

Applicants' Guidance Notes

Edinburgh IJB Grants Programme

2019-22

Introduction and General Guidance

We want every application to the Edinburgh Integration Joint Board (EIJB) Grants Programme to be as good as possible. That's why we've created these guidance notes to provide you with clear, step-by-step guidance on how to submit a grant application that displays to the fullest all of the hard work your organisation does in Edinburgh. These notes will first provide you with some general guidance on applying, before guiding you step-by-step through the application form. All applicants should make use of these guidance notes.

Context

The assessment process that these guidance notes describe is new. The main purpose of this new grants process is to award funding to organisations that do work that is aligned to one or more of our seven funding priorities, which are explained in detail in the Prospectus. You can download the Prospectus by clicking on the button below.

[Prospectus](#)

Application Forms

The application forms for the small grant fund and the large grant fund are different. You must ensure that you fill out the correct form for your application. Any grant of less than £25,000 per year is a small grant and any grants of £25,000 or more per year is a large grant. These application forms have been designed to be completed electronically in Microsoft Word. Please note that these forms are not compatible with other applications such as Google Docs and Open Office. You should submit your completed application form as a Word document (**not** a PDF). If you are not able to complete the form digitally, you should see the 'How to Apply' section of the Prospectus. You can download the correct application form using the buttons below.

[Small Grant
Application Form](#)

[Large Grant
Application Form](#)

Assessed as Seen

We expect to receive a high quantity of applications for grants. As a result, all applications will be assessed as seen. That is to say that if we notice that an applicant has accidentally left a field blank or if a supporting document is missing, we will not be able to contact the applicant to amend their application. Instead, all applications will be assessed purely on the basis of what has been received by the submission deadline.



Be Specific

Our assessors will be actively seeking to give your application credit for what you have said, but they can only give credit for things that have been explicitly and clearly stated. If a response is ambiguous or vague, the response must be assessed purely on the basis of what *has* been said, not what was left unsaid or merely implied. For this reason, it's important that you give us as much specific detail as possible and that you also provide us with evidence wherever we request it.

What counts as evidence?

You should try to provide as much evidence as you can, but what we expect you to provide will vary according to the size of your organisation and the size of the grant you are applying for. If your organisation is applying for a larger grant, we will expect to see significant levels of evidence to support your application, preferably supported by data that demonstrates the need for and impact of the activity or service you are proposing to deliver.

By contrast, if your organisation is applying for a smaller grant, you would not be expected to provide us with professional statistical analysis or anything of that sort. Instead, we would expect to see evidence such as a detailed explanation of what you do, the number of service users you have or relevant service user testimonies. All of this counts as evidence.

Repetition

Our assessors can only give you credit for a point you have made or a piece of evidence you have provided once. It is therefore advisable for applicants to avoid repetition in order to ensure you make the best use of the word limit.

Multiple Applications

Applicants are only permitted to apply to **either** the small grant fund **or** the large grant fund. Applicants can only submit **one** application to the small grant fund. Applicants are permitted to submit multiple applications to the large grant fund, but only on the condition that each application is for a different discrete service. Consortiums may only submit one application per discrete service, regardless of whether the application is made as a consortium member or as a separate organisation.

Applicants who are planning to make multiple applications for discrete but similar service areas are strongly advised to combine them into a single application. A combined application for a large grant is more likely to comprehensively address the needs of service users and is more likely to be successful.

The Seven Funding Priorities

Although applicants are only asked about the seven funding priorities once (in question B5), your application will not be considered if what you are proposing to deliver does not sufficiently address at least one of the funding priorities. Applying for funding for activities or services that do not address at least one of the priorities will also have a negative impact on your score for question B5, as explained later in the 'Step-by-Step Guidance' section.

Incomplete Applications

Your application will not be considered if an entire section of the application form has been left blank or if the declaration in Part E has not been fully completed by an authorised signatory. We may still consider your application if there are sections that have only been partially completed, although leaving questions blank is inadvisable.

Digital Applications

We encourage all applicants to complete the application form digitally, in Microsoft Word. Please note that the application forms are not compatible with other applications such as Google Docs and Open Office and may not work on mobile phones or tablets. Make sure you save regularly. The application form must be submitted as a Microsoft Word document, **not** a PDF. No PDF submissions will be considered.

Typing: To insert your responses into the digital application form, click on the field where you would like to type. The grey text, which usually says something like 'Click here to enter text.' will then be highlighted. You can then just start typing – the grey text will disappear and be replaced by whatever you type.

Running out of space for text: If you run out of space when completing the form, keep typing and a new page will automatically be inserted for you, but do not exceed the word limit.

Word limits: You can see how many words you have typed in response to a question by highlighting the whole of your response. The number of words you have highlighted will be visible at the bottom left of your screen, in the format 'Words: [no. of words highlighted] / [no. of words in the whole document]'.

Running out of space in a table: Some questions include tables, into which you may need to insert more rows. You can find instructions telling you how to insert more rows into a table at the bottom of the table in question B5.

Digital signatures: You must digitally sign the form in Part E before you submit it. The digital signing process is just a couple of steps, and you can find guidance on how to complete it on the very last page of the application form, after the declaration page.

Further guidance online: You can find further guidance on a number of topics online, including guidance that is specifically tailored to your version of Microsoft Word:

- You can find information about how to use the word count feature [here](#).
- You can find guidance on how to digitally sign your application [here](#).
(Remember to double-click on the signature box rather than right-clicking.)
- You can find instructions on how to remove your digital signature [here](#).
- You can find guidance on how to insert further rows into a table [here](#).

The Application Form at a Glance

The application form has five parts. The structure of the form is briefly summarised below.

Part A – Organisation Details

This is simply an information-gathering section of the form, which requests details such as your organisation's name, your proposal title, your organisation's address and how many applications you have submitted.

Part B – Your Proposal

This is the part of the form that gives you the opportunity to tell the assessor in detail about the activity or service you are proposing to deliver, why it is needed, the impact it has and so on. There are six questions in this section requiring written responses. Word limits apply to all questions except B5. Step-by-step guidance on how to complete this section is provided later in these guidance notes.

Part C – Your Costs and Finances

This section asks you to provide details about the cost of your proposal. It is in this section of the form you will state the total grant that you are applying for and for how many years. Bear in mind that the amount that you decide to apply for in this section will either be granted in full or declined in full, although we do reserve the right to offer partial funding in exceptional circumstances.

Part D – Service User Profile

This section asks for information about who your service users are so that we can understand some specifics about who would benefit from your proposal.

Part E - Declaration

An authorised signatory of your organisation should use this section to affirm that the details provided in the form are accurate.



Step-by-Step Guidance: Part A – Organisation Details

In this section, you are asked to provide some key details about your organisation.

Organisation Contact Details

If your organisation is legally registered, please provide your organisation's name as it is legally registered and the address of the registered office.

Proposal Details

Give the name of your proposal, the total amount of grant you are requesting per year, and a brief 50 word summary. This section is here so that we can easily identify your application. The summary doesn't have to include everything – just remind us of the key details.

For Large Grant Applications Only

Please list all other large grant applications your organisation or consortium is submitting.

You should list the details of all other applications that your organisation has made or is going to make to the EIJB large grant fund. If you are applying to the large grant fund, you must not apply to the small grant fund. Every application you make must be for a different discrete service.

Consortiums: If your organisation is a part of a consortium but you are submitting this application on behalf of your own organisation, you should **not** include applications made on behalf of your consortium. However, if you are submitting this application on behalf of a consortium, you should only include applications submitted on behalf of the consortium and **not** applications made under the name of your own individual organisation. Consortiums will be treated as a separate organisation. Consortiums as a whole may only submit one application per discrete service to the large grant fund, whether applying as a member organisation or as the consortium.

