



## Community Project Grants Scheme 2006/7 Application Form

### Office Use Only

