

# St Stephen in Brannel Parish Council Community Benefit Fund Application Form.

<b>Section 1. Your Organisation and Contact Details</b>		
<b>a) Project name</b>		
<b>b) Organisation applying</b>		
<b>c) Main contact person and position within the organisation</b>		
<b>d) Address</b>	<b>Project/Organisation Address</b>	<b>Correspondence address (if different)</b>
<b>e) Telephone number</b>		
<b>f) Email address</b>		
<b>g) Sector of activity</b> e.g. voluntary/community group, Charity, public body etc		
<b>h) State status of your organisation</b> e.g. company limited by guarantee, partnership, constituted group, etc if applicable.		
<b>i) Charity number</b> (if applicable)		
<b>j) Please indicate the number of people involved in the project.</b>		
<b>k) Area or site covered by the project.</b> Please include address and maps if applicable.		

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## Section 2. About the project

### **2a) What will your project do and how?**

Please explain what the project is and what are its aims, the benefit to the community and how you will achieve them.

### **2b) How do you know there is a need for your project and what support has been indicated locally?**

Explain if this project is the result of demands made on the organisation or part of your own plan.

(Attach any letters of support)

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**2c) What are the expected benefits to the community from the project?**

Please explain how you will monitor the benefits of the project.

**2d) Does your project have links with any other projects and/or will you be working with any other partners?**

(Describe your partnership and explain if any formal or informal arrangements are in place.)

**2e) What impact will there be if the project does not go ahead?**

(Will the project still go ahead or be revised if no grant is awarded from this fund)



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<b>3d) Is the project dependent upon planning permission or other form of regulatory compliance or consent being obtained?</b> (If so please give details, dates and status of applications.)	<b>No</b>	<b>Yes</b>

<b>3e) What are the risks associated in delivering your project?</b>	<b>Risk</b>	<b>Severity (H M L)</b>	<b>Likelihood (H M L)</b>	<b>Management</b>
Think about and record here any risks that might affect delivery of your project, also state how you would deal with them.				

**H – High**  
**M – Medium**  
**L – Low.**

**(Continue on a separate sheet if necessary).**

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## Section 4. Project costs and funding

### 4a) EXPENDITURE –Detail the full cost of the project

The number of quotations that you need to obtain will vary according to the value of each element of your project. The table below gives information on the thresholds and the number of quotations required.

Estimated Value	Tender Action Required
Up to £1,000	Single quote or website price list, or similar
£1,001 upwards	A minimum of three written quotes using the same specification or brief.

**If you reclaim VAT then do not include the VAT amounts in your grant request.**

Description	Net Cost (£)	VAT (£)	Total Cost (£)
<b>TOTAL PROJECT COSTS (£)</b>			

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**4b) FUNDING – Provide details of how you propose to fund the project, including any other grant funding applied for and match funding status.**

Source	Amount (£)	Status <i>(Applied for/Secured/Date)</i>

## Section 5. Sustainability

**a) What will happen after the grant from the St Stephen Community Benefit Fund ends?**

Please describe your future plans for this project or service and how you believe it will be achieved and how it could be paid for in future.

**b) How will you let people know about your project?**

Explain how you will let your target group know about your project or how you will inform the community.

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<b>Section 6. Attachments to be included with the application</b>	
<b>Item</b>	<b>Attached</b>
<b>Please sign and date this form</b>	
<b>Electronic copy sent by email</b>	
<b>Copy sent by post</b>	
<b>Latest audited annual accounts /latest 3 months bank statements or a business plan if no accounts.</b>	
<b>Copy of your constitution or governing document &amp; list of trustees/directors if applicable</b>	
<b>Consents, permissions, planning application and maps if applicable.</b>	
<b>Letters of support</b>	
<b>Estimates and quotations for work</b>	
<b>Evidence of funding approvals from other funders if applicable.</b>	
<b>Policies and procedures eg environmental, equal opportunities, child protection if applicable</b>	

Please supply any other information that you feel will help support your application.



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## Section 7. Declarations

We are authorised to submit this application on behalf of the organisation and certify that the information enclosed is correct. We understand that we will need to abide by terms and conditions set out and provide additional information if required. We understand that we will be required to monitor expenditure and to provide reports on the progress of the project as required. We give permission for the fund to record the information in this form electronically. We also give permission for the fund's involvement in the project to be publicised.

<b>Signature 1.</b>	
<b>Print Name and position in organisation.</b>	
<b>Date</b>	
<b>Signature 2.</b>	
<b>Print Name and Position in organisation</b>	
<b>Date</b>	
<b>Independent reference Name</b>	
<b>Address</b>	
<b>Telephone Number</b>	
<b>Occupation</b>	
<b>Independent Reference Declaration</b>	I can confirm that I know the applicant organisation and have read this application for funding. I support the proposal and am happy to be contacted to discuss the project further.
<b>Signature</b>	
<b>Name</b>	
<b>Date</b>	

- All applications will be assessed equally using fair, transparent and robust procedures.
- Communications on decisions will be made in a timely fashion.
- Only information that is required for the application process will be requested from the applicant.
- Information will be kept according to Data Protection principles.

**Please note that payments may be withheld or recovered if it appears that any undertakings have not been complied with or a false or misleading statement has been made.**