Nominated Contact in the Organisation

Here, you should provide the name and contact details of a nominated contact. This person (who may be yourself) must be a part of your organisation, e.g. an employee or a volunteer, and they must know all the details about your organisation's application.

Organisational Governance

Registered charities/companies: If your organisation is legally registered, then write 'registered charity', 'registered company' or 'registered charity and registered company' here, as appropriate.

All other organisations: If your organisation is not a registered charity or company, then it must be constituted to be eligible for a grant. Your organisation is constituted if it has any one or more of the following, or similar: a set of rules; a governing document; a constitution; a memorandum and articles; or a statement of aims. If your organisation is not a registered charity or company, you should use this question to tell us which of these documents, or similar, your organisation has. Any documents that you list here must be available *on request*, but you should not append them to your application unless we ask you to do so.



Registration Numbers

Registered charities/companies: If your organisation is registered as a charity or company, please provide the relevant registration number here. If your organisation is registered both as a charity and as a company, you must provide both registration numbers.

All other organisations: If your organisation is not a registered charity or company, then you can just leave these two questions blank.

Is this application being submitted on behalf of a consortium? (please tick)

Please indicate 'Yes' or 'No'. If your organisation is a member of a consortium, but this application is being submitted on behalf of your individual organisation and not on behalf of your consortium, then you should tick 'No'. If your organisation is not a part of a consortium, you should tick 'No'.

Please note the rules surrounding consortiums and multiple applications provided on the application form.

P.T.O.

Step-by-Step Guidance: Part B – Your Proposal

General Guidance for Part B: Word Limits

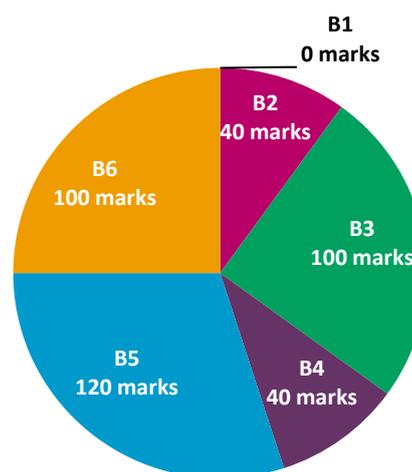
Responses to questions in Part B of the application form must keep to specific word limits, as below. Your word limits will depend on the size of the grant that your organisation is applying for. To ensure fairness, whenever a response exceeds the word limit, everything after the limit will be ignored by the assessor. For example, if the word limit is 500 words and the response provided is 583 words, words 501-583 will not be read by the assessor and will be deleted, even if they contain relevant information.

Question	Small Grant Fund (less than £25,000 per year)	Large Grant Fund (£25,000 or more per year)
B1: Proposal summary	250	750
B2: Continuous improvement	250	750
B3: Need for service	500	1,000
B4: Collaborative working	250	500
B5: Outputs, impact, strategic fit	---	---
B6: Successful delivery	500	1,000

General Guidance for Part B: Question Weightings

Part B questions are **not** weighted equally. The marks available for each are set out below. In the pie chart on the right, the whole pie represents the total number of marks available for Part B. It is important to note that, because more marks are available for some questions than others, the overall score is influenced more by some questions than others.

Question	Marks Available	Percentage of Total
B1	0	0%
B2	40	10%
B3	100	25%
B4	40	10%
B5	120	30%
B6	100	25%
TOTAL	400	100%



Example If an applicant received the following marks:

B2 = 38; B3 = 94; B4 = 39; B5 = 12; B6 = 97.

Then they would receive a total score of **280** for Part B (70% of the 400 marks available). Although the applicant gained over 90% of the available marks for each of B2, B3, B4 and B6, the low score of 12/120 for B5 reduced their final score significantly, because it accounts for 30% of the total score.



