



Step by Step Guidance Filling in the Application Form

Part one – about your organisation

1. Organisation Name

Give the full name of your organisation as it appears on your governing document. Please double check this.

2. Organisation's main or registered address including postcode

This is the address that we will use for written correspondence.

3. What type of organisation are you?

Select one choice from the drop-down menu. If you select 'other', please stipulate what sort of organisation you are in the box below.

4. Organisation Details

Please input reference numbers as applicable. If not relevant to your organisation, please input N/A. Note: CIC stands for Community Interest Company.

We also need to know if your organisation is VAT registered or not. Please select the appropriate response and input your VAT registration number if applicable.

5. Tell us what your organisation does

In a maximum of 100 words, please tell us more about your organisation. We would like to know what activities and/or services you currently deliver, but a brief summary is fine.

6. Tell us about the people involved with your organisation

Please name the people involved with your management committee or board and list their roles within the organisation. We are asking for this information to ensure that you have an appropriate support structure in place to deliver the project.

7. What skills do they have?

This is your chance to highlight the unique skills' set of your project team. Please list any specific skills, expertise and qualifications of the people listed in question 6 that are relevant to your activities.

8. Social Media Sites

Any of the information you provide here will be included alongside your project information on the award scheme's website: www.nwleics.gov.uk/twentyforseven. If you do not already have dedicated social media pages for your group or project, you may find it useful to start setting them up at this stage to help you promote your project when the voting stage of the awards' scheme begins. Effective promotion will be a key element of this.

9. How many paid staff/sessional workers do you have?

You might employ no workers or you might employ part-time and/or full-time workers. Please calculate a single figure as a full-time equivalent, based on approximately 38 hours per week, and input as a figure.

10. How many volunteers does your organisation have?

Please count the total number of volunteers you have, including full-time and part-time. You do not need to include this as a full-time equivalent.

11. Will your project directly involve children, young people under the age of 18 years or vulnerable adults?

If you answer yes to this question, check the list of safeguarding policies and procedures outlined. You need to have all of these in place and we may ask to inspect your evidence for this.

12. Public Liability insurance and leaders' qualifications

Depending on the type of project, you may need public liability insurance or qualified leaders. You require public liability insurance if you co-ordinate and run any public events. If your project involves a dangerous sport or activity, your organisation should be affiliated to a relevant governing body or you must be working with fully qualified leaders or instructors. We may ask to check your evidence for any of these.

13. Details of main contact for your organisation

This should be the main person we can contact if we have any questions about the application. Please provide a landline and mobile contact number if you can.

14. Details of second contact for your organisation

The second contact should be a member of your management committee/board who has a working knowledge of the organisation and the application. We may contact this person if, for whatever reason, we are unable to get in touch with your main contact.

Part two – about your project

15. Project name

This should be brief and relevant to the funding you are requesting.

16. Organisation name

Please state the full name detailed on your governing document, eg. constitution, memorandum and articles of association.

17. Amount you are applying for

Select £20,000 if you are requesting £20,000, which you aim to match fund to give a project total of £40,000 or greater. Select £10,000 if you are requesting £10,000, which you aim to match fund to give a project total of £20,000 or greater.

18. Where is your organisation based?

Select one area from the drop down menu that represents the main base for your organisation.

19. Select the area that will benefit most from your project

Use the accompanying map in the general guidance document or on the £20,000 for seven website to identify where your project will take place and select which area (1-7) this falls within. Each area is made up of two or more district wards and the key to the right of the map lists which wards lie within which areas.

20. Sum up your project in 100 words or less

This is the summary of your proposed project and possibly the most important part of the application form. It is your chance to sell your project idea to the voting public who will determine which projects receive the funding. So think carefully about your message and how you want to convey it in a maximum of 100 words. Please note, if you go over the word count we will only accept the first 100 words.

As a useful checklist, have you covered the 'who, what, where, when and how' of the project? When you have finished, ask others to sense-check it for you. Also double-check your spelling and grammar as whatever you put in this section will appear exactly the same way on the webpage – spelling mistakes and all!

21. How is your project NEW and INNOVATIVE for your community?

This is a key question and we need you to explain, in 150 words or less, how your project is both NEW and INNOVATIVE for your community. Therefore you need to answer both parts.

