

## Lawley Partnership Board Community Grant– Tips for completing your application

All questions must be completed unless this guidance indicates you don't need to complete a question. If a question is not applicable to you please state n/a so that we know that you have considered this question. Missing information could result in a delay in your application being considered.

<b>1. It is important that you complete this section fully so that we are able to communicate with you about your application</b>	
1.1	Insert the name of your group/organisation
1.2	Insert your status
1.3	Select your type of organisation
1.4	Tell us when your organisation established, this does not need to be precise, a month/year will be sufficient
1.5	Governing documents are a set of documents which set out the purpose of your organisation and how your organisation is to be run. Please tell us if you have these in place or not.  If you do not have formal governance in place please contact us before submitting your application to discuss further.  If, after that discussion you go on to submit your application please indicate whether you intend to formalise the group with governing documents in the next 12 months.
1.6	Please indicate what governance documents you have in place by selecting the relevant box. If your answer to question 1.5 is “no” you do not need to answer his question
1.7	This is the address that your group uses to receive correspondence and the one which we will use to send your grant agreement to if you are successful
1.8	This is where you will be running your project, for example you may be hiring a room in a community building, we will not send correspondence to this address unless you ask us to
1.9	Please tell us whether or not your main beneficiaries are resident in Telford and Wrekin and whether or not the activities will also be based in the borough
1.10	These are the contact details of people within your group that we can get in touch with to discuss your grant application. Unless they are unavailable we will use your first contact as our primary contact
<b>2. This section will help us to understand your project</b>	
2.1	Please tell us what you groups purposes is, or intends to be
2.2	We want to offer funding to groups where there is a real local need, where people have spoken up and said that they would like to see something like your proposal locally and that it would make a difference. Tell us how you have come to the conclusion that a either a new project or

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	development of your organisation is needed to support the needs of the community. For example, you may have noticed an increase in antisocial behaviour and a lack of opportunities for local young people. You may have spoken to your target audience and asked them about the kind of things they would like to do. You may have noticed your elderly neighbours only go out to go to the shops and talked to others in the community and uncovered that this problem is more widespread. You may have identified a need but in your current position be unable to fulfil it
2.3	Please tell us whether your group has already been set up, and details of status. Tell us about what you currently offer, what your activities are, who you support what the outcomes are
2.4	It's important that we understand who is going to benefit from your organisation receiving this funding, this could be a particular demographic within the local community, for example young Mums, older isolated people etc. Tell us who your project is aimed at and how they will benefit. For example young Mums may benefit from having the opportunity to attend weekly groups with other mums.  If your request for funding is to develop your organisation rather than provide a particular project this development should also have a desired outcome and impact on a group of beneficiaries, tells us about that here. For example you may request funding to develop your organisation to a point where you could take over a community facility, this would mean that the facility could remain open offering services to your community
2.5	We expect projects to be open to all who want to be involved, unless you can give an appropriate reason for why this would not be the case. If you plan to restrict who can take part in your project you should use this section to explain your reason so that we can see if we agree that this meets the aims of the fund and is consistent with the Council's responsibilities relating to equality. Further information on the Council's responsibilities can be found <a href="#">here</a>
2.6	Please detail how the community will benefit from this group and who in the community will be benefit.
2.7	Please tell us how many volunteers are involved with the group and their roles
2.8	Priority will be given to projects with long term impacts so it is therefore important that you consider how you will be able to continue with your project after this funding has ended. Use this space to tell us your plans, for example you may plan to charge for your sessions or you may intend to apply for other grants, you may have developed links with local businesses who have agreed to sponsor your group or provide the regular resources you require. Your application may include requesting funds for items that are one off costs and therefore will minimise your future running costs
2.9	This is the anticipated start and finish date, if you do not have a precise date yet a month will be sufficient. You will be expected to start your project within 6 months of receiving the grant
2.10	Indicate yes or no by selecting the relevant box. If you do work with these groups you will need to have appropriate policies and procedures in place, additional information can be found at the end of the application form and in the guidance document. There is help available if you feel you need additional support in respect of this, if you would like support please indicate so on your application form and we will get in touch with you

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2.11	Indicate which grant priority your group will help to deliver by selecting the relevant box.												
<b>3. This section will tell us about the amount of money you are asking for and what it will contribute towards</b>													
3.1	Enter either Yes or No												
3.2	If No, please confirm if there is another organisation able to receive the grant fund money												
3.3	Detail the amount you are requesting from the fund												
3.4	<p>This is where you tell us what the grant fund monies would be spent on.</p> <p>These costs must be accurate,</p> <p>The “total cost” column should indicate the total cost of your intended piece of work/purchase whilst the “amount requested” column should indicate how much you are requesting from the fund. Please indicate the total cost for each column at the bottom of the table and also indicate whether or not you have sourced quotes for your costs</p> <p>For example:</p> <table border="1" data-bbox="220 875 1305 1016"> <thead> <tr> <th>Item</th> <th>Total cost</th> <th>Amount request</th> </tr> </thead> <tbody> <tr> <td>Design and production of posters</td> <td>£75</td> <td>£75</td> </tr> <tr> <td>Insurance</td> <td>£125</td> <td>£75</td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td>£200</td> <td>£150</td> </tr> </tbody> </table>	Item	Total cost	Amount request	Design and production of posters	£75	£75	Insurance	£125	£75	<b>Total</b>	£200	£150
Item	Total cost	Amount request											
Design and production of posters	£75	£75											
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3.5	Please answer either Yes or No												
3.6	Please answer either Yes or No												
3.7	Please answer either Yes or No												
3.8	<p>Tell us how the items you will be purchasing with this grant will support you to meet the outcomes that you have outlined that this grant will achieve, you should be able to demonstrate that these items are necessary in order to be able to achieve your outcomes.</p> <p>The items requested should be reflective of the rest of your application, there should be a clear link between what you intend to do and the items you request funding for.</p>												
3.9	<p>If you have received funding from other sources to support this project please tell us the total amount you have received/are to receive. For example you may have held fundraising activities, applied to other local or national grants or received money from local businesses.</p> <p>If you do have additional funding please let us know about this funding by telling us the value, who is providing it and whether this has been confirmed or not in the table.</p>												
3.10	In-kind can mean resources or people’s time, goods supplied or given to your group free of charge, this can include individuals time which has been given to support the development of the group. Please detail the types of support you have received in-kind												

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3.11	<p>Estimate the value of this in-kind support, if you are including the time given by individuals you can use the hourly rates below to calculate an estimated value of in-kind volunteer time:</p> <p>Project management/manager/supervisor - £16.97 per hour Administration/Project worker - £12.35 per hour General duties/other - £9.92 per hour</p> <p>Using these hourly rates to calculate and include in your funding application also means that everyone is calculating at the same rate.</p>
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