B1 – Tell us about your proposal (no marks)

Tell us some of the key details about what you are proposing to deliver and how it will work to prevent poor health and wellbeing outcomes.

This question is not formally assessed and will not influence the final mark you receive for Part B of the application form. Nonetheless, this is an important opportunity for you to describe your project so that the assessors have all the context they need to understand your answers to the next five questions.

It's a good idea to read through the rest of the questions in Part B before writing your answer. That way, you can avoid writing things that you'll only end up repeating in subsequent questions.

B2 – Tell us how you will evidence continuous improvement and how your proposal relates to known best practice (40 marks)

Tell us about:

- what you will do to ensure that the activity or service you are proposing to deliver will continuously improve as your organisation gains knowledge, and
- how your organisation learns from best practice – have you learnt from similar organisations or adopted tried and tested methods?

This question is asking you to explain how you will make sure that the service or activity you provide will get better as time goes on, and there are **two** specific things we are looking for, as listed in the bullet points above. We want to hear: (1) about what you will put in place to make sure that your organisation gets better as it gains knowledge based on its own experiences, and also (2) about how your organisation will learn from other organisations and incorporate what is already known to work well (i.e. best practice) into its own practice. Good answers will address both of these two points.

The assessing officer will use the following scale to score your response. This question is scored out of 40 marks.

Marks	Criteria
0-10	Very little or no explanation of assurance of continuous improvement. Very little or no knowledge of relevant best practice displayed.
11-20	An explanation of how the organisation will ensure that it continuously improves is provided, but the explanation generally lacks detail. Knowledge of relevant best practice is displayed, but there is little or no explanation of how the organisation will learn from best practice.
21-30	A clear explanation of how the organisation will ensure that it continuously improves is provided, with an adequate amount of detail in most places. Good knowledge of relevant best practice is displayed, with some explanation of how the organisation will learn from best practice.
31-40	A clear explanation of how the organisation will ensure that it continuously improves is provided, with a good amount of detail throughout. Strong knowledge of relevant best practice is displayed with a good, detailed explanation of how the organisation will learn from best practice.



B3 – Tell us why this project is needed (100 marks)

Tell us about:

- the demand for what you are proposing to deliver
- the gaps that your proposal will fill
- whether or not this will duplicate or complement an existing provision, and
- connections your organisation has with the community you’re proposing to serve.

This question is primarily asking you to explain why what you are proposing to deliver is needed. There are **four** specific things we are looking for, as listed in the bullet points above. Good responses will address all **four** of these points.

It’s very important in this question that you: (1) explain clearly why your project is needed with reference to the **four** bullet points above, and (2) give evidence to support those explanations if you can. Some examples of how you might use evidence to support your points are given below. (These are excerpts, not complete answers.)

EXAMPLE (for a small grant application):

“The number of people using our service demonstrates that there is a need for it. Over the last year, ten of our service users accessed our service every month. We provided our service to over 50 people in the last year...”

EXAMPLE (for a large grant application):

“The survey that we conducted demonstrates the demand for our proposal. Out of the 100 people we surveyed, 92% of respondents indicated that they would be ‘likely’ or ‘very likely’ to use the service we are proposing to deliver. 85% of respondents indicated that they were not aware of a similar service in their local area...”

Please provide as much relevant detail as possible. Providing high-quality information will benefit your application. The assessing officer will use the following scale to score your response. This question is scored out of 100 marks.

Marks	Criteria
0-20	Very little or no explanation of why the project is needed. Very little or no evidence provided in support.
21-40	An explanation of demand/need is provided, but it generally lacks detail. Little or no evidence in support.
41-60	Some explanation of demand/need is provided, with some relevant evidence. There may be some explanation of at least one of the following: the gaps that will be filled, how duplication will be avoided and connections to the community.
61-80	A good explanation of demand/need is provided with a good amount of relevant supporting evidence. The response includes good explanation of at least two of the following, with some evidence: gaps that will be filled, avoidance of duplication, connections with the community.
81-100	A strong explanation of demand/need is provided along with strong relevant evidence. There is also a strong explanation of at least three of the following with good evidence for at least two: gaps that will be filled, avoidance of duplication, connections with the community.



