



Officer Use Only
Date application received
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# Woughton Community Council

## Communities and Environment Fund Application Form

***Please read the Guidance Notes prior to completing this application form. These are available on our website or on request from our offices.***

<b>Name of organisation:</b>	<b>Date of Application:</b>
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<b>Status of organisation</b>	
<input type="checkbox"/> Charity	Registered charity number
<input type="checkbox"/> Company Limited by Guarantee	Company number
Other (please state)	

<b>Contact Information for the organisation</b>	
Address:	
Telephone Number:	
Email address:	Website:

<b>Contact Name:</b> (someone who has full knowledge of this application)	<b>Position:</b>
Address (if different form above)	
Telephone Number:	

<b>What are the aims and objectives of your organisation?</b> Please provide full details of your organisation, the work you do and the outcomes you aim to achieve.
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**Amount requested: £**

**What do you require the grant for?** Please provide details of the project, giving as much information as possible to enable the panel to fully assess the application.

**How have you identified a need for the project (scoring criteria 1)?** What consultation, if any, have you undertaken? How did you do this? What were the responses?

**How will the project improve the quality of life for people who live in, work or visit the Woughton Parish area (scoring criteria 3, 6 and 7)?** (Peartree Bridge, Eaglestone, Leadenhall, Coffee Hall, Beanhill, Netherfield, Tinkers Bridge, Redmoor and Bleak Hall). Please provide as much information as possible – how will this project change people’s lives? What impact will it have? What do you want the project to achieve? If applicable, how will it impact upon the environment?

What are the consequences of not undertaking this project? Please provide a full explanation showing how this will impact on the proposed beneficiaries.

How will you work to make this project sustainable in the future, to reduce dependency on grant funding (scoring criteria 2)?

For projects that focus on the environment (scoring criteria 7), please provide details of how the project will make a positive change / impact.

**When will the project/ activity start and finish?**

**Who will benefit from the grant (scoring criteria 3)?**

- |  |  |
|--|--|
| <input type="checkbox"/> Adults              | <input type="checkbox"/> Older adults (55yrs+)     |
| <input type="checkbox"/> Children (0-11yrs)  | <input type="checkbox"/> Young People (12 – 18yrs) |
| <input type="checkbox"/> Men                 | <input type="checkbox"/> Women                     |
| <input type="checkbox"/> The whole community | <input type="checkbox"/> BAMER Communities         |

**How many beneficiaries of the project/activity reside or work in the Woughton Parish area?**

**How have you reached this figure?** Please explain how you have arrived at this figure what process you have used.

**Woughton Community Council Priority is Poverty, with 3 focus strands, please tick which is appropriate to your project (scoring criteria 6)**

Youth

Food

Advice

How does your project meet the priorities identified above?

**Project Finances (scoring criteria 5)**

Please give us a breakdown of the **total cost** of the project for which you are applying, and how much you are requesting from Woughton Community Council.

Item	Total Cost	Amount requested from WCC
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
<b>Total</b>	<b>£</b>	<b>£</b>

Do you expect the activity/project to generate an income? YES  NO

If so, how much?

£

How will the income be used?

**How will you raise any outstanding balance?**

Have you made an application to other funders for this project/activity? Or do you intend to? If so please tell us who they are, how much you have requested and when you expect a response.

<b>FUNDER</b>	<b>AMOUNT REQUESTED</b>	<b>AMOUNT AWARDED</b>	<b>RESPONSE DATE</b>
	£	£	
	£	£	
	£	£	
	£	£	

**How will you know if the project has been successful?** If your project is successful, you will be asked to provide an evaluation, so please consider how you will show success – testimonials, feedback forms, statistics (no of people, demographics, etc.) could all be used to support this.

Please provide details of 2 **independent** referee's (this cannot be someone that is related to the applicant or living in the same property) who has knowledge of the project. This person should be easily contactable and must agree on amounts.

Name

Address

Email

Telephone number

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Name

Address

Email

Telephone number

**Have you contacted the Community Officer and/or a Woughton Parish Councillor regarding this application?**

- Community Officer
- Woughton Community Council Officer
- Woughton Community Councillor

If so who?

**In the event that your application is successful please state who the grant cheque should be made payable to / please provide bank account details for direct payment.**

Payable to:

Sort Code:

Account No:

**COMMITTEE**

Chairperson Telephone / Email

Treasurer Telephone / Email

Secretary Telephone / Email

I confirm that the information contained within this form is correct and that I have attached the required documents

Name: Position:

Signature:\* Date:

\*If completing electronically, we will consider this as your 'electronic signature'.

**Please note, you may also be asked to give a short presentation to the Services Committee or at the Chairs Awards on how the Grant has benefited the local community.**

By returning this form you will have given permission under the Data Protection Act 2018 to have your details registered on the Woughton Community Council database. Woughton Community Council will only use this information to provide you with details of schemes and events which may be of interest to you. Please tick this box if you do not wish to receive this information.

Please return the completed application form and supporting documents to:

**Communities and Environment Fund**

Woughton Community Council Hub

Local Centre

Garraways Coffee

Hall Milton Keynes

MK6 5EG

Woughton Community Council – 01908 609146

Community Officer - 07983 590551

Checklist - In order for your application to be considered, the following documents are required  
**Please note if you have already applied in this financial year and we have the following documentation, we will only require a copy of your current bank statement**

**Please tick:**

- Fully completed application form
- Evidence of cost (quotations)
- Audited accounts if your group is **more** than one year old or project/activity budget if group is **less** than one year old
- Signed copy of constitution or rules
- Equal Opportunities Policy or statement
- Child Protection Policy – please forward if your group works with children and young people under the age of 18
- A copy of current / latest bank statement
- A copy of the groups meeting minutes agreeing your Grant Aid Submission

I have read the terms and conditions as stated within the Grant Aid Guidance notes and agree to abide by these should the application be successful

Name

Signature\*

\*If completing electronically, we will consider this as your 'electronic signature'.