

FAKENHAM AREA PARTNERSHIP

Local Community Project Fund



LOCAL COMMUNITY PROJECT FUND – APPLICATION FORM

If you need assistance with the completion of this form, please contact the Partnership Manager on 01328 851555

Contact Details

Project Contact Name	
Tel No (Day)	
E-mail address	
Group/Organisation	
Parish(es) in which project will take place	

Project Details

Q1 What is your Project Name?	
Q2 Amount Requested?	
Q3 Please describe your Project	(please explain the details of the project – what are you going to do and where it will take place)



Community Involvement

Q4 How will the community be involved in the delivery of the project?	
Q5 Which sectors of the community will benefit and how? (ie young children, young adults)	

Project Management/Sustainability

Q6 Project Start Date	
Q7 Project Completion Date	
Q8 Who or what organisation will manage the project	
Q9 How will the project be managed once it has been set up	
Q10 How will you measure the success of the project (show what measurable targets will be put in place)	
Q11 If your project involves working with children, young adults and other vulnerable adults, do you have a Child Protection Policy?	If Yes – please attach a copy with the form If No – please confirm that CRB checks will be carried out on all staff/volunteers in direct contact with children young adults and other vulnerable adults



Project Costs

Q12 How much will the overall project cost	
Q13 Please supply any details of the matched funding you have obtained or applied for	
Q14 Please advise any in-kind matched funding	(volunteer time, calculate at £10 per hour)

Please forward with this form, evidence of matched funding (letter requesting or confirming award) and your organisations constitution or rules.

Signature (Project Contact Name)

Date

On behalf of _____

Please forward the completed application form to the address on the front page of this application, for the attention of the Partnership Co-ordinator



LOCAL COMMUNITY PROJECT FUND – ELIGIBILITY AND PROCESS

ELIGIBLE ORGANISATIONS

1. Any voluntary or community group within the Fakenham Area Partnership, proposing a project or activity which furthers the partnership aims and objectives, as set out on the website at www.fakenhamareapartnership.co.uk. Grants are not available to individuals or for statutory bodies.
2. Grants can be used for new projects or to develop existing ones, where there is significant enhancement or development of facilities, services or activities. In exceptional circumstances, a grant may be used to sustain a project already in existence.
3. The maximum grant per organisation in any one period of 24 months will be a maximum of £250.
4. Grants will not be made for work already carried out.
5. Fakenham Area Partnership must be satisfied that the proposed project has community support.
6. If a project for which a grant has been made, fails to materialise, the grant must be repaid in full.
7. Any equipment bought with a grant, and still in working order, may only be disposed of with the consent of the Fakenham Area Partnership.
8. Grants will normally only be paid in arrears on receipt of invoices, but this may be waived, on request, if the Partnership is satisfied that up-front payment is essential.
9. Grants will be paid by cheque and will be payable to the organisation's account, not to a personal account.

PROCESS

10. Applications will be considered by a panel composed of FAP members. This committee will make their recommendation to the partnership's Board of Directors.
11. Fakenham Area Partnership Board of Directors will have the final decision on each Community Chest award.
12. The partnership co-ordinator will submit a written report to the Local Area Partnership Association on the progress of their Community Chest scheme on a six monthly basis.
13. The LAPA Chair will submit a consolidated report on the Community Chest fund on a six monthly basis to North Norfolk Community Partnership.

