

Clackmannanshire Regeneration Partnership

Community Regeneration Fund (CRF) Application Form - Guidance Notes

These guidance notes are designed to help projects complete the application form for funding from the Community Regeneration Fund (CRF). Only those projects who have completed the outline proposal application and have been invited to submit full applications should complete the form.

Accompanying the application form is the CRF Application Scoring Assessment form, which will be completed for every application submitted, by the monitoring and appraisal group. Using the information and score from this assessment form, a summary report will be prepared with all the relevant information for the Clackmannanshire Regeneration Board to make decisions on which projects should be funded.

Details on applications and the assessment summary report will go to the Clackmannanshire Regeneration Board for consideration, where decisions will be made on whether to fund project applications.

Projects are asked to complete the application form as fully and comprehensively as possible. Projects are asked to read through the application form prior to completion to help ensure that the correct information is provided in the correct place on the application form. Projects are also encouraged to refer to the ROA, particularly the priorities, objectives, outcomes and targets when completing the application form, as projects will be expected to provide detailed information on how the project will contribute to these.

Completed applications should be submitted to the Clackmannanshire Regeneration Partnership Office, Unit 1/3 Candleriggs, Alloa, FK10 1EA or via email to asinclair@clacks.gov.uk.

Please note that applications submitted after the deadline will not be accepted.

Please refer to appendix 1 for information and guidance in completing the CRF Application Form.

The Assessment/Scoring Process

The CRF Application Scoring Assessment Form is structured around the application form. When completing the application form projects should refer to the assessment/scoring form in order to maximise their potential scores.

On receiving the application form, the proposal reference number will be added and will again act as a method of tracking the proposal and application. All applications will be assessed by the monitoring and appraisal group, which will score the application using the set template which is available to projects for information. Following the completion of the assessment form, by the monitoring and appraisal group, projects will be given a score and a recommendation will be made to the Clackmannanshire Regeneration Board. Scores will be given in the following sections:

Section 2: Aims of Project. 6 points are available, project applications must normally score 4 points or above.
Section 3: Evidence of need/demand. 4 points are available, project applications must normally score 2 points or above.
Section 4: How the project will achieve this? 8 points are available, project applications must normally score 6 points or above.
Section 5: Budget. 6 points are available, project applications must normally score 4 points or above.
Section 6: Exit/Continuation Strategy. 2 points available.
Section 7: Monitoring and Evaluation. Must be ticked.

Total scores available are 26 and projects will normally be required to score a minimum of 14 points.

The recommendations made by the monitoring and appraisal group will be:

- To submit project application (to the Regeneration Board).
- To re-submit application due to their being issues in the application, details of which will be provided (this is at the discretion of the Regeneration Board).
- Application failed to score satisfactorily and will not be submitted to the Regeneration Board (evidence will be provided).

FOR OFFICE USE ONLY

Project Application REF No:

Section 1: Project Details

Name of your Project:	<ul style="list-style-type: none"> Please provide the name of your project. It should be the same as your project proposal BUT it is not essential if a more suitable title is found, as the proposal and application will be linked by a ref number
Address of your Project:	<ul style="list-style-type: none"> What is the main location of your project? This information is necessary for future correspondence.
Postcode:	<ul style="list-style-type: none"> If there is a postcode please include it here
Main contact:	<ul style="list-style-type: none"> This should be a person who can answer questions about the project. It is acceptable to put the best times to contact e.g. After 5pm
Phone number:	<ul style="list-style-type: none"> Ideally these should be a landline.
Email address:	<ul style="list-style-type: none"> Please provide an e-mail address if you have one.
Website address:	<ul style="list-style-type: none"> If appropriate.

Project Target areas/groups

Which areas will the project be targeting?	<ul style="list-style-type: none"> Please be very clear of the areas the project will target AND if the project will include support for ineligible areas, e.g. Tillicoultry, Alva etc, whether that be by catchment – pupils may come from these locations, or whether the service operates wider than the ROA area. This will not prejudice the application IF you inform us at this stage.
Who are the projects target group/s	<ul style="list-style-type: none"> As above please be clear about who the project is targeting.

