Glasgow Riverside Innovation District (GRID)

Civic Grant Fund

Guidance Note

This guidance note provides information for those interested in applying to 'The Glasgow Riverside Innovation District Civic Grant Fund' – where University of Glasgow funding will be made available to support projects or initiatives than can deliver civic and social benefits in the GRID neighbourhoods and the surrounding community.

The money will be used to make a positive civic impact for those living, working and learning in GRID and help community projects undertaking activities in the G3, G11, G12, G51 postcodes.

1. What is GRID and the purpose of GRID Civic Grant Fund?

Through this initiative, **the University will invest up to £5,000 per application into projects that will make a positive community, civic or social impact.**

2. GRID Civic Fund – Open for Applications

We want to help support the excellent work of volunteers, local community groups, small businesses, and other organisations to continue/develop their work to make a positive difference in their community.

The first round of the GRID Civic Grant Fund is now open for applications and closes at 5pm on 17th of July 2026. A minimum of £1000 to a maximum of £5,000 can be awarded for each successful project under the GRID Civic Grant Fund.

The GRID Civic Micro Grant Fund is also now live and will be open all year round – with up to £850 available to help smaller projects.

3. How to Apply

If you have a project idea or initiative which you think meets the purpose and eligibility criteria, **please complete an online application form** for either the GRID Civic Fund or the Micro Grant Fund.

If you require assistance with your application or would like to discuss what support we may be able to offer to help you in writing your proposal, please contact the team at glasgow-riverside-innovation-district@glasgow.ac.uk or call Gráinne Filan, Economic Development Officer on 07970 400571.

4. How much funding is available?

A minimum of £1000 to a maximum of £5,000 can be awarded for each successful project under the GRID Civic Grant Fund. Under the GRID Civic Micro Grant Fund up to £850 is available to help smaller projects.

5. Who Can Apply - Eligibility Criteria

i) **Applicant organisations should have an annual revenue below £250,000 (can be calculated as an average across financial years 2022-2023, 2023-2024, 2024-2025).** Applicants may be asked to provide evidence of their financial revenues during the application and due diligence process.

Applications will be accepted from organisations and groups (based in and running projects within) the GRID boundary postcodes of G3, G11, G12, G51. Organisations, not based in the GRID boundary postcodes, whose project activities spill into the GRID boundary will also be accepted. It is acceptable for projects to extend beyond these postcodes to have a wider reach.

ii) It is our expectation, outwith exceptional circumstances with good reason (and with agreement from the University's Economic Development Team), that projects are capable of completion within 6 months from when the grant award decision has been communicated to the applicant.

iii) **Projects (applying for the GRID Civic Grant Fund only) must be capable of aligning with, or contributing to, one or more of the Sustainable Development Goals (SDG) listed in the online application form.** These projects may be new ideas, or opportunities to expand existing community projects – in this case funds may be sought to increase the scope, coverage, duration, and impact of already existing initiatives.

We will consider being a part-funder alongside other organisations. However, the University of Glasgow will require to see evidence of other parties' funding being in place *before* issuing our own funding award and may withdraw a funding offer should this evidence not be provided. Whilst such collaborations are welcomed, the University would only transfer a grant to one organisation. The organisation receiving the grant would then be responsible for passing on money to any project partner organisation.

6. What sorts of projects would be funded?

We are looking for project proposals from a broad range of ideas that can lead to tangible social, civic, sustainable skill development or community benefit to those within GRID.

Example proposals may cover any of the following – **non exhaustive** – sorts of initiatives:

- Equality, Diversity & Inclusion focused initiatives
- Health, Wellbeing and Fitness / Sport
- Sustainability and climate change
- Food poverty
- Arts, heritage, and culture

- Education, and outreach
- Finance / debt advice
- Any group set up to represent underrepresented groups in society or special interest groups (examples of such groups might include, but not limited to, multi-cultural groups, women's groups, men's mental health groups, LGBTQ+ youth groups)
- Community spaces

7. How many grants can I apply for at any one time?

Applicants can only apply for (and be in receipt of) one GRID Civic Fund award at a time from either the Civic Grant Fund or the Micro Grant Fund. However, organisations or individuals (only if they are applying on behalf of a wider community group or organisation) are welcome to apply more than once.

That is, you can reapply if you have an unsuccessful application or when a project (funded by the GRID Civic Fund or Micro Grant Fund) is complete.

8. Application Decision Process – Who will decide which applications are funded?

Each application will be screened by the University's Economic Development team to confirm all mandatory information is included and to ensure applications meet each of the required eligibility criteria (Section 5).

Eligible applications will then be assessed by a panel including representatives from University of Glasgow, GRID partners, community and business organisations within the GRID boundary. The panel led by the Economic Development team, reports to the Community Engagement & Skills Working Group and University's Economic Development Board.

As this part of the Fund is open all year round, award decisions under the Micro Fund will be turned around within 6 weeks of their application date.

Application forms that fail to meet the eligibility criteria will not be assessed further. It is therefore essential to ensure that your project or proposal meets the eligibility criteria before submitting your application.

9. When will applicants hear back?

For applications to the GRID Civic Micro Grant Fund, we will aim to turn applications around within 6 weeks of submission.

10. Projects that will not be funded

- Day-to-day running costs, e.g., administration, rent, building maintenance, subsistence.
- Statutory bodies (however Schools with community focussed proposals or for example PTA initiatives are in scope).
- Proposals for staff costs / staff time where this is not specifically for the project in question.
- For-profit organisations.

- Individuals (unless in exceptional circumstances and/or if they are applying on behalf of a wider community group or organisation).
- Initiatives for the sole promotion of philosophical beliefs.
- Projects that cannot provide evidence of a bank account.
- Organisations deemed to be in severe financial difficulty or jeopardy.
- Applications will not be accepted from University of Glasgow staff, however if they are participating in a project by a community organisation/group within the GRID boundary, the organisation can apply for the Fund.
- Any project which is determined by the University to be inconsistent with its values or demonstrates an unwillingness to engage in the Fund process. The values can be found at https://www.gla.ac.uk/explore/strategy/values/.

11. Successful applicants: Grant Award Letter – Terms & Conditions

Following the evaluation process and decision, the University of Glasgow will notify applicants of the outcome in writing. **For successful applications, a Grant Award Letter will be provided by the University of Glasgow – and the value of grant funding will be agreed through the applicant's signing of this Grant Award Letter. These should be signed and returned to us within 30 days.** The applicant will need to ensure compliance with conditions contained in the Grant Award Letter. You can find a copy of the Grant Award Letter outlining the terms and conditions on the GRID Civic Grant Fund webpage.

In the event an applicant refuses to agree to the terms of the Grant Award Letter or unduly delays the process of signing and returning these documents, **the University of Glasgow reserves the right to withdraw the Grant Award Letter.** The application will then be rejected or disqualified from the process. The University of Glasgow will not be responsible for, nor will we make any commitment in respect of, costs that you may incur prior to the signature of any Grant Award Letter.

12. Project Review Meetings

Successful applicants to the **GRID Civic Grant Fund** will be expected to attend 3 meetings throughout the project duration:

Inception: An introductory meeting and information session.
Midpoint: The meeting will assess the stage the project is at and gain insight if it is on track for completion.
Close: Gather feedback on the processes and expectations of the GRID Civic Fund grant and assess how successful the projects were. Organisations will be expected to provide evidence of their projects in the form of photographs/and or videos and complete a short end of project report form.

Payment schedules will be discussed and agreed between both parties at the inception meeting. As a rule, the payment schedule for the **GRID Civic Grant Fund will be one half at inception and one after the completion of the mid-point review meeting.** On a case-by-case basis, we can also agree in exceptional circumstances where an alternative payment schedule may be more suitable.

Successful applicants to the **GRID Civic Micro Grant Fund** will be expected to attend 2 meetings (at Inception and Close). **Full payment will be made at inception.**

Meetings will be held in a mutually agreed, suitable physical location or online. It is our intention that our grant programme, including the review process, is as accommodating and as accessible as reasonably possible.

13. Monitoring and Evaluation

All successful applicants will be **required to complete a short report by returning a project evaluation form at the end of their projects.** You can access the End of Project Form on the Civic Fund webpage.

14. Requests for Alternative Formats

If you require application materials in an alternative format, please email glasgow-riverside-innovation-district@glasgow.ac.uk or call Gráinne Filan, Economic Development Officer on 07970 400571 or ask a friend or family member to do so for you. We can send you a printed copy of the form by post on request. If you need any help completing the form, we are happy to help. We can talk with you online, over the phone or in person (at a mutually suitable venue).