



Application Form Guidance Notes



These guidance notes have been designed to assist you in completing your application for a Marshes Community Benefit Fund ('MCBF') grant.

If you are completing a hard copy of this form please use **BLOCK CAPITALS**

Section A - Organisation details

A1 Full legal name of organisation:

This is the name of the organisation that is making the application and that will be delivering the project.

A2 Address of organisation:

This is the address of the organisation named in question A1.

A3 Website address:

This is the website address of the organisation named in question A1, or the website address for the project if there is one.

A4 Does your organisation have a written constitution, a set of rules or a governing document?

You will need to confirm you have this in place when you apply. You may need to provide a copy of this if your application is successful. Include your company or charity number if applicable.

A5 Does your organisation have a bank or building society account with a minimum of two signatories?

You will need to confirm you have a bank or building society account to apply for a grant.



Section B - Contact details

B1 Name of person making this application:

This is the name of the main project contact with whom we will liaise during the assessment process. The contact should be able to answer any queries we may have relating to the project and the grant application.

B2 Position held within the organisation:

This is the position the person named in question B1 holds within the organisation named in question A1.

B3 Contact address:

This is the address for the main project contact. We will use this for all written correspondence regarding the grant application.

B4 Email address:

This is the email address for the main project contact. We will use this for all email correspondence regarding the grant application. We will also use it to send you a copy of the completed application form once it has been submitted.

This question is mandatory; failure to provide this information will result in your application being discounted.

B5 Telephone number:

This is the telephone number for the main project contact during office hours. We will use this should we need to contact you to ask any questions during the assessment process.



Section C - Background to your Organisation

C1 Please describe the purpose of your organisation and what it does.

Please provide a brief overview of your group's aims, objectives and activities. It is useful for us to know how the project you are planning to deliver fits with your organisation's goals.

C2 In what year was your organisation formed?

This should be the date when your organisation was first constituted, or the date your section was formed if you are part of a larger organisation.

The date should be in the format of a four-digit number (e.g. 2015).

C3 How would you best describe your organisation?

Please select one of the drop-down menu options. If more than one option applies to your organisation, select the most relevant as you will only be able to make one choice.

The options are:

- Church/faith-led group
- Community group/club/society
- Council (including parish, community, county etc)
- Registered UK charity
- Social enterprise
- Other – please specify

Please note: If your organisation is a social enterprise, to be eligible for a grant, any profits made must be reinvested to sustain its mission for positive change and cannot be distributed. Answering this question is mandatory; your application will be disregarded if you do not complete it.

C4 How much money does your organisation presently have in free reserves?

Please provide a figure for the current free (unrestricted) reserves held by your organisation. Ensure that you exclude any monies that have been received from other funders for other projects. The figure should refer only to your section if you are part of a larger organisation. If your application is successful, we may ask you to confirm this figure.



Section D - The project

D1 Provide the project title:

The project title should include both the nature and location of the project.

Example:

“Providing a new children’s playground in Central Park”

D2 Describe the project that you wish to use this grant for:

The project description should include an outline of the entire project, including the parts of the project that others will be funding. It should enable us to visualise what your group is trying to achieve.

Example:

The existing playground equipment in Central Park will be removed. Ground preparation works will be undertaken and new safety surfacing will be installed. Six pieces of new play equipment for 6-15 year olds will be purchased and installed at the site. The area will be fenced, 3 benches and 5 litter bins will be installed and 10 trees will be planted.

D3 What is the project’s anticipated start date?

This should be the expected start date for your project if your grant application is successful.

You should allow at least 2 months from our final decision date to the project start date, to allow for the administrative requirements of the grant. The decision dates for each funding round can be found on the MCBF website at www.marshescbf.uk

If you are awarded a grant, you should not start work on your project until a formal Funding Offer is in place, or the grant will be withdrawn.

D4 What is the project’s anticipated completion date?

This should be the expected completion date for your project if your grant application is successful.

D5 Are any consents and/or permissions required for the project to proceed? If so, are these in place?

We need to know whether any consents and/or permissions are required in order for your project to proceed. Examples could include:

- Planning permission / building regulations approval
- Listed building consent if a listed building / structure is involved
- Faculty / relevant consent for the project if a religious building is involved
- Environment Agency consent
- Consent from the owner of the project site if this is not your organisation

If any consents and/or permissions are required, please tell us whether they have yet been received. If they haven’t yet been received, by when do you expect to hear?

D6 Provide the project location:

This is the address of the project site.

Please ensure you read the specific criteria for the Fund to ensure your project is located within the benefit area. If the project is to provide a service, please specify which area the service(s) will benefit.



D7 Provide the full project location postcode:

If the project site does not have its own postcode, please provide the nearest one or a grid reference if appropriate. If the project is to provide a service, please specify which area the service(s) will benefit.

D8 Who will be responsible for maintaining the project following completion and what will this involve?

First: please give the name of the organisation that has agreed to take on the responsibility for future maintenance. It is likely that this will be your organisation.

Second: ensuring that there will be satisfactory arrangements in place for the project's maintenance is an important factor in our grant assessment process. You therefore need to tell us here about how the project will continue to be maintained in the future.



Section E - Project costs

E1 What is the total project cost?

This should be the total cost of the project, including parts of it that others will be funding. Please use net cost figures if your organisation is able to reclaim VAT, and gross cost figures if you are unable to reclaim VAT.

