | Start | | |  | |
|  | | | | Finish | | |  | |
|  | | | | | | | | |
| **Q9. Explain how this project will support the Council’s objectives and East Lothian Partnership’s outcomes outlined at 5 above. Due to the cost of living crisis, impacts of the COVID pandemic, particularly on young people and ongoing concerns about the climate emergency, applications which focus on at least one the following themes will be prioritised for this round of funding:**   * Address inequalities and the cost of living crisis * Promote wellbeing and reduce social isolation * Provide more youth work opportunities for our children and young people * Respond to the Climate Emergency * Promote volunteering   **Please also outline how you will evidence the impact of this funding, to demonstrate how the aims will be achieved.** | | | | | | | | |
|  | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Q10.** **How will** **you ensure your project is as inclusive and accessible as possible?** | | |  |
|  | | |  |
|  | | |  |
| **PROJECT COSTS** | | |  |
|  | | |  |
| **Q11. Please provide a detailed breakdown of the costs of this project** | | |  |
| **Item/activity**  (E.g. staff, premises, running costs etc.) | **2024/2025**  **Total Costs £** | **Contribution from reserves £** | **TOTAL required from One Council**  **Partnership Fund £** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total:** |  |  |  |
| **Q12. Applicants are expected to explore additional non-ELC sources of funding to support the project. Detail other funding you have secured or have applied for to, for this project:** | | |  |
| **Source/Funder** | **Amount in £** | **Progress / Status**  **(Approved or pending)** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Q13. We require details of your organisation’s unrestricted reserves a) Please confirm how much your organisation holds in unrestricted reserves, as stated in your most recent approved set of accounts.** | | | |
|  | | | |
| **Amount:** |  |  |  |
|  | | | |
| **b) If your organisation has planned use for these reserves in 2024/25, please provide details below.** | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Q14. Are you currently in receipt of any other income from East Lothian Council?** | | | |
| **YES** | | **NO** | |
| **If yes, please provide full details** | | | |
| **Amount** | **Purpose** | | **Funding provided by (which Council Service)** |
|  |  | |  |
|  |  | |  |
|  |  | |  |

|  |
| --- |
| **DECLARATION** |
| *Please note that, if you provide false, incomplete 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.*  *The Council recognises the need to maintain confidentiality and details will not be made public in any way, except as required by law.*  *On completion and submission of this form you confirm that you understand the Council’s obligations under the Data Protection Act 2018, and the Freedom of Information Act 2000.*  *We confirm that the information contained in this application is to the best of our knowledge true and accurate, 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.* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***I confirm that I am authorised to submit this application on behalf of:*** | | | | | | |
| **Name of Organisation:** | |  | | | | |
|  | |  | | | | |
| And that the required policy, procedures, insurance and legal documentations as indicated on the next page are in place. Unless checklist is completed your application cannot be accepted. | | | | | | |
| **Print Name** |  | |  | **Witness Name** |  | |
| **Signature** |  | |  | **Signature** |  | |
| **Position in Organisation** |  | |  | **Date** |  | |
| **Date** |  | |  |  | |  |
|  | | | | | | |
|  | | | | | | |

|  |
| --- |
| **CHECKLIST** |

|  |  |
| --- | --- |
| **Please tick to ensure that you have enclosed the required information and agree to the following:** | |
|  | Copy of most recent constitution or Memorandum and Articles |
|  | * Statement of Accounts MUST be included, which have been externally verified including a record of reserves. * A copy of the organisation’s most recent bank account statement. This must be in the name of the organisation, with at least two unrelated signatures required to sign or withdraw money. * If your organisation has been established for less than 12 months submit copies of last three months’ bank statements. In this instance, please also give an estimate of first year’s income and expenditure. |
|  | I have read and understand the stated strategic outcomes and can confirm my organisation’s project will contribute to achieving one or more of these outcomes. |
|  | Any documentary evidence that is required to support your application (research, reports, etc.). |
|  | We will require successful applicants to demonstrate that they have appropriate organisational policies/procedures in place, i.e. employment, equalities, grievance and complaints procedure, disciplinary policy, environmental policy, Adult and Child Protection policies and disclosures, and appropriate insurance policies. Your staff and volunteers must be suitably trained to deliver the project. Your Data Protection/Confidentiality/GDPR policy will also be required. **Please tick to confirm that you have these in place.** **You should not provide these at this stage**. If successful, you may be asked to provide copies. If your organisation does not have any of these policies in place, support can be provided from Volunteer Centre East Lothian (VCEL).  Organisations which receive an award of grant will be required to participate in a Governance Health Check (to include annual trustee training) and provide statistics to VCEL to support the “State of the Sector” reporting requirements. |
|  | The declaration above has been signed. If you submit you 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 closing date for applications is Friday 1st December 2023**