

Community Development Foundation – Project Proposal Form

Please fill in the project proposal form below and then send it to deputyclerk@hamptonpc.org.uk

Applications are considered on a quarterly basis when required on the second Tuesday of April, July, October and January. Additional meetings can be called as required. Applications received prior to the end of March will be considered at the April meeting, end of June for the July meeting, end of September for the October meeting and end of December for the January meeting.

You will be notified when your project will be considered and given the opportunity prior to the start of the meeting to discuss the outline of your project with the panel. The presentation time is limited to five minutes followed by five minutes question time to given the panel time to clarify any information regarding your request for funding.

All completed applications will then be considered at the meeting.

Before completing this form please read the Funding Proposal Form - Guidance Notes at the end of this form.

About your group

Name of your Group:	
Main contact:	
Position in group:	
Address:	
City:	
County:	
Postal code:	
Email address of main contact:	
Main telephone number:	

About the project

Project Title Give your project a short title so it can be easily identified (Max 10 words)

Project Summary. Please describe your project (No more than 150 words):

Which of local priorities identified for the parish does this project address?

How does your project meet this priority?

Area Covered by project (Is it a particular street, estate or the whole parish?):

Amount Requested. *How much funding do you need?*

What is the start date for the project and when will it be completed?

Is the timetable for the delivery of this project realistic?

Start Date:

End Date:

The Local Community

How many people will be involved in the project? What will they be doing?

How many of the people involved in the project will be from Hampton Parish?

How will this project improve Hampton Parish?

What are the key benefits?

How will this project be sustained beyond the funding period?

Financial details

What will you spend the grant on?

Will you be buying items, or hiring things, or paying someone to do something? Please list the items and the cost.

How are you making up the match part of your project?

Please give us details on what you will contribute (volunteer hours, gifts in kind, cash donations etc) to raise the same amount you are requesting in funding. [Please note that volunteer time is calculated at £11.09 per hour.]

Volunteer hours - <insert number of hours> hours = £<insert value by multiplying number of hours by 11.09>

In-kind contributions = £

Cash donations = £

Total contribution = £

How does your project represent good value for money?

For example have you sourced the cheapest materials, looked at alternative quotes, etc?

Check list:

Does the information supplied above clearly demonstrate:

- Why your project is needed and how you know it is needed?
- Who would benefit from your project?
- How the people who will benefit are involved in your project?
- The difference your project will make?
- What your project will do?
- How much funding you want, for how long and what you will spend the money on?

Notes:

Prior to any application being considered the following information will be required:

- **Certificate of Insurance in place for the activities you are undertaking with this grant, specifying the amount of cover.**
- **The previous years' full financial accounts for the organisation applying for the grant.**
- **Recent (within last 28 days) bank statement for the organisation applying for the grant.**
- **Copy of Constitution for the organisation. Grants cannot be paid to individuals or cheques made payable to individuals.**
- **There is no right of appeal and further /additional applications for the same project will not be considered within the same funding year**
- **Decisions made by the community panel will be final.**

All Community Panel Neighbourhood Fund grants will be paid to the organisation by cheque unless the application is for equipment in which case the Parish Council will normally purchase the items on behalf of the organisation (on receipt of three written quotes).

Ongoing evidence of community payback agreed will be required.

Hampton Parish Council reserve the right to claim back grant funds should payback work/match part of the grant agreement, not be completed by the agreed date.