

**Midlothian Council MICRO GRANT Fund**  
**Application Form 2019/20 – 2021/22 (£500 or less)**



For Official Use only  
**Name of Organisation**

**Some important information before your start**

- This application form is for the **MICRO GRANT FUND** – grants of up to £500.
- You can apply for a maximum amount of £1,500 over 3 years.
- The next deadline for applications is **Sunday 14 April 2019**.
- 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. It is available at [www.midlothian.gov.uk/funding](http://www.midlothian.gov.uk/funding)
- If you have downloaded this form or received it 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 emailed 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:

**Midlothian Council**  
**MICRO GRANT FUND**  
**Communities Team**  
**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 improve the quality of life for local communities in Midlothian.

## YOUR APPLICATION

### Q1. What is the name of your organisation?

Nextongrange Community Council

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

**Name:** Jeremy Adderley

**Address** 14 St Davids  
Newtongrange

**Postcode** EH22 4LG

**Telephone** 07734 069 445

**E-Mail** adderleyj@icloud.com

### 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)**

The NCC seeks support (50%) for an annual mail campaign to 1,200 households (£849.60pa) plus 2 newsletters each to 100 isolated individuals (£141.60pa) for 3 years. This funding will:

- allow the NCC to reach all Newtongrange households in 3 years;
- invite new membership (specifically 9 new councillors from absent demographics);
- Highlight new ways to engage with the NCC and its present campaigns on community safety, village development and community activities;
- improve inclusivity for isolated individuals;
- improve trust in statutory services and developments.

By:

- directing residents to the newly launched NCC website <https://newtongrange.org>;
- invitation to new email subscription model and social media;
- enabling contribution to meeting agendas and consultations, and;
- invitation to traditional mailing list for isolated or vulnerable villagers who do not use the internet.

The community is in rapid growth and undergoing major changes, many of which are widely perceived to be negative. The NCC is challenged with improving inclusivity.

**Q5. What is the breakdown of the amount you are applying for? (MAX £1,500 over 3 years)**

Item or Activity	2019/2020 £	2020/2021 £	2021/2022 £	TOTAL £
Docmail Service, 1,400 addresses	991	1,011	1,031	3,033
Other NCC funds	(491)	(511)	(531)	(1533)
<b>TOTAL</b>	500	500	500	1,500

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

YES  NO

If yes, please describe:

**CHECKLIST**

Please tick to confirm:

<input checked="" type="checkbox"/>	Appropriate organisational policies/procedures are in place, i.e. a Bank Account in the organisation's name with two unrelated, named signatories.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	The declaration on the next page is signed.

**The closing date for applications is Sunday 14 April 2019.**

**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.

<b>Print Name</b>	JEREMY ADDERLEY
<b>Signature</b>	By email
<b>Position in Organisation</b>	Chair
<b>Date</b>	12/4/19

<b>Witness Name</b>	ANDREW MARSHALL
<b>Signature</b>	By email
<b>Date</b>	12/4/19