Bank Account details

Please give us your Bank or Building Society account details

Account Name	<ul style="list-style-type: none"> The name that appears on the statements
Bank or Building Society name	<ul style="list-style-type: none"> As it appears on the bank statements
Bank or Building Society Address & postcode	<ul style="list-style-type: none"> The branch details as they appear on the statement
Sort code	<ul style="list-style-type: none"> As it appears on the bank statements
Account number	<ul style="list-style-type: none"> As it appears on the bank statements

Please tell us the date your project/organisation started:	<ul style="list-style-type: none"> ▪ <i>If your project/organisation has been in existence for some time give an estimation of when it started. If the project will be a new project please tell us here.</i>
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Project Plan

Please Describe the project you want us to fund?

- *Clearly describe the overall purpose and main activities of your project, and what the CRF would be used to fund. We would expect to see the national priorities and local outcomes outlined here along with detailed information on how the project will contribute to addressing these.*
 - *All information on the national priorities, outcomes and indicators can be obtained from the Clackmannanshire Regeneration Outcome Agreement (ROA) which is available on Clacksweb.*
- Example: National Priority – Improving Health, Local Outcome – Reduce dental disease in P1 children. The project will bring a dental hygienist into schools and youth groups to show a presentation of what happens if you don't clean your teeth. It will target 100 children, a tooth diary is given to each child to be kept and checked weekly over 3 months at the end of which certificates are handed out, ALL children would have visited their own dentist once during this time.*
- *This example identifies clearly what it intends to do and the priority/outcomes it intends to address. It also shows clearly how it will monitor the project, how long it will run and from this an expected result.*
 - *Information given in this section should be concise and relevant to the application. Projects may be asked to provide more detailed information later in the form.*
 - *Please note that if the project will work in partnership with another organisation/project to achieve the same outcome, please be clear about this and the partner here. This is necessary to avoid 'double-counting'.*

Section 2: Aims of the Project

Which National priorities as set out in the Clackmannanshire Regeneration Outcome Agreement (ROA) does the project contribute to?

- *Your project must match at least one of these priorities, if it matches more than one then indicate the primary priority by putting in a 1, then a 2 for the secondary etc. In scoring your application we will need to have at least one of the boxes checked or numbered as without this your application automatically fails.*

Building strong, safe, attractive communities	
Improving Health	
Getting people back into work & raising education	
Effectively engaging communities (including young people)	

Which local outcomes, as set out in the ROA, does the project contribute to? Please tick all that apply to your project.

- *As above at least one of the boxes needs to be ticked or the application automatically fails.*
- *PLEASE NOTE: By ticking a box we would expect to see how the project addresses the target by referring back to the Project Plan above. If you tick a box ensure that you have mentioned it above.*

Reduce fear of crime & Anti-social behaviour	<input type="checkbox"/>
Reduce crime	<input type="checkbox"/>
Make the environment safer & more attractive	<input type="checkbox"/>
Reduce health inequalities through healthier food choices	<input type="checkbox"/>
Reduce health inequalities through physical activity	<input type="checkbox"/>
Reduce numbers of Adult smokers	<input type="checkbox"/>
Reduce prescribed drugs for anxiety, depression, psychosis	<input type="checkbox"/>
Reduce drug misuse	<input type="checkbox"/>
Reduce dental disease in P1 children	<input type="checkbox"/>
Increase economic rates	<input type="checkbox"/>
Increase enterprise	<input type="checkbox"/>
Increase skills	<input type="checkbox"/>
Effectively engaging communities & young people	<input type="checkbox"/>

Section 3: Evidence of Need/Demand

Why is there a need for this project? What supporting evidence have you collected? Are you already doing the work? (This may include reference to National/Local surveys, consultations, national statistics, local information, monitoring information, other qualitative data).

- *Please provide evidence of why there is a need for this project, and give details of the source of evidence here.*

What role have the local community and project target groups, had in developing the project idea and this application?

