



Application Form



Section A – About your organisation or group

A1

What is the name of your organisation/group?

This is the name of the organisation making the application

A2

What is the full postal address of your organisation?

Please remember to provide the full post code

A3

If your organisation has a website, please provide the address here.

If there is no website then please write "Not Applicable" in the answer space

A4

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

Please circle the relevant answer. If you answered "Yes", please attach a copy with your application

A5

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

Please circle the relevant answer. If you answer "No" please be aware that this may affect your application's chances of securing funding



Section B – Contact details

B1

Who is the principal point of contact for this application?

This is the person with whom we will liaise concerning your application.

Title:

First name:

Last name:

B2

What is this person's position within the organisation?

For example, the person may be a Chair of a governing committee

B3

What is the postal address for the principal point of contact?

We will use this address for all written correspondence concerning this application.

Please include the full post code. If the same as "A2" please say so.

B4

What is the principal point of contact's email address?

We will use this address for all electronic correspondence about this application.

B5

What is the principal point of contact's phone number?

We will use this number if we need to speak about this application. (Telephone/mobile)



Section C – Organisation background

C1

What is your organisation or group's purpose; what does it do?

For example, if you have a "mission statement" or similar please provide a copy.
Please use no more than 250 words.

C2

When was your organisation formed?

This is the date your organisation was first constituted

C3

Please describe your organisation

Please see the guidance notes for examples.

C4

How much funding does your organisation already currently have available to spend?

If your application is successful we may ask for confirmation of this amount.



Section D – About your project

D1

What is the project called?

D2

Please describe the project for which funding is sought

Please refer to the guidance notes for assistance. If additional space is required please use the continuation sheet. Please be concise and include the nature and location of the project. Please give a detailed break down of costs and related VAT. Costs should be supported by quotes



Section D – continued

D3

What is your project's anticipated start date?

Please refer to the guidance notes for assistance on this question

D4

What is your project's expected completion date?

This should be the expected completion date if your application were successful

D5

Are there any other permissions or consents needed to allow the project to go ahead?

Please refer to the guidance notes for assistance

D6

Where is the project located?

Please ensure you have checked the CBF eligibility criteria to make sure your project is in a supported area

D7

What is the project's post code or grid reference?



Section D – continued

D8

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

Please refer to the guidance notes for assistance. If you need more space please use the continuation sheet. Please use no more than 300 words



Section E – Project costs and Finance

E1

What is the anticipated total project cost? Please provide a separate breakdown of costs and VAT, quotes should be available if requested by Panel. (£)

E2

What is the size of the grant that you are seeking? (£)

E3

How much funding will your organisation be providing towards the total project cost? (£)

Please refer to the Guidance notes as match-funding may be required

E4

How do you propose to control spending in line with this application and what controls will you have in place to ensure all transactions are authorised, properly recorded and accounting records available for inspection? The MCBF Panel will require 'Open Book accounting and will have the right to request copies of all records and bank statements; who will be the contact for this and what records will be kept?

We will use this address for all electronic correspondence about this application.



Section E – continued

E4

Continued..

E5

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

Please refer to the guidance notes for assistance



Section E – continued

E6

What is the total amount you have secured from other funding sources? (£)

This should be the total of the answers you have provided in "E4"

E7

If there are any conditions attached to these secured grants please tell us here.

If you need additional space please use the continuation sheet.

E8

Please provide details of any grants you have requested from other funders for the project, where you are still awaiting a decision

If you need additional space please use the continuation sheets



Section E – continued

E9

What is the total amount you have requested from other funders? (£)

E10

How do you propose to control expenditure, bank transactions, record keeping, producing accounting records

E11

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

Please refer to the Guidance note for assistance



Section E – continued

E12

Please provide a detailed breakdown of all costs associated with the project

Please refer to the Guidance note for assistance. If you require additional space please use the continuation sheet.



Section F – Project need and benefits

F1

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

Please refer to the Guidance note for assistance. If you require more space please use the continuation sheet.



Section F – continued

F2

Please tell us about the difference you expect the project will make, including the activities local people will be able to benefit from / participate in when the project is complete.

If you require more space please use the continuation sheet

A large, empty rectangular area with a light grey background, intended for the respondent to provide their answer to question F2.

F3

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

An empty rectangular area with a light grey background, intended for the respondent to provide their answer to question F3.

F4

How many individuals do you expect will use / visit the project site each year when it is complete?

An empty rectangular area with a light grey background, intended for the respondent to provide their answer to question F4.



Section G – Additional relevant information & declaration

G1

Please use this space to provide any additional information you feel we should be aware of.

Please limit your response to no more than 500 words.



Section G – continued

G2

Declarations

I confirm that I am authorised to submit this application on behalf of the applicant organisation; and

I confirm that to the best of my knowledge and belief, all of the answers provided in this application are true and accurate.

Signed:

Date:



Continuation sheet

Please indicate the question to which this sheet relates in the left hand column (e.g. A3). This sheet may be photocopied.

A large, empty rectangular area with a light gray background, intended for users to indicate the question to which this sheet relates.