B4 – Tell us about your commitment to collaborative working for this proposal (40 marks)

Let us know how you plan to work collaboratively in delivering this proposal. For instance, you might tell us about how you plan to increase financial leverage using this grant, share premises or other resources, or work in partnership with other organisations.

If you already work collaboratively in any way, tell us in your answer and give us as much specific detail as you can. If you don't yet work collaboratively, tell us how you plan to in the future. As ever, be as detailed as you can when describing your plans to progress this proposal through future collaborative working.

The assessing officer will use the following scale to score your response. This question is scored out of 40 marks.

Marks	Criteria
0-10	No explanation provided, or very little, with no specific details.
11-20	Some description of pre-existing collaboration or plans for collaboration with very little in the way of specific details.
21-30	A good description of pre-existing collaboration or plans for collaboration with some specific details.
31-40	A strong description of pre-existing collaboration or plans for collaboration with plenty of specific details.

B5 – Tell us what you will deliver and the impact it will have (120 marks)

You should include information about the number of services/activities planned and state how these contribute to the improved health and wellbeing of service users. Please complete a new row for each activity, adding as many rows as you think are relevant. If you require more space, you can insert extra rows at the bottom of the table.

This question has the most marks available of any question on the application form. It accounts for 30% of your total score. There is no formal word limit for this question, but you should aim to keep your responses roughly within the box sizes provided in most cases.

You should fill out a separate row for each separate activity or service for which your organisation is applying for funding. You must provide details of all activities or services you are applying funding for. Some organisations will only need to fill out one row, others will find that they need to insert more rows into the table because they need more space than the six rows provided. It all depends on the size of your organisation and the number of activities or services that this funding application relates to.

Smaller organisations that only deliver one or a few activities or services will not be disadvantaged by this question because of the way the marks are calculated. All applicants have the same opportunity to gain the full 120 marks, regardless of how many activities or services they deliver. The way that marks are calculated for this question is explained overleaf.

Each row that you fill in for this question will be marked out of 120. Any activity that does not address at least one of the seven funding priorities will automatically receive a mark of 0. The overall mark out of 120 for the whole of question B5 is calculated as the mean average of the scores for all the rows you fill in.

The two columns that determine your mark for each row are the 'What will you deliver?' column and the 'What impact will this have...?' column. Here's what we're looking for in each...

What will you deliver?

Activity volumes and outputs

Tell us the scale of what you're proposing to deliver. How frequently will your activity run? How many people will benefit from your service? Do you deliver your activity or service at one site or at multiple sites?

What impact will this have on the health and wellbeing of your service users?

Tell us about the impact your activity or service has on your service users' health and wellbeing. You should aim to provide this information in a quantitative way as much as possible. How many service users experienced an improvement in their health and wellbeing? What is this as a percentage?

Assessment Score Example

An applicant has provided the details of four activities or services that they provide. The first of the services listed did not address any of the seven funding priorities, the other three all addressed one or more of the priorities. For the first row, the applicant received a score of zero, due to the inadequate strategic fit. For the next three, the applicant received scores of 98, 101 and 73.

Their final score is the average of their marks for each row, which in this case is $(0 + 98 + 101 + 73) \div 4 = 68$ marks for B5 overall. The sum was divided by 4 because this was the number of activities assessed.

In this example, the applicant's score was significantly reduced by the first row, which received a score of zero. It is important that all of your proposed activities address at least one of the seven funding priorities, or your score may be substantially reduced, which will in turn reduce the chances of your application being successful.

The assessing officer will use the following scales to score your response. Each of the following two columns is scored out of 60 for each row, so each row is scored out of 120 marks in total.

