

# Leisure, Cultural & Parks Project Support Application Form for Organisations

## Section A – Contact details

1. Name of your organisation

2. Name of your project/purpose of funding

  

3. Name of main contact for this application

Title

First name

Surname

4. Position in organisation

5. Contact address

  

Postcode

6. Telephone Day

Evening

Mobile

7. Fax

8. Email

9. Is this address:

your home address?

organisation's office?

10. If you have any specific communication needs, tell us what they are:

Textphone

Sign language

Other language (please specify)

Other (please specify)

*This must be someone from your group who knows about your project and can be contacted during office hours. This is normally the person completing the form.*

**Do you need help with this form?**

See page 12 of the application pack 'Where to go for help and advice'

## Section A – Contact details continued

11. Please give details of a senior contact (if not main contact). Where the main contact is under 18, please give name of responsible adult.

Title	<input type="text"/>	First name	<input type="text"/>
Surname	<input type="text"/>		
Position in organisation	<input type="text"/>		
Contact address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Postcode	<input type="text"/>		
Telephone	Day	<input type="text"/>	
	Evening	<input type="text"/>	
	Mobile	<input type="text"/>	
Fax	<input type="text"/>		
Email	<input type="text"/>		

12. Please give details below of an independent referee who can be contacted to discuss your application ←

Title	<input type="text"/>	First name	<input type="text"/>
Surname	<input type="text"/>		
Relationship to applicant	<input type="text"/>		
Contact address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Postcode	<input type="text"/>		
Telephone	Day	<input type="text"/>	
	Evening	<input type="text"/>	
	Mobile	<input type="text"/>	
Fax	<input type="text"/>		
Email	<input type="text"/>		

*Your referee must be independent of your group and your management committee.*

**Do you need help with this form?**  
See page 12 of the application pack 'Where to go for help and advice'

## Section B – Tell us about your organisation

13. What type of group are you?

School (please state DfES number)

Community Group

Parish or Town Council

Residents' Association

Charity (please state Reg. No)

Amateur Group

Company Limited by guarantee (please state Reg. No)

Other

14. When did your group start? ←

Month  Year

*When did it first start meeting or running activities or projects.*

15. Number of:

paid staff  committee members  volunteers

16. Briefly describe the purpose of the group ←

  
  
  
  
  
  
  

*Describe the activities/services the group provides.*

17. If you are a branch of, or related to, a larger organisation, please tell us which one

**Do you need help with this form?**

See page 12 of the application pack 'Where to go for help and advice'

## Section B – Tell us about your organisation cont.

18. Are you working in partnership with any other organisation in delivering your project?

Yes  No If yes, please give details

  

Name of organisation 1

Contact name

Contact phone number

Role in project

Name of organisation 2

Contact name

Contact phone number

Role in project

**Do you need help with this form?**

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## Section C – Tell us about your project

19. When are you planning for your project or activity to take place?

20. Where will it take place?

21. If not on your own land, do you have permission from the landowner?  Yes  No

22. What part of the scheme are you applying for? (tick box)

- Arts
- Sports
- Heritage
- Environmental Improvements
- General Community Activities

23. Have you contacted a Chelmsford Borough Council officer regarding your application?  Yes  No

If so, who have you contacted?

24. What support are you applying for?

- Financial
- Promotional
- Advice (please state on what)

Please ensure your completed application form reaches us at least 8 weeks before your project/activity starts and remember that we cannot give funding retrospectively.

