

Application Form

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Please complete the application form below at your convenience and provide the relevant documents requested, then post everything recorded delivery to MCBF, Second Floor, Hanover House, 47 Corn Street, Bristol BS1 1HT

Section A – Contact details

A1: **Name of organisation**

A2: **Organisation's full postal address**

Postcode:

A3: **Website**

A4: **Facebook** (eg /marshescommunitybenefitfund)

A5: **Twitter** (eg @MarshesComBFund)

A6: **Name of contact**

A7: **Position in organisation**

A8: **Email address**

A9: **Telephone number**

Section B – About your organisation / group

B1: **When was your organisation/group formed?**

B2: **What is the purpose of your organisation/group?**

B3: **Is your organisation VAT registered?**

Yes No

Section C – About your project

C1: **Name of project**

C2: **Where is this project located** (including postcode/grid reference)

Please refer to the eligibility criteria (<https://www.marshescbf.uk/apply/>) to make sure that your project is within the supported area.

C3: **Please provide a general overview of the purpose of this project**

C4: **What are the anticipated start and completion dates for this project?**

Please refer to the guidance notes for assistance.

Start date (dd / mm / yyyy)

Completion date (dd / mm / yyyy)

C5: Do you need any permissions or consents before this project can go ahead?

Please refer to the guidance notes for assistance.

Yes No

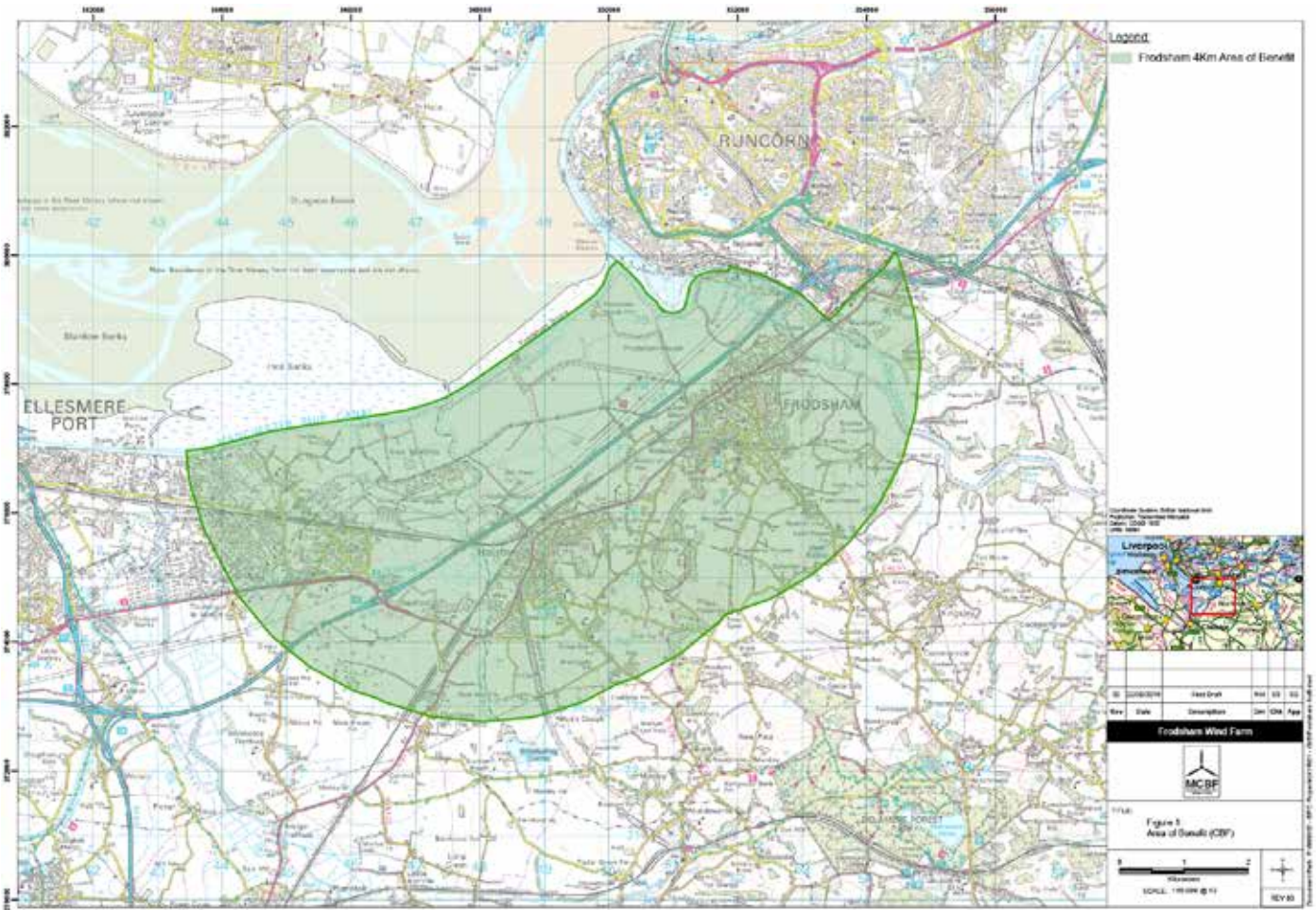
If you answered 'YES' to the previous question (C5) please provide details

Please refer to the guidance notes for assistance.

C6: Please describe the social, economic and environmental benefits that this project will provide to residents within the MCBF area (see map below), including the level of community support that you have for this project and how many MCBF area residents you anticipate will benefit from it.

Please refer to the guidance notes for assistance.

MCBF Area Map



C7: What plans do you have in place to maintain this project following completion?

Please refer to the guidance notes for assistance.

Section D – Funding for this project

D1: Amount of grant sought from MCBF

D2: What is the total anticipated cost of this project?

Please refer to the guidance notes for assistance. Please provide a breakdown of costs and VAT and copy quotes (1 quote if seeking less than £1,000; 2 quotes if seeking between £1,000 and £5,000; 3 quotes if seeking over £5,000)

Quote 1 (1 quote required for less than £1,000)

Quote 2 (2 quotes required for more than £1,000)

Quote 3 (3 quotes required for more than £5,000)

D3: How much funding does your organisation currently have available to spend?

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

D4: How much funding will your organisation provide towards the total cost of this project?

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

D5: Have you already secured funding for this project from other sources?

Please refer to the guidance notes for assistance.

Yes No

If you answered 'YES' to (D5) what other sources have already agreed to provide funding for this project?

Are any conditions attached to that secured funding from other sources?

Yes No

If you answered 'YES' to the previous question what are those conditions?

D6: Do you await the outcome of any other applications for funding for this project from other sources?

Yes No

If you answered 'YES' to the previous question (D6) What other sources of funding have you applied to?

D7: What controls will you have in place to control spending on this project?

The MCBF Panel will require Open Book accounting and will have the right to request copies of all records and bank statements.

D8: If there is a funding shortfall, how do you propose to address this?

Please refer to the guidance notes for assistance.

Section E – Declarations

E1: I confirm that I am authorised to make this application on behalf of the applicant organisation.

E2: I confirm that, to the best of my knowledge and belief, all of the answers provided in this application are true and accurate.

E3: I confirm that the organisation making this application:

i) has a written constitution, set of rules or governing document

Yes No *If yes, please provide a copy with your application*

ii) has a bank or building society account with a minimum of two signatories

Yes No *If yes, please provide a copy with your application*

Signature

Date (dd / mm / yyyy)

/ /