'What will you deliver?' column

'What impact will this have...?' column

Marks	Criteria
0-15	Little or no description offered. No quantitative evidence.
16-30	Some description of the volumes and outputs of the activity, with little or no quantitative evidence.
31-45	A good description of the volumes and outputs of the activity, with some quantitative evidence.
46-60	A strong description of the volumes and outputs of the activity with good quantitative evidence.

Marks	Criteria
0-15	Little or no evidence of impact on health and wellbeing provided.
16-30	Some evidence of impact on health and wellbeing provided.
31-45	Good evidence of impact on health and wellbeing provided.
46-60	Strong evidence of impact on health and wellbeing provided.



B6 – How will you successfully deliver this proposal? (100 marks)

With reference to specific examples, tell us about:

- your organisation/consortium’s delivery plan
- your organisation/consortium’s suitability to deliver this service
- your org./consortium’s current track record in successful delivery and achieving targets
- what you need to make this project work – are there any conditions essential to make it a success, and if so, how you will manage any risks and/or dependencies?

This question is asking you to explain everything that makes your organisation capable of successfully delivering your proposal, but we are specifically looking for you to address each of the **four** bullet points listed above. How you should answer this question will depend on whether you are proposing to deliver something that your organisation already delivers or whether you are proposing to deliver a new service or activity that your organisation has not delivered before.

Proposal for a pre-existing activity/service: If your organisation already delivers the activity or service in your proposal, we’ll be looking for you to show:

- (1) why your organisation is best-placed to provide this activity or service
- (2) that you have a good track record of successfully delivering this in the past,
- (3) that you have a plan for how to continue to deliver this successfully, and
- (4) that you are aware of any risks associated with delivering your proposal and that if there are risks, you have thought about how you can manage them.

Proposal for a new activity/service: If your proposal relates to an activity or service that your organisation does not yet deliver, we’ll be looking for you to show that:

- (1) what benefits your organisation can bring to delivering this activity or service
- (2) you have a well-considered and detailed plan for how you are going to successfully deliver this activity or service for the first time,
- (3) the plan that you have produced incorporates an awareness of any risks associated with delivering your proposal and includes ways of managing them
- (4) your organisation has a track record of successfully delivering other activities or services, which will preferably be similar in nature.

The assessing officer will use the following scale to score your response. This question is scored out of 100 marks.

Marks	Criteria
0-20	Very little or no explanation of how successful delivery will be achieved.
21-40	Some explanation of how successful delivery will be achieved. At least one of the following is addressed: delivery plan, suitability, track record, risk awareness, risk management.
41-60	Some explanation of how successful delivery will be achieved. At least two of the following are addressed and at least one is addressed well: delivery plan, suitability, track record, risk awareness, risk management.
61-80	A good explanation of how successful delivery will be achieved. At least three of the following are addressed, and at least two are addressed well: delivery plan, suitability, track record, appreciation of risks, management of risks.
81-100	A strong explanation of how successful delivery will be achieved. At least four of the following are addressed, and at least three are addressed well: delivery plan, suitability, track record, appreciation of risks, management of risks.

Step-by-Step Guidance: Part C – Your Costs

If you are only applying for a one-year grant, just fill out the first column in each table. If you are applying for a two- or three-year grant, please fill out the second and/or third columns, as appropriate. You can insert new rows into the table if you need to.

C1 – How much are you applying for each year in total?

Tell us how much money you are requesting each year. If you are applying for a three-year grant, fill out all three columns. If you are applying for a one- or two- year grant, you should just fill out one or two columns, as appropriate, and write N/A in the others.

The amount of funding you request must be fully costed in question C2. Your response to C1 should match exactly the row called 'Total grant applied for' at the very bottom of C3.

C2 – How is this broken down?

This is your 'costing', where you detail the costs your organisation will incur in delivering the proposal that you are requesting a grant to cover.