See page 3 for details of support available

**Do you need help with this form?**

See page 12 of the application pack 'Where to go for help and advice'



## Section C – Tell us about your project continued

28. Please tell us which areas of the community will benefit from your project

  

*Include an approximate number and refer to the groups listed on page 9 if possible.*

29. Define one key outcome for your project against which success can be measured

  
  
  

*e.g. as part of a drama summer school, 95% of places were taken up by Chelmsford borough residents*

30. Is this a fundraising project?

Yes  No

*If so, please note that at least 75% of your charitable donation must be spent within the community of Chelmsford Borough.*

31. If you will be charging admission for your project, please tell us how much

32. How will you publicise and market your project to encourage people to attend/participate?

  
  
  

33. Please tick/complete boxes if you have any of the following:

Public Liability Insurance

Please state value

Other insurance (specify)

**Do you need help with this form?**

See page 12 of the application pack 'Where to go for help and advice'

## Section C – Tell us about your project continued

34. How do you intend to ensure the Health, Safety and Welfare of staff, volunteers and participants?

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35. If your application is unsuccessful, what would be the impact on your project?

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**Do you need help with this form?**

See page 12 of the application pack 'Where to go for help and advice'

## Section D – Financial Information

36. How much funding are you applying for?

Your total project costs (after taking earned income into account)

Your secured funding to date

Total funding applied for and awaiting outcome

Shortfall

Amount requested from Leisure, Cultural & Parks Projects Support scheme

Try to ensure the figures shown here tally with the relevant figure in the declared budget

Remember this cannot exceed 50% of the costs

37. Please provide a project budget to support your application (See below and next page)

Expenditure	Description	Amount £s
Professional fees/Salaries	<input type="text"/>	<input type="text"/>
Materials/equipment	<input type="text"/>	<input type="text"/>
Venue/site hire costs	<input type="text"/>	<input type="text"/>
Marketing/promotion	<input type="text"/>	<input type="text"/>
Administration	<input type="text"/>	<input type="text"/>
Charitable donation (if applicable)	<input type="text"/>	<input type="text"/>
Other (please specify)	<input type="text"/>	<input type="text"/>
<b>TOTAL</b>		<input type="text"/>

Do you need help with this form?  
See page 12 of the application pack 'Where to go for help and advice'



## Section D – Financial Information continued

Income	Amount £s
<p>■ Earned income: box office, ticket sales, merchandising</p> <p>Description <input type="text"/></p>	<input type="text"/>
<p>■ Earned income: other (please specify)</p> <p>Description <input type="text"/></p>	<input type="text"/>
<p>■ Sponsorship, private sector funding</p> <p>Description <input type="text"/></p>	Applied for/received* <input type="text"/>
<p>■ Donations, Friends, subscriptions, private income</p> <p>Description <input type="text"/></p>	Applied for/received* <input type="text"/>
<p>■ Trusts and foundations</p> <p>Description <input type="text"/></p>	<input type="text"/>
<p>■ Grants from other local authorities: District Borough, Unitary or Town/Parish Councils</p> <p>Description <input type="text"/></p>	Applied for/received* <input type="text"/>
<p>■ Grants from other statutory bodies: Lottery, East England Arts</p> <p>Description <input type="text"/></p>	Applied for/received* <input type="text"/>
<p>■ Organisation's own funds</p> <p>Description <input type="text"/></p>	<input type="text"/>
<p>■ Amount requested from Leisure, Cultural &amp; Parks Project Support Scheme</p> <p>Description <input type="text"/></p>	<input type="text"/>
<p>■ Other (please specify)</p> <p>Description <input type="text"/></p> <p>Description <input type="text"/></p> <p>Description <input type="text"/></p>	<input type="text"/> <input type="text"/> <input type="text"/>
<b>TOTAL</b>	<input type="text"/>

*Check that the total income is the same as the total expenditure.*

\* Delete as appropriate

**Do you need help with this form?**  
See page 12 of the application pack 'Where to go for help and advice'

## Section D – Financial Information continued

38. Have you previously received any financial or in-kind support from Chelmsford Borough Council? If so, please give details

  

39. Please tell us what financial or in-kind support your own organisation is providing

  

40. If you are awaiting the outcome of an application for any other financial or in-kind support from another source which is not detailed above please tell us the name of the source, contact details of the source and date of application

  

41. Please give us your bank or building society account details

Account name

Bank/Building Society name

Bank/Building Society address

  
  

