Cottsway Community Fund Application Form

'Help with Questions'

3	Main contact and contact details (direct line/mobile)	➢ This will be for the person in charge of this application.
5	Type of group	➢ Please tell us the main area of work your organisation is involved in.
12	Funding Category applied for	➢ Community Project ➢ Environmental Project ➢ Individual Project or Activity

	Why are you applying for the grant? (in no more than 50 words)	➢ We want to be able to tell people a little bit about the groups who apply for Cottsway Community funding.
		➢ Please give us a short description of your project which we can then use in publicity and put on our web page.
		➢ As a guide, the main points to cover are:
		   ▪ What are you intending to do?
		   ▪ How are you intending to do it?
		   ▪ What will be the results of your project?

	How much will your total project cost?	➢ Including the Cottsway Community fund;. ➢ grant you are applying for, how much will your total project cost?
	How much have you raised so far?	➢ Some projects have already got funding from other sources. If you have please tell us. ➢ This won't affect your application, but helps us to understand the overall value of Cottsway Community funded projects.

13	Please give us a breakdown of how the Cottsway Community Fund will be spent.	➢ We want to know what you will spend the grant on. ➢ This list doesn't need to be detailed; we just want the main headings for the areas you will be spending your money on. For example: staff costs, equipment, room hire, travel costs, etc. ➢ We want to make sure that as much money as possible is spent directly on the people who the project is designed to help. ➢ Make sure you are as accurate as you can be as we may ask you to prove that you have spent the money on what you have said you would.
	Who should cheques be made payable to?	➢ This is the name of your group's bank account.
	What is the total annual income and expenditure of your group? (please enclose a copy of your most recent accounts if available) Please state what period this covers	➢ If your application is for more than £500, you must send a copy of your most recent accounts/project budget ➢ We wish to see your accounts/project budget so that when we are looking at how much money we can award you, and also how much money you have already raised and spent. ➢ We are also able to see that there is a genuine need for the grant .

Your project

	Your project must meet the aim(s) outlined in the Cottsway Community Fund guidelines. Which of these aims does your project meet?	➢ Please tick the aims that are most applicable to your project.
14	How much does your project match the funding aims?	➢ This is the main part of the application where you expand on Question 11 and tell us in more detail about your project. Expand on the funding aims and make your answer relevant to your project.

15	What activities will the project do to meet these actions?	➢ We want to know three main things: • What is your project going to do? • How is your project going to do it? • What will be the results of your project doing this?
16	What are your projects expected outcomes and how will you measure your success?	➢ You have already told us what you are going to do, we want to know the scale of the project - how much of it you are going to do. ➢ If your project is targeted at helping people, running sessions or events then we want to know how many of these you will be doing and how many people will benefit from these activities. ➢ Some projects will not have such clear activities which can be counted, but they will be designed to produce some results. If your project is like this tell us what results and outcomes your project will have. ➢ We will follow up to see if projects have done what was expected.
17	How has the community and/or Cottsway residents been consulted in this proposal?	➢ Tell us about how people have been consulted and why your project is benefiting them. ➢ Is your project filling a gap in services provided by other agencies? ➢ If Cottsway residents have been consulted, please tell us more about this. ➢ Other than those developing this project and the people it is aimed at helping, who else has been spoken to about this project?
18	How will you ensure promotion to Cottsway residents?	➢ Who is your target audience? ➢ How can Cottsway residents be more involved in your project?

		➤ Tell us about how you will be promoting your project to the community?
		➤ How can we work with you to further promote?
19	How do you propose to report and evaluate your project?	➤ We will write to you and ask you to report on your project. How are you going to be collecting the information to tell us?
		➤ When the Cottsway Community Fund money has finished, we will want you to tell us how the project went. How will you make sure you can do this?
20	Have you/your group received Cottsway Community funding in the past? If so please give the project name, funding and date received.	➤ Tell us if you have received any Cottsway Community Fund money from us before.
		➤ We will not award more than one grant in a 12 month period to the same group.
		➤ We will not award more than two grants to the same group within a rolling three-year period.
	Declaration of interest	➤ Cottsway is bound by Schedule One of the Housing Act, we must therefore know of any interests that you may have in the Association, its staff or business.