

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 events.

The Westmorland and Furness Community Fund is only available for projects and events within the boundaries of the former Eden district. 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 event 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 £5,000
- 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

- 1a. Please give the name of group/organisation as it appears on your constitution or governing document.
- 1b.-g. Please provide the name and contact details of someone in your group who can be contacted to discuss your application for funding.
- 1h. Please state what position you hold within your group, eg chair, treasurer, secretary, etc.

Section 2: About your Group/Organisation

- 2a. Please state the year your group or organisation was formed.
- 2b. Leave blank if your group or organisation does not have a website.
- 2c. 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.
- 2d. Leave blank if not a registered charity.

- 2e. This is the total number of people on your management committee or steering group currently (not your total membership).
- 2f. This is the total number of volunteers involved in your group or organisation, including those on the management committee.
- 2g. Please enter '0' if your group or organisation has no paid staff.
- 2h. Please give details of any previous applications.
- 2i. Please provide details of two unrelated bank signatories.

Section 3: Your Community Event

- 3a. Please provide a title that succinctly summarises your event.
- 3b. Please provide the date/dates your event will take place.
- 3c. Please state the location in Eden the event will take place in and the postcode if the project location has one.
- 3d. Although your event 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 communicate this in section 3d.
- 3e. Please provide a summary of what your event involves and what you will spend the grant on if successful.
- 3f. Please tell us your event's target audience, whether specific groups or members of the public are invited and who is eligible to attend. This can be as simple as "Anyone who purchases a ticket."
- 3g. Please provide evidence that your event will contribute to local priorities in your area. For example, provide details of any relevant aims or actions in Community Led Plans, Parish Plans or Westmorland and Furness Council's Corporate Priorities.
- 3h. Please provide evidence that your event is needed and wanted by your community. Also provide details of any relevant consultations or letters of support and enclose copies of these with your application.
- 3i-j. Please tell us if there will be an admission charge and, if so, how much it will be.
- 3k. Please provide details of what will happen to the proceeds of the admission charge.
- 3l-o. The Westmorland and Furness Community Fund cannot fund the same event twice. If you are applying for an event which has previously been funded by the Community Fund, please go into detail as to how this event significantly differs.
- 3p. Please explain how you will promote or publicise your event.

- 3q. Please explain the change or difference your event will make to the local area.

Section 4: Financing your Event

- 4a. Please show total costing including VAT.
- 4b. Please show total costing excluding VAT.
- 4c-d. Please note that awards toward the maximum figures will require significant levels of match funding and demonstrable community need and support.
- 4e. Please select yes or no, depending on whether your group is 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 5: Event Budget

- 5a. Please include all items of expenditure relevant to your event.
- 5b. The Westmorland and Furness Community Fund can only provide a maximum of 80% towards the total event cost up to £5,000.
- 5c. 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 regarding this, please contact the Communities and Wellbeing Team.

Section 6: Safeguarding

- 6a. 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.
- 6b. 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.
- 6c. Events that positively enable and encourage access for all are likely to be regarded more favourably at the panel meeting.
- 6d. Provide details of how you will promote your event to people from different backgrounds.

Section 7: Supporting Documentation Checklist

You must provide all of the 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. Please tick the appropriate boxes to confirm that the supporting documentation is enclosed.

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 events.

Section 8: 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 9: Data Protection

Please read and tick the appropriate box.

Section 10: Returning your Application

Please ensure that you have included all required supporting documentation and then email your completed form and documents to:

edencommunityfund@westmorlandandfurness.gov.uk

Or post to:

Communities and Wellbeing Team
Westmorland and Furness Council
Town Hall
Penrith
CA11 7QF