Staffing costs: In this first table, you should list any staffing costs that your organisation will incur as a result of delivering this proposal. If you have a larger number of staffing costs, try to combine costs into categories (e.g. 'Administrators'). In general, fill out a new row for each different staff member or, if you are categorising, each different type of staffing cost.

In the 'Staff Cost' column, you should provide the total cost of the member of staff or category of staff members listed for this proposal.

In the '% of staff cost to be funded by grant' column, you should indicate what percentage of the total staff cost you are requesting to be covered by this grant. The percentage must be representative of the amount of time the staff member(s) spend doing work that is related to the delivery of this proposal.

In the columns under each year, you should provide the amount of the staff cost that you are requesting be funded by this grant in each year. This must be consistent with the percentage you have provided. If you are not applying for a three-year grant, write N/A where applicable.

Example: An organisation applies for a grant to fund an activity or service that it provides, and an employee spends 10 salaried hours per week working to deliver that activity or service. We will fund 10 hours' pay per week for that employee but we will not, for instance, fund that employee's entire full-time salary.

Once you have finished filling out the table with as many rows as you require, you should complete the 'Total Costs' row at the bottom. Simply add up the all of the costs you have listed under each column and type this into the total row.

Non-Staffing Costs: In this second table, you should list any non-staffing costs that your organisation will incur as a result of delivering this proposal. You should try to categorise costs in a way that still gives the assessing officer a good idea of what the money is being requested for whilst avoiding excessive detail.

Once you have finished filling out the table with as many rows as you require, you should complete the 'Total Costs' row at the bottom. Simply add up the all of the costs you have listed under each column and type this into the total row.

Inserting more rows: You may need to insert further rows into the tables in this question. To do so, right click on the row *above* the 'Total Costs' row, click on 'Insert' in the menu that appears, then click on 'Insert Rows Below'.

C3 – Summary of Grant Request

This question requires you to summarise the total amount of grant you are requesting for each year based on your response to question C2.

In the first row, you should insert your total staffing costs for this proposal plus your total non-staffing costs for this proposal for each year (from the 'Total Costs' rows in the two tables in question C2).

In the second row, you should insert any other contributions or funding that your organisation is in receipt of for this proposal and provide details of where it is coming from and any special conditions that apply in the row immediately below.

In the last row, you should calculate the total amount of grant you are requesting, which must match C1. Your response here for each year should be equal to the total cost of your proposal – any other contributions / sources of funding.

C4 – Total organisation income and expenditure

This question requires you to summarise your organisation's financial situation. Note that the first column of the table requests information on the **current year**, i.e. the year ending 31st March 2018. The next three columns request information on years 1, 2 and 3 of the grant period, as in questions C1, C2 and C3. The figures you give in these three columns will be projections. Any information you provide should match the accounts that you submit.

C5 – Total organisation reserves/deficit

Please confirm the total value of reserves/deficit held by your organisation as at 31st March 2018.

This question requires you to provide more details about your organisation's financial position for the **current year**, i.e. the year ending 31st March 2018. Please confirm the total value of reserves held by your organisation as at 31st March 2018 and enter this in the 2017/18 column. Reserves should be split into the type of reserves described in the table below. We need to know the levels and purpose of any reserves held by your organisation, so please use the comments box on the application form to explain this to us.

Reserves: The EIJB needs to be aware of the levels and purpose of any reserves held by your organisation. You will get this from your latest accounts. Please note that the EIJB does not anticipate any of its grant funds to be allocated towards the accrual of reserves.

Any awards made by the EIJB must be held as restricted funds.

Type	Explanation
Designated Reserve	Transfer of income to a specific account over a period of time for use on a specific project in the future (savings for a building improvement, new equipment, etc.).
Restricted Funds	These are accumulated balances in relation to income and expenditure, which have been given for a specific purpose.
General Reserve / Unrestricted Funds	This is sometimes referred to as 'accumulated surplus'. This represents the surplus and deficits built up over time from the main activities of the organisation. It is unlikely to be equal to the cash/bank figure but will represent the net assets, cash, debtors/creditors and reserves levels of the organisation.