E2 How much money are you applying to us for?

The figure should be between the amounts specified in the criteria for this Fund.

E3 How much funding will your organisation be providing towards the total project cost?

This should be the total amount that your organisation will be providing for the project. Please refer to the criteria for this Fund as some match funding may be required.

E4 Please provide details of any grants you have already secured from other funders for the project:

Please refer to the specific criteria for the Fund to see if match funding is required or may benefit your application. Please list all the funders who have confirmed that they will provide grants for your project. Detail the amount(s) that they have approved and the date(s) on which the funding was awarded.

E5 What is the total amount that you have secured from other funders?

This is the total of the amounts entered in answer to question E4.

E6 If there are any conditions relating to these grants, please tell us here:

We need to know about any conditions relating to grants already awarded by other funders for the project. In particular: are there any deadlines by which the grants must be used; are the grants only available for certain elements of the project?

E7 Please provide details of any grants you have requested from other funders for the project, where you are still waiting to hear from them:

Please list all the funders to whom you have applied for grants for your project. Detail the amount(s) that you have applied for and the date(s) by when you expect to have a funding decision.

E8 What is the total amount that you have requested from other funders?

This is the total of the amounts entered in answer to question E7.

E9 If there is a funding shortfall, how much is this and how is your organisation addressing it?

Your project will have a funding shortfall if the total project cost exceeds the funding that you have already secured (including the amount your organisation is providing) and the funding that you have requested (including the amount of CBF you are applying for).

It can be calculated as:

Total Project Cost – (CBF + Own funds + Other secured funds
+ Other requested funds) = Shortfall

Or:

$E1 - (E2 + E3 + E5 + E8) = E9$

If there is a funding shortfall, please tell us how much this is. Then tell us about any funding sources that you have identified but have not yet approached for funding, and any other planned activities to cover the shortfall.



E10 Please provide details of how you will control expenditure and who will be able to spend the money you receive.

Who will prepare the organisation's accounts? How many people will be able to access the bank account to make payments? You will need to be able to provide the Panel with details of how you have spent any grants and how this spend compares to your original application. The MCBF Panel will require 'Open Book' accounting and will have the right to request copies of all records and bank statements, consider who will be the contact for this and what records will be kept? If there is a funding shortfall, please tell us how much this is. Then tell us about any funding sources that you have identified but have not yet approached for funding, and any other planned activities to cover the shortfall.

E11 Please provide a detailed breakdown of all costs relating to the project:

To help you, follow the more relevant of the two examples below. The numbers used are purely for illustration. If your organisation can reclaim VAT, please show net costs. Otherwise, use the gross amounts. The amounts should be entered as a whole number without commas or a decimal point.

Example 1: Development of a community hall

Item/activity	Requested from MCBF (£)	Total cost (£)
Architects' drawings	250	250
Building works	3,000	5,000
Internal flooring	500	2,000
New kitchen equipment	0	5,000
Tables and chairs	0	2,000
TOTAL	3,750	14,250

Example 2: Service led project

Item/activity	Requested from MCBF (£)	Total cost (£)
Staff costs	2,000	2,000
Promotional materials	500	500
Overheads	500	1,000
Volunteer expenses	100	200
TOTAL	3,100	3,700



Section F- Project need and overall benefits

F1 Please describe briefly the importance of your project in the terms of the social, economic and environmental benefits it will provide. Please also tell us about the levels of community support you have for the project

It is very important that you are able to tell us why the project is needed and how you have identified this need. What we are also looking for here is evidence of community support for (and involvement in) the project, because this will be a key criterion when we assess your organisation's grant application.

The need for the project may have been identified in a local plan, through a building inspection, or in the results of a community survey. It could also simply be the fact that there is a current lack of facilities in the area, or that current facilities are inadequate to meet demand. Some examples of community/user consultation that your organisation could have undertaken include arranging community questionnaires and seeking letters of support for the project. Evidence of support may also be available from petitions, or the minutes of public meetings.

F2 Please tell us about the difference you expect the project will make, including the activities local people will be able to participate in when it is completed:

The level of community benefit and enjoyment that will result from the project will be a key criterion when we assess your application.

When detailing the difference you expect the project will make, please tell us about the benefits that your organisation aims to bring about through the project for your local community. When detailing the activities that people will be able to participate in when the project is completed, please include all educational, recreational and social activities.

F3 How many individuals currently use/visit the project site per year?

Please note that 1 user is a person who visits the project site once or more during the year. For example, 1 person visiting the project site 10 times in a year counts as only 1 user. Please provide as accurate a figure as possible, for example based on bookings taken over the past 12 months. Where records are not kept, please provide a best estimate.

F4 How many individuals do you expect will use/visit the project site, per year, once the project is complete?

Please note that 1 user is a person who will visit the project site once or more during the year. For example, 1 person who will visit the project site 10 times in a year counts as only 1 user. Please provide an estimated figure.



Section G- Additional relevant information and declaration

G1 Please provide any additional relevant information that you consider is important we should be aware of:

This provides you with a final opportunity to add any further information that you feel is relevant to this application where there has not been an appropriate question to explain elsewhere.

G2 Declaration:

You should only tick the box 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 questions are true and accurate and that qualifying criteria are met.

These notes are intended to cover the requirements for application criteria. If you require any further clarification, or if you are unsure of your group's eligibility, please contact the MCBF Panel via enquiries@marshescbf.uk