

# Wester Hailes Community Trust

## Small Sparks: Grants up to £250

Small Sparks is about helping local people turn an idea into an activity that benefits the community.

- You can ask for up to £250.
- Your activity needs to be carried out within 3 months of getting the money.
- We often provide a voucher if your activity is around buying equipment, materials etc.
- In return, all we want is a photo/ video of your activity in action and a few words telling us what difference you have made.
- You can only make one application at a time.

### Who can apply?

Any local resident who is a member of the Wester Hailes Community Trust. If you are not a member, it is free to join and means you will have a say in how the Trust is run. You just need to complete a short application form which you can get by emailing [info@westerhailesct.org.uk](mailto:info@westerhailesct.org.uk), or from the Digital Sentinel website, or from WHALE Arts Agency.

### When do I apply?

You can apply at any time. If we have all the information we need, we can usually make a decision within 2 weeks of seeing your application. We might come back to you for more information which means it might take a bit longer.

### How do I apply?

You can send us your idea by email, letter or video. Or you can use the Small Sparks application form if you prefer. If you are writing your application by hand, please use block capitals to make it clear to read.

### Who decides?

We have a Funding Panel made up of local residents and representatives from the Trust. They meet regularly but also look at bids via email to make sure Small Sparks decisions can be quick.

### How do you decide?

Your idea needs to show how it fits with one or more of our priorities. You can find out more about these priorities on the Digital Sentinel.

- Making Wester Hailes Safer for the community
- Making the community better together
- Tackling Legal highs
- Addressing transport issues
- Making better use of IT
- Community facilities and unused land

## **What information should be in my application?**

- We need to understand what your activity is and how it will work. It helps us if you give some details. For example, instead of only saying you want to plant flower bulbs, tell us where this will happen, how many bulbs you aim to plant, and who else will be involved.
- You need to check that it's ok for you to carry out your activity and tell us who you have checked with. For example, if you want to put up bird boxes in a park or paint a mural on a wall, you will need to make sure you have permission for this. If you're not sure who to ask, we can help point you in the right direction.
- When we ask you how much your activity will cost, it helps us if we know how you worked out these costs. Try to give a cost for each thing you are asking for rather than just a total, for example if you are organising a football tournament how much will kit, publicity, awards and refreshments each cost? We know it's not always possible to be 100% accurate but estimates help us see why the funding is needed to make your idea work.
- You might have lots of good ideas, but we would like you to apply for just one at a time! It helps us to be clear about what you want to do, and how it will support our priorities if we are looking at one idea rather than lots on the same form.

## **How do I show you what difference my idea has made?**

We just need a few words describing what you did and some photos or a video showing your activity in action. If your idea is going to change the appearance of a street, building, garden etc. you could take a before and after photo to show us the difference. If your activity involves other people you could ask them what taking part was like and whether it's made a difference for them. We also need you to keep receipts from spending your grant and to let us see those.

Applications should be sent to: [info@westerhailesct.org.uk](mailto:info@westerhailesct.org.uk), or  
WHALE Arts Centre,  
30 Westburn Grove,  
Edinburgh, EH14 2SA

Enquiries: Tel: 0131 458 3267  
Email: [info@westerhailesct.org.uk](mailto:info@westerhailesct.org.uk)

## **DATA PROTECTION ACT**

The information you provide will be input on computer. It will be used only to enable a decision to be made about whether a grant may be approved to your organisation.

**Wester Hailes Community Trust, Scottish charity No.SC046486.  
Registered Office: WHALE Arts Centre, 30 Westburn Grove, Edinburgh, EH14 2SA**