C6 – Will the successful delivery of your proposal enable the EIJB to make a cash saving elsewhere in the system? If yes, please provide details.

If you answered ‘No’: Move on to Part D.

If you answered ‘Yes’: Please give details of the service and a breakdown of the financial saving the successful delivery of your proposal will allow the EIJB to make elsewhere in the system. In this response, we are looking for the specific service details you are offering to undertake on behalf of the EIJB and the specific financial cost this will release for the EIJB as a saving.

Submitting Accounts

Remember that you must submit your organisation’s accounts with this application form.

If you are a registered charity, the accounts you should send must include all of the component parts as submitted to the Office of the Scottish Charity Regulator (OSCR). This includes the Trustees’ Annual Report and an Independent Examination or Audit Report.

If you are not a registered charity, you must provide accounts or a financial statement with all the relevant detail that has been checked and signed by an independent person. The independent signatory should not have any affiliation, official or otherwise, to your organisation, and they should write the sentence, “I certify that to the best of my knowledge that this document is an accurate representation of the financial status of this organisation.” on the accounts or financial statement that you provide. They should then leave their signature and the date below that sentence.

Step-by-Step Guidance: Part D – Service User Profile

In this section, you are asked to provide details about who would benefit from the successful delivery of your proposal.

D1 – In which locality will you be delivering services?

Please tick all that apply.

If you provide a citywide service, please tick the citywide box and leave all others blank.

You should tick all of the areas where you are proposing to deliver your activity or service. If you provide a service that is citywide, you should instead tick the citywide box and leave the four tables around the compass blank.

D2 – Which group(s) of citizens will be specifically targeted by your proposal?

Please tick all that apply.

You should tick all categories that apply, but be aware that the question is asking which groups of citizens will be specifically targeted. For instance, if your proposed service happened to benefit a number unpaid carers, but the service does not serve needs that are particular to unpaid carers, then you should **not** tick the 'People who are unpaid carers' box.

Similarly, if you run a day service for people aged over 75 that happens to be attended by both men and women, you should **not** tick 'Men' and 'Women' in the table, because your service is not targeted in a gender-specific way, although you **should** tick 'People aged over 75', because you are specifically targeting the needs of that group. However, if a part of the grant you were applying for was going to be used to fund a women only group for over 75s, then you should tick 'Women' in this question.

Step-by-Step Guidance: Part E – Declaration

This section must be completed in full by an authorised signatory in order for your application to be considered. By signing this declaration, your organisation is agreeing to the terms listed under 'Declaration' on the application form. The person who signs this form must be 18 or over and must have the authority to sign this on behalf of your organisation.

To digitally sign the document, double-click inside the signature box. You may then be shown an information notice. If you are, click 'OK' to proceed. You should then type your full name into the box that appears, next to the 'X' and click on 'Sign'. Remember to type the date into the box next to the signature box.

Once you have signed the document, you will not be able to make any changes, as doing so would invalidate your signature. If you do realise you need to make changes after signing, you will need to remove your signature and then re-sign the document after making the changes. To remove your signature, click on the Microsoft circle at the top left of your screen, go to 'Prepare' and click on 'View Signatures'. Right-click on entry under 'Valid signatures' in the column that appears on the right of your screen, and click on 'Remove Signature'.

Submitting your Application

You should submit your application form as a Word document (**not** a PDF) to us by e-mail, along with a copy of your organisation's accounts.

Submit your application to:

H&SCGrants@edinburgh.gov.uk

by **Monday 1st October at noon.**

Questions and Queries

The Prospectus for this grants programme has the answer to a number of FAQs. You can also find a live FAQs page [here](#).

If you still have a question that is not answered in these guidance notes, the Prospectus or our FAQs, or if your query is specific to your organisation, you can contact us at:

H&SCGrantsQueries@edinburgh.gov.uk