22. When do you anticipate that your project will take place?

We do not expect you to know exact start and finish dates for your project, but we do need to know that you have worked out a definite timetable and have a clear idea of what you want to achieve by when.

23. Does your project involve work on land or a building, including refurbishment?

If you answer ‘yes’, your organisation MUST own the freehold of the land or building, or hold a lease that cannot be brought to an end by the landlord for at least 10 years. The only exception to this is where you can provide sufficient evidence that this will be obtained within a short time frame. If this is the case you will need to discuss your particular circumstances with the Community Focus team first. This is important and we are likely to ask you to send further information about land ownership if your application for funding is successful. If your project does not involve work on land or a building, please proceed to question 24.

24a. Does your organisation own the freehold or hold a lease of at least 10 years?

Select the appropriate response from the drop-down menu. If your application is successful we may need you to send evidence of this before you start your project.

24b. Is planning permission needed for your project?

Select the appropriate response from the drop-down menu. If your application is successful we may need you to send evidence of this before you start your project.

Part three – the need and benefit

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25. Please tell us why this project is needed.

This is your opportunity to tell us more about what your community is like, what challenges exist within it and why your project is needed to overcome these challenges. Please ensure that you do not exceed the word count of 250 words.

Definition of need: require (something) because it is essential or very important rather than just desirable.

26. How have you identified these needs?

Tell us about the things you have done to gain an understanding of these needs. We are interested to know more about the formal and informal consultation you have carried out. You may have consulted within your community by approaching local groups directly, contacting families by sending information through school book bags, holding a stall at a community event or inviting feedback through social media sites. Please tell us your story in a maximum of 250 words.

27. Tell us about the benefits that will happen as a result of this project.

Tell us how this project will make a difference in your community – how will it be a better place to live in as a result of the project. Please ensure that you do not exceed the word count of 250 words.

Definition of benefit: a helpful or good effect, or something intended to help.

Part four – finances

28. Total project costs/value

Please use this section to provide a breakdown of your total project costs and how much funding you are applying for. For each item, please provide a description and indicate its cost, excluding VAT.

You will need to have secured three quotes for individual items over £1000 and we may ask to see evidence of this if you are successful in receiving an award.

In the table, 'Net of VAT' means the cost of the item before VAT is added; therefore please do not include VAT when providing the cost of individual items. If you are able to reclaim VAT for any items, you need to exclude this from your bid. Only fill in the space for VAT if you are unable to reclaim VAT.

You will then be able to calculate the total cost of your project. If you are applying for the £20,000 award this total should be £40,000 or higher. If you are applying for the £10,000 award this total should be £20,000 or higher. You then need to identify if you are requesting £20,000 or £10,000 funding; these are fixed amount awards so please do not request any other amount.

29. Match funding

Please use this section to provide a breakdown of your match funding costs. For each item, please provide a description and indicate its cost, excluding VAT.

We ask for evidence of match funding for a number of reasons. It demonstrates the credibility of the scheme if another funder has already decided that it is worthy of funding; it provides value for money and allows more communities to set up a project; it encourages the community to come together to work on the project and therefore achieves greater community buy-in.

We will accept match funding that has already been secured but, due to the time scales in this particular situation, we will also accept funding that you have identified and applied for, or intend applying for, and where you are fairly confident that you will be successful in your application.

You should include in-kind contributions as appropriate and eligible, eg. volunteer support, free resources such as donated labour, materials, use of buildings, etc. Volunteer time should be costed at £10 per hour and can include volunteer time to carry out practical tasks and project management when the project is live.

You can include match from fundraising events and income generation through selling your services or goods.

30. Sustainability of your project

It is important that your project leaves a positive long-term impact within your community. In a maximum of 150 words, tell us how you plan to continue funding this project beyond the life-time of the award. You need to show that you have thought about this and have plans in place to ensure that you can keep the project running once the initial funding has finished.

Part five - checklist

Please work through this checklist carefully to make sure that you have completed the application correctly and have gathered all the necessary supporting information requested.

This is important as, if we receive your application without all the required information, this may result in your application being withdrawn from consideration.

Once you have completed your application form please send it, along with the accompanying information, to: twentyforseven@nwleicestershire.gov.uk