

Tackling Poverty in East Lothian Fund

Grant Application Information Notes

Updated: July 2025

The Old Library, 3 Civic Square,
Tranent, East Lothian, EH33 1LH

info@eastlothian.foodbank.org.uk

eastlothian.foodbank.org.uk

East Lothian Foodbank is a registered charity in Scotland (SC043523).

OVERVIEW

The East Lothian Foodbank Tackling Poverty Fund aims to support organisations throughout East Lothian with a grant towards the cost of a project which prevents or alleviates poverty in our communities.

Applicants must be based in East Lothian or have demonstrable track record of operating in East Lothian for the benefit of East Lothian residents.

This fund was generously donated by ReUse Scotland SCIO.

WHAT FUNDING IS AVAILABLE?

The Tackling Poverty fund will provide grants up to £5,000 to registered Scottish charities.

Funding for this new grant award is limited, and not all projects will be supported. Funding, therefore, is not guaranteed and the quality of the application submitted is an important part of the assessment process.

WHO CAN APPLY

Registered Scottish Charities who have been in operation for a minimum of 2 years. Organisations should show us that they recognise the challenges people in their community are facing in their lives related to poverty, as well as how their organisation's work will respond to this and support them or work to prevent future experiences of poverty.

HOW TO APPLY FOR FUNDING

The window for applying for the grant opens on Monday 28th July for a 4-week period.

Completed applications and supporting documentation should be sent to grantfund@eastlothian.foodbank.org.uk by Friday 22nd August 2025.

On receipt of your application, you will receive an email response confirming receipt of your application.

Any applications received after the closing date will not be considered. Only one application per project can be submitted for consideration in each grant cycle.

If you have any communication support needs that make reading or completing an application form difficult or impossible, please get in touch with us at grantfund@eastlothian.foodbank.org.uk or call us on 07516 510617 to discuss how we might be able to support you.

REVIEW PROCESS

All applications will be assessed to ensure that:

- Form has been completed with all relevant information and is signed by 2 co-applicants
- Requested Supporting documentation is provided
- Meets the outlined eligibility criteria

Any applications that do not meet the eligibility criteria will not be considered.

Eligible applications will proceed to the second round of assessment by a panel. The decision of the panel is final.

This process can take up to 4 weeks. If the fund is oversubscribed priority will be given to those applications that can demonstrate the greatest impact in tackling poverty in East Lothian.

If your application is successful, you will be informed and have 7 days to sign and return a fully completed Grant Acceptance mandate.

We will notify all unsuccessful applicants in writing.

ELIGIBLE SUPPORT:

Below are examples of types of eligible items that we will fund as long as it is shown how this will reach and directly help people experiencing poverty:

- Buying new equipment and materials
- Hiring equipment
- Venue hire or event costs
- Start-up costs
- Staff costs
- Other running costs (e.g. heating and lighting)
- Volunteer expenses.
- Training
- Travel expenses.

- Advertising or marketing for a community event or service

NOT ELIGIBLE:

Below are examples of things that we **will not** fund: -

- Alcohol
- Endowments, loan payments or bank charges
- Projects where the beneficiaries are resident outside of East Lothian
- The cost of buying a second-hand vehicle
- Activities promoting religious or political beliefs.
- VAT that your organisation can recover – You may need to pay VAT on purchases you make as part of your project. You must only include VAT in the amount you request from us if you cannot claim it back from HM Revenue and Customs

Terms and Conditions

By making an application to the Tackling Poverty Fund and accepting an offer of an award, you acknowledge that you are authorised to apply on behalf of your organisation and agree to the following terms and conditions:

- Upon request, you will complete a report at the end of the grant year telling us about your progress, the differences or outcomes your work has contributed to making for the people and communities you support, and what has helped to make those differences.