Sort code

Bank account number (must be eight digits)  
or Building Society roll number

*We need this information to verify your application and, if you are successful, pay the amount without delay*

**Do you need help with this form?**  
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## Section E – Declaration and Checklist

### I understand and agree that:

- All decisions in respect of applications shall be final and shall be made at the sole discretion of Chelmsford Borough Council. The Council shall have no obligation to offer any assistance or to enter into any discussion or correspondence in respect of unsuccessful applications. The Council may, at its sole discretion, offer assistance that relates to part but not all of my application.
- Any funding awarded will be for exactly the purpose set out in my application. If I wish to make any material change to arrangements I must receive prior written authority from Chelmsford Borough Council.
- If I am awarded funding to purchase any assets which will remain after the event has taken place I can not sell or dispose of these assets without prior written consent of Chelmsford Borough Council. If permission to sell or dispose of these assets is given, I may, at the Council's sole discretion, be required to return to the Council a proportion of the sum awarded. This condition shall remain in force until the end of the working life of the assets.
- Any funding awarded can not be used to pay for goods and/or services ordered prior to receipt of written confirmation of the grant offer.
- Any proposed changes to the group's constitution or bank account details after submission of the documents to Chelmsford Borough Council must be agreed in writing by the Council.
- Any funding awarded will be shown on our project budget and annual accounts as a 'restricted fund' and will not be included in our general funds.
- Proof of purchase and receipts in respect of all goods and services obtained using the grant funding shall be retained for no less than two years following the date of the event and shall be available for inspection by the Council at any time. This obligation does not release us from other legal responsibility to keep records for a longer period.

### **Do you need help with this form?**

See page 12 of the application pack 'Where to go for help and advice'

## Section E – Declaration and Checklist *continued*

- Chelmsford Borough Council may need additional information prior to making a decision in respect of this application. If additional information is requested, I will supply this as quickly as practicable.
- I shall be bound by any additional conditions that may be reasonably imposed in respect of this application
- I will comply with any relevant legislation affecting the way the project is managed and all related undertakings
- I will use Chelmsford Borough Council's logo (in line with guidance that will be supplied to me by Chelmsford Borough Council) on all promotional material relating to the project
- I will credit the support of Chelmsford Borough Council in any press releases. In return, Chelmsford Borough Council have the right to use my name in any press releases
- I will complete and submit the event evaluation form which will be supplied by Chelmsford Borough Council
- By accepting assistance I undertake to ensure the project takes place in accordance with this application. If the project does not take place the Council reserves the right to recover all or any part of the financial support given.

Failure to comply with any of the scheme conditions at any time may result in all or part of the financial support being repayable on demand to Chelmsford Borough Council

**Do you need help with this form?**

See page 12 of the application pack 'Where to go for help and advice'



## Section E – Declaration and Checklist *continued*

I confirm that to the best of my knowledge and belief, all the information in this application form is true and correct. I confirm that the organisation detailed in this application has authorised me to sign this agreement on their behalf. I understand that Chelmsford Borough Council may ask for additional information at any stage of the process. By signing this declaration I confirm I have read and understand the Terms and Conditions of the Leisure, Cultural & Parks Project Support Scheme.

Print name

Signed

Position in organisation

Date

### **Data Protection statement**

The information you provide on this form will be used by Chelmsford Borough Council solely for the purposes of contacting you/your organisation regarding your application. We will not keep your details on file for longer than necessary and will not disclose them to any third parties.

### **Checklist of enclosures required**

- The main contact has signed the declaration
- We have enclosed our Constitution or set of rules dated and signed as adopted by Chairperson
- We have enclosed documentary proof of established bank account (with 2 signatures for organisations)
- We have enclosed our Annual Accounts
- We have made a copy of this application to keep for our reference

When you have completed your application form, please send to:

Susan Axon, Leisure, Cultural & Parks Services, Chelmsford Borough Council, Civic Centre, Duke Street, Chelmsford, CMI 1 JE

### **Do you need help with this form?**

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