

FOR OFFICE USE ONLY
Project Application REF No:

Section 1: Project Details	
Name of your Project:	
Address of your Project:	
Postcode:	
Main contact:	
Phone number:	
Email address:	
Website address:	

Project Title	
Which areas will the project be targetting?	
Who are the projects target group/s	

Bank Account details	
Please give us your Bank or Building Society account details	
Account Name	
Bank or Building Society name	
Bank or Building Society Address & postcode	
Sort code	
Account number	

Please tell us the date your project/organisation started:	
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Project Plan

Please Describe the project you want us to fund?

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.)

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

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

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

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?

<u>Outcomes</u> What changes will happen as a result of the project?	<u>Targets</u> How many people will be affected?	<u>Milestones</u> How will you bring about changes and how will you know these changes have happened?	<u>Timescales</u> When will you complete the Milestones listed?

How will you evaluate the effect of your project?

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Section 5: Budget

How much will the project cost in total?

£

Where will the money come from?

CRF

£

Other

(please give details)

<input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>

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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other revenue costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Organisational overheads	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other capital costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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?

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 true and correct. I understand that you may ask for information at any stage of the application.

Signature _____

Date _____