

# City of Edinburgh Council Grant Aid Application

## Communities and Families Small Grants

### Programme 2018/19

#### Frequently Asked Questions

**Q.** Is there a **minimum or maximum value** that organisations can apply for?

**A.** There is a maximum value of £10,000 and a minimum value of £1,000.

**Q.** How will we know if our **application has been successful**?

**A.** A report containing award recommendations will go to the meeting of the Education, Children and Families Committee on 6th March 2017 and we will email all applicants with a link to this report when it goes on the Edinburgh Council website about one week before the meeting.

After the Committee has made its decision we will then send out letters of award to the successful applicants. We will also send out letters to unsuccessful applicants offering the chance to request some feedback on their application.

**Q** Is there a **word limit** on any of the questions in the application form?

**A** Yes, we ask organisations to keep to the limit indicated against the questions in Part B (question 1.1 to 1.7). Should your response go beyond the word limit, any information contained in the extra text will not be considered. We do expect you to be concise in your responses, providing information that relates directly to the question.

**Q.** Why are you asking for a project description of only 50 words?

**A.** One of the recommendations in the lessons learnt report that went to the October 2016 meeting of the Education, Children and Families Committee was that the awards recommendation report should have a short description of each project seeking funding and that this should be provided by the applicant.

**Q.** Why are you asking for the organisations turnover?

**A.** The lessons learnt report that went to the October 2016 meeting of the Education, Children and Families Committee included a recommendation that a large majority percentage of the small grants fund be set aside for small organisations, where small is defined based on Charity Finance Regulations. Submitting this figure enables us to identify small organisations, i.e. those with a turnover of less than £500,000.

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**Q** We use **Office 365** on our computer, will this cause a problem in saving our information on the application form and sending back our submission?

**A** No, you should be able to save your work in 'doc', 'docx', 'xls', 'xlsx' or 'pdf' format and we will be able to use it.

**Q** We use an **Apple computer**. How will we be able to use the application form?

**A** Using Pages, Office 365 or any word processing software. You should be able to save in the required 'doc', 'docx', 'xls', 'xlsx' or 'pdf' format in any word processing software you use.