WEST LOTHIAN
CLIMATE ACTION NETWORK

Host a West Lothian Climate Festival Event

Guidance and application — grants of £100–£250 for community-led events

The West Lothian Climate Festival is a few weeks each year when local groups across West Lothian put on their own climate-themed events — talks, workshops, planting days, repair cafés, walks, screenings and more — all under one shared programme. WLCAN provides a small grant, light-touch support and promotion; your group provides the event and the audience. The result is a visible burst of local climate activity, built and delivered by the community itself. If you would like some inspiration we have a list of ideas for possible events.

Why host an event

- Start the conversation. Running an event during the festival gives your members and the wider community a chance to talk about climate action in a way that's relevant to them.
- Reach people you don't normally reach. A local event — a talk, a planting session, a repair café, a film screening, a walk — brings in people who might not come to a meeting or a workshop.
- Be part of something bigger. Your event joins a shared programme of events happening across West Lothian during the festival, all helping build the case for local climate action.
- Try something new. The festival is a low-risk way to test an idea or format you've not tried before — the small grant and short timeframe make it easy to experiment without a big commitment.

What WLCAN will provide

- **A grant of up to £250** per group towards the costs of running your event (venue, materials, refreshments, printing, etc.) — awards are reviewed on a rolling basis, so apply early.
- **Written guidance** on planning and promoting your event, sent once your application is approved.
- **Promotion** of your event through WLCAN's social media, website, and the combined festival programme.
- **A simple poster/logo template** you can adapt in Canva to brand your event as part of the festival.

What's expected of your group

- Arrange a suitable venue, date and time for your event within the festival window — WLCAN can advise, but the booking is down to your group.
- Bring your own audience — promote the event within your local community and networks.
- Tell us your event date, venue and a short description so we can add it to the combined festival programme — if we're able to send a staff member along, we will, but we can't promise this for every event.
- Let us know roughly what the £100–£250 will be spent on — a couple of lines is plenty, we won't ask for detailed reporting or receipts.

- After your event, send us a few lines on how it went (and a photo or two, if you have them) — this helps us support other groups and show funders the impact of the programme.

Key dates

- **Now – 11 January 2027:** Applications open, reviewed on a rolling basis — apply as soon as you have an idea, even a rough one.
- **17 February 2027:** Festival launches at WLCAN's Annual Member Gathering, where the full programme is unveiled.
- **17 February – mid-March 2027:** Festival runs — host your event any time in this window.

Who can apply, and what the grant can be used for

- Open to community groups and organisations based in, or working in, West Lothian.
- Groups should be non-profit-distributing and have a bank account — if you're not sure whether you're eligible, email us and we'll advise.
- Use the grant for materials, venue hire, refreshments, printing and similar costs of delivering your event.
- The grant can't be used for repairs or improvements to premises your group doesn't own or lease.

Getting started

If you're interested in hosting an event, email **jocelyn@wlcan.scot** with a rough idea — it doesn't need to be fully formed yet, we're happy to help you shape it. When you're ready, complete and return the form on the next page to confirm your event and request your grant.

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Climate Festival Event — Application & Grant Request

Please complete and return this page to confirm your event and request your grant.

1. Host organisation

Host organisation: _____

Main contact name: _____

Contact email / phone: _____

2. Your event

Event idea / title: _____

Short description for the festival programme (1–2 sentences):

_____

_____

Planned date / venue (if known):

_____

Expected audience / numbers: _____

3. Grant request (£100–£250)

Amount requested: _____

What the grant will cover (brief breakdown):

A couple of lines is fine — we're not asking for detailed reporting or receipts.

_____

_____

☐ WLCAN already holds our bank details (e.g. from previous funding) — no need to repeat them below.

If not ticked, please provide bank details for payment:

Account name: _____

Sort code: _____

Account number: _____

4. Agreement

By signing below, the host organisation confirms it will deliver the event described above as part of the West Lothian Climate Festival, and that the above (or previously held) bank details are correct.

For the host organisation	For WLCAN
Name: _____	**Name:** _____
Position: _____	**Position:** _____
Signature: _____	**Signature:** _____
Date: _____	**Date:** _____

Questions? Email jocelyn@wlcan.scot — we're happy to help.