Your organisation unconditionally authorises East Lothian Foodbank to:

- Retain, store and use the information you give us in your application and future reporting for administration, analysis, research and promotional purposes
- Publish details of any financial or nonfinancial support given to your organisation
- Use any such details as part of any press release or publication without the need at any time to obtain the further consent or agreement from your organisation

Tackling Poverty in East Lothian Fund 2025/2026

Summary Page			
Organisation Name:			
Registered address:			
Main applicant Name:			
Main applicant:	Email		Phone:
Co-applicant:	Email		
Type of Organisation:	<input type="checkbox"/> Tick to confirm your organisation is a Registered Charity Registered Charity number:		
Project Name:			
Funding Requested:			
Total Project cost:			
Start and end date:			
Which area will benefit from the project:	<input type="checkbox"/> Musselburgh		
<input type="checkbox"/> Haddington & Lammermuir	<input type="checkbox"/> Fa'side/Tranent	<input type="checkbox"/> Preston Seton Gosford	
<input type="checkbox"/> Dunbar & East Linton	<input type="checkbox"/> North Berwick & Coastal	<input type="checkbox"/> All of East Lothian	
1. What do you want to do? Summarise your proposal. (Max 200 words)			

2. What difference will your project make? (Max 200 words)

3. Why are you the right organisation to deliver this proposal?

How will you ensure that this project proposal reaches those in your community who need it most?

(Max 100 words)

4. What evidence is there to support the need for this project? Please provide evidence

(Max 100 Words)

5. How many people will your project support?

e.g. Please provide separate numbers for children, young people, working age adults, and elderly people. (Max 200 Words)

**6. Do you have people with lived experience involved in the delivery of your project?
Please outline how many and further details**

7. How will you show that your project has made a difference? E.g. feedback or case studies
(Max 100 Words)

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8. Please provide a breakdown of proposal costs.

Item	Cost
	£
	£
	£
	£
	£
	£
	£
	£
	£
Total Cost of Proposal: £	

9. Supporting Documents

Your application will not be registered without submitting the documents.

***ESSENTIAL SUPPORTING DOCUMENTS**

*Most recent Annual Accounts	<input type="checkbox"/>
*Most recent Bank Statements for all accounts (past 3 months)	<input type="checkbox"/>
*Does the organisation have a bank account with at least 2 unrelated signatories	Yes <input type="checkbox"/> No <input type="checkbox"/>
*Constitution	<input type="checkbox"/>
*Equalities policy/statement or your commitment to equalities?	<input type="checkbox"/>

Safeguarding Policy	<input type="checkbox"/>
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Declaration

- | | |
|---|-------------------------------------|
| ❖ I/we confirm that the information set out in this Funding Project Proposal Form, any appendices and any enclosed accompanying documents are correct. | <input checked="" type="checkbox"/> |
| ❖ I/we confirm if there are any changes to the project proposal, East Lothian Foodbank should be informed immediately by emailing: grantfund@eastlothian.foodbank.org.uk | <input checked="" type="checkbox"/> |

Signed by Applicant on behalf of the organisation requesting funding

Sign:	Print Name:
Designation:	Date:

Signed by co-Applicant on behalf of the organisation requesting funding

Signed:	Print Name:
	Date:

Tackling Poverty East Lothian Grant: Acceptance of Grant Mandate

****Please complete and return this form within 28 days of receipt.
Failure to do so may result in the grant offer being withdrawn****

Organisation name:	<input type="text"/>
Applicant's name:	<input type="text"/>
Co-applicant's name:	<input type="text"/>
Date of application:	<input type="text"/>
Grant awarded (unrestricted):	<input type="text"/>

Bank Account Details

Name of Bank Account	<input type="text"/>
Name & Address of Bank	<input type="text"/>
Account Number	<input type="text"/>
Sort Code	<input type="text"/>

We confirm that we have read and agree to the Terms and Conditions of the grant fund (copy attached)

Applicant's signature:	<input type="text"/>	Date:	<input type="text"/>
Co-applicant's signature:	<input type="text"/>	Date:	<input type="text"/>

Please email a copy of the completed form with digital signatures to grantfund@eastlothian.foodbank.org.uk

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