- *Please provide details, where appropriate, of the nature and level project target groups have been involved in developing the project/application.*

How will the local communities and target groups continue to be involved in managing & developing the project if your application is successful?

- *Please provide details, where appropriate.*

What other organisations will you work with on the project? What roles will they play?

- *Please provide details on partnership working and working with others, where appropriate, and define roles here.*

Section 4: How project will achieve its aims.

What changes will your project bring about and how will you know that these changes have happened?

<p>Outcomes What changes will happen as a result of the project?</p>	<p>Targets How many people will be affected?</p>	<p>Milestones How will you bring about changes and how will you know these changes have happened?</p>	<p>Timescales When will you complete the Milestones listed?</p>
<ul style="list-style-type: none"> ▪ <i>Please detail which ROA outcomes the project will address.</i> 	<ul style="list-style-type: none"> ▪ <i>What are the projects targets for each outcome? These should be numerical where possible. Targets may be quarterly or annual but make this clear here.</i> 	<ul style="list-style-type: none"> ▪ <i>Please detail milestones – these may be events that the project will aim to reach before meeting targets.</i> 	<ul style="list-style-type: none"> ▪ <i>Please provide accurate dates.</i>

How will you evaluate the effect of your project?

<ul style="list-style-type: none"> ▪ <i>Please provide details on how the project will gather information and data to evidence that they are meeting the outcomes/indicators and targets as set out in the section above. How will the project evidence that it is meeting its aims and objectives and targeting the relevant areas/target groups?</i>

Section 5: Budget

- *Please provide financial and budget information as requested.*

How much will the project cost in total?

£

Where will the money come from?

CRF

Other
(please give details)

	£
	£
	£

Total project cost £

Please complete the following table to show us how much the project will cost each year and the total costs?

Item	Total cost year 1 A	How much CRF B	Total cost year 2 C	How much CRF D	Total project cost	Total amount CRF
Salaries (Inc NI & Pension costs)						
Other revenue costs	<i>Please Complete Budget Matrix</i>					
Organisational overheads						
Other capital costs						
Total costs						

Section 6: Exit Strategy

Do you want to continue this project after our grant ends?

Yes

No

If yes, please tell us below who will be responsible for raising funds, which funders will you approach, when will you start to look for other funds?

If no, tell us how this will affect the communities and target groups who use your project and how will you address this?

▪ ***As it says above we are looking for clarity, if you are continuing – how are you funding this, if you are ending the project – what are you expecting to learn and how will this feed into future projects. If you will be applying for year 2 CRF funding in Autumn 2006 please tell us here.***

Monitoring & Evaluation

Do you accept that you will be entering into a monitoring and reporting agreement as a requirement of CRF funding and accept the conditions and obligations this will place on your project?

I agree

Signed _____ Position _____ Date _____

(This project application will only be recommended if the box is ticked and signed).

Data protection and Freedom of Information

Data Protection

We will use the information you give us on the application form and during the life of any grant awarded to administer and analyse grants. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications and monitoring grants. These organisations and individuals may include external assessors, accountants, and other organisations or groups involved in delivering the project. We might also share information with government departments, organisations providing matched funding and other organisations and individuals with a legitimate interest in CRF applications and grants or for the protection from or detection of fraud.

To help us meet the needs of voluntary organisations, we might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups, and their details will not be made public, except as required by law.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as – but not limited to – grant applicants, grant holders, contractors and people making a complaint. If information is requested under the Freedom of Information Act we will release it, unless exemptions apply. However, we may choose to consult with you first.

Your signature on this form will be taken as confirmation of your understanding of your obligations under the Data protection Act 1998 and the Freedom of Information Act 2000, and that you accept that we will not be liable for any loss or damage to you pursuant to our fulfilment of these obligations under the relevant law.

Signature of Main contact/person completing form: _____

I confirm that, to the best of my knowledge and belief, all the information in this application form is me and correct. I understand that you may ask for information at any stage of the application.

Signature _____

Date _____

Projects should read the statements above, sign and date the completed applications.