Community Profile Insight Grant Application form

*If you need more space to answer any questions, please use extra paper clearly numbered before sending your application forms back to us*

1. Name of organisation, lead applicant and contact details (please also add address)

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1. Have you have read the grant guidance document?
   * Yes
   * No
2. What type of organisation are you? (Note you need to be a registered charity, CIC or if you are individual, partner with an existing organisation)

*If none of these apply to you, please do get in touch as we'd still love to explore how we can*  *support you with your idea*

* Registered charity
* Community interest company (CIC)
* Charitable Incorporated Organisation (CIO)
* Community benefit society
* Co-operative society (if it has a not-for-profit clause and is registered with the Financial Conduct Authority)
* Voluntary or community organisation that can meet the requirements below\*
* Company limited by guarantee (if it has a not-for-profit clause or is a registered charity – it can be registered with Companies House)
* School or college
* Faith organisation e.g., a church, mosque, temple or synagogue – providing their project serves the whole community
* Other, please state below

1. Total amount of funding required and outline of costs?

* *Please include 10% contingency to cover unexpected costs*
* *Please utilise the budget template to help itemise how funding will be spent*

**Project Budget**

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| **Item Category** | **Item Description** | **Cost** | **Amount** |
| *e.g. Venue Hire* | *e.g. Community hall* | *£20 per hour* | *2 hours x 12 weeks* |
| *e.g. Equipment* | *e.g. Gardening trowel* | *£5* | *x 10* |
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| **Total** |  |  |  |

1. Explain your idea. Please think about:

* *An overview of your idea*
* *Aims of what you are trying to achieve*
* *What your understanding of the local area is and how your idea supports the local community*
* *What will be the impact on the community*
* *How your idea will support health and wellbeing*
* *How your idea addresses one or more of the recommendations of the community insight profile*
* *Are there any specific groups within the community that your idea will target (e.g. gender specific groups/older people/young people/disabilities/mental health support/offenders/substance misuse and addiction/unemployment/BAME etc.)*

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1. How will the project be managed?

*Please consider who is responsible for delivery, management, evaluation, and what relevant*  *skills and experience you have in your team*

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1. How do you plan to measure the impact of your project and collect evidence for evaluation?

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1. How will you promote this locally? How many people will benefit from your project?

*If relevant please list this in your budget sheet with cost per head*

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1. Are you working with any other partner organisations/people on this project? If so, please include who these partners are.

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1. When will your project start, how long or how many sessions will it run for, and when will the project end?

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1. How will your project be continued once funding has ended?

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1. If you are only to receive partial funding, could you still deliver your idea and what adaptations would need to be made?

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1. Please confirm you will have all relevant training in place to carry out your project safely. This includes health and safety, data protection, safeguarding and equalities procedures. If you are working with children/vulnerable adults, please confirm that all people working on your idea will have relevant DBS clearance.

* *Costs for these can be included in your project budget*

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1. Please confirm you will have adequate insurance cover for your project

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1. Do you need any support to implement your project? If so, what support do you require and from who?

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