

## Cotesbach Parish Council

### Community Fund - Application Form

Please complete all sections of this form. If you need assistance, contact the Parish Clerk. Return the completed form to the Parish Clerk.

#### Section A – About Your Organisation / Group

1. Organisation name:

2. Your organisation's contact details: (We will use these details for correspondence.)

Name:

Position in organisation:

Address:

Postcode:

Email address:

Telephone:

Website address:

4. Does your organisation have a written constitution, a set of rules or a governing document? (Yes / No) If yes, please attach a copy (for applications >£1,000)

5. Does your organisation have a bank or building society account (Yes / No)

#### Section B – Background to Your Organisation / Group

1. Please describe the purpose of your organisation and what it does? (150 words max)

2. In what year was your organisation formed?

3. How would you best describe your organisation? (tick as appropriate)

- Voluntary community group / club / society
- Parish Council
- Registered Charity
- Social Enterprise

- Church / faith led group

- Other (Please specify):

4. How much money does your organisation presently have in free reserves? £

## **Section C – The Project**

1. Provide the Project Title:

2. Describe the project that you wish to use this grant for: (150 words max)

3. If your application is successful, what is the project's anticipated start date?

4. If your application is successful, what is the project's anticipated completion date?

5. Are any consents and/or permissions required for the project to proceed? If so, are these in place? (150 words max)

6. Provide the project location:

7. What is the name of the organisation which owns and operates the project? (50 words max)

8. If you are seeking funding for a capital project, who will be responsible for maintaining the project following completion and what will this involve? (100 words max)

9. Have you consulted with any neighbours who may be affected by this project?

## Section D – Project Costs

1. What is the total project cost? £

2. How much money are you applying for? £

3. How much funding will your organisation be providing towards the total project cost? £

4. Please complete the table to show any grants you have already secured from other funders for the project:

Name of organisation	Amount awarded	Date received
1.		
2.		
3.		
4.		

5. If there are any conditions relating to these grants, please tell us here: (50 words max)

6. Please complete the table to show any grants you have requested from other funders for the project, where you are still waiting to hear from them:

Name of organisation	Amount applied for	Decision date
1.		
2.		
3.		
4.		

7. Please identify any other grants or funding sources you may be aware of that could be suitable for this project, and explain why you have not applied to them

8. If there is a funding shortfall, how much is this and how will your organisation address it? (150 words max)

9. Please complete the table to give us a breakdown of all costs relating to the project:

Item / Activity	Amount required
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	

## **Section E – Project Need and Overall Benefits**

1. How have you identified that the project is needed? Please tell us about levels of community support you have for the project and what local consultation you have undertaken: (200 words max)

2. Please tell us how your project will benefit the local community: (200 words max)

3. How many people in Cotesbach do you expect your project will directly benefit? (50 words max)

## **Section F – Additional Relevant Information and Declaration**

1. Please provide any additional relevant information that you consider is important we should be aware of: (150 words max)

## 2. Declaration:

You should only submit this application form if:

- You are duly authorised to submit this application on behalf of your organisation; and
- To the best of your knowledge and belief, all answers to the above questions are true and accurate.

Please email your completed Application Form to: [cotesbachpc@gmail.com](mailto:cotesbachpc@gmail.com)

Signature of applicant:

Name (printed):

Position in organisation:

Date: