A Guide to Completing
The Westmorland and Furness
Community Fund
Application Form
2023-24

Westmorland & Furness Council

The Westmorland & Furness Community Fund

Supporting projects and events that deliver wide community benefit in the area formerly known as Eden

A guide to completing the Westmorland and Furness Community Fund Application Form 2023-24

Please note there are two different application forms, one for projects and one for community events. This guide applies to community projects.

The Westmorland and Furness Community Fund is only eligible for projects and events within the area formerly known as Eden. For further clarity on this, please contact the Communities and Wellbeing Team.

Please ensure that you have also read and understood the notes; 'Guide to the Criteria, Application Process and Conditions of Funding' before completing an application form.

Our Communities and Wellbeing Team would welcome a conversation regarding the eligibility of your project before you make an application. This can be done by emailing edencommunityfund@westmorlandandfurness.gov.uk or contacting 0300 373 3300 and requesting to speak to Matty Buck.

Brief Overview

- The maximum grant that can be applied for is £12,500

- Your group must have its own bank account and constitution or governing document

- You need at least 20% match funding

- You must provide all supporting documents with your application

- Grants are paid 75% in advance and 25% on completion

Section 1: Your Details

- Please give the name of group/organisation as it appears on your constitution or governing document.

- Please provide the name and contact details of someone in your group who can be contacted to discuss your application for funding.

- Please state what position you hold within your group, eg chair, treasurer, secretary etc.

Section 2: About your Group/Organisation

- Please state the year your group or organisation was formed.

- Leave blank if your group or organisation does not have a website.

- Please provide information about what sort of group or organisation you are, eg parish council, registered charity, social enterprise, youth group, village hall committee etc. Also give details about your aims and main activities.

- Leave blank if not a registered charity.

- This is the total number of people on your management committee or steering group currently (not your total membership).

- This is the total number of volunteers involved in your group or organisation, including those on the management committee.

- Please enter '0' if your group or organisation has no paid staff.

- Please give details of any previous applications.

- Please provide details of two unrelated bank signatories.

Section 3: Project Proposal

- Please provide a title that succinctly summarises your project.

- Please select whether your project is a Community Building, Community Amenity, Community Enterprise or Supporting Communities as appropriate. Please contact the Communities and Wellbeing team for advice if you are still unsure which category your project fits into.

- Please state the area of **Eden**, parish, town, village or settlement the project will take place in and the postcode if the project location has one.

- Although your project may be based in a particular settlement, it could draw in and appeal to people from a wider area. You may be intending to publicise your project across a parish or a number of parishes or even district-wide.

- Please provide a summary of what your project involves and what you will spend the grant on if successful.

- Please display evidence that your project will contribute to local priorities in your area? Please provide details of any relevant aims or actions in Community Led Plans or Parish Plans which cover the area where your project is based.

- Please provide evidence that your project is needed or wanted by your community? Also provide details of any relevant consultations or letters of support and enclose copies of these with your application.

- How will you be able to measure the success of your project eg increased use or participation, efficiency savings, wider involvement etc.

Section 4: Project Planner

- Please provide all significant project dates, including anticipated start and finish dates. Please try to guess and give approximate dates if you're not sure. Please note that we will not be able to fund projects that have already started or been completed before your application has been considered.

- Does your project require planning permission or any other sorts of permissions or agreements before it can commence? If no permissions are required or they are all already in place please tick 'No'.

- Please provide details of what permissions are still required and when you might expect permission to be granted.

- Ownership may not be relevant to your project but if your project involves works to a building or premises, security of tenure will be an important consideration.

- The long term sustainability of your project is an important factor in the consideration of your application. How will future maintenance be carried out, who will carry it out and how will it be paid for (is there a maintenance budget?)

Section 5: Financing your Project

- Please show total costing including VAT.

- Please show total costing excluding VAT.

- Please note that awards toward the maximum figures will require significant levels of match funding and demonstrable community need and support.

- Please select yes or no, depending on whether you're VAT registered. If the answer is yes, please then add your VAT registration number. Your treasurer will know if your group is VAT registered and will be able to supply the registration number.

Section 6: Project Budget Expenditure

- Please include all items of expenditure relevant to your project.
    - i) Copies of written quotes and estimates must be submitted with your application for all items of expenditure £50 or over. **This can be attached at the end of the online application form.**
    - ii) Written quotes and estimates must display the relevant company names and addresses and be no more than six months old.

iii)   Two written quotes are required for all items of expenditure between £50 and £2,500.00.

iv)   Three quotes are required for all items of expenditure over £2,500.00.

v)   Please note, you do not have to select the cheapest quote but should state the reason for not doing so in your application.

vi)   Please make clear which quote(s) you will be using.

Section 7: Project Budget Income

The Westmorland and Furness Community Fund can only provide a maximum of 80% towards the total project cost up to £12,500.

Only include in-kind volunteer time and in-kind volunteer materials if they are relevant to your project.

The total of your projected income must match the total of your projected expenditure, whether or not all funding sources have been confirmed. If you have any issues with this, please contact the Communities and Wellbeing Team. The team are able to provide guidance on potential match funding providers, tailored to the type of application you are submitting.

Section 8: Project Summary

At this stage, your projected income and expenditure totals should match. If not, please check the amounts you have inputted or contact the Communities and Wellbeing Team.

Any in-kind materials you intend to receive should be listed in this section.

Section 9: Bank Details

Please provide the bank details of **the group you're applying on behalf of.** If your application is successful, these are the details we will use to process your payment.

If these bank details change between submission and processing of payment, please inform the Communities and Wellbeing team so these can be updated.

Section 10: Safeguarding

It is essential that your group or organisation has an equal opportunities policy or statement. Action With Communities In Cumbria have templates and officers that can guide you further on this and other policies.

If your project involves working closely with children or vulnerable adults, please provide a copy of your child protection policy or safeguarding vulnerable adults policy.

Projects which positively enable and encourage access for all are likely to be looked on more favourably at the panel meeting.

Provide details of any ways in which you plan to promote your project to different groups. This might involve sending invitations to different religious groups and denominations or ethnic groups. Another example might be a sports club which has

traditionally been male dominated actively promoting their activities to girls and women.

Section 12: Declaration

In making your declaration you are confirming that you have read, understood and are accepting the conditions of funding as set out in the 'Guide to the Criteria, Application Process and Conditions of Funding'. We accept a typed signature.

Section 13: Supporting Documentation Checklist

You must provide all required supporting documentation with your application. If any essential documentation is missing, it may delay your application or mean that we are unable to accept it. If you have issues uploading supporting documentation to the online form, please contact the Communities and Wellbeing team and they may be able to do this on your behalf.

Please note: upon submission of your bank statement, if you have a large cash reserve and are only using a small amount as contribution, we may contact you to establish if it is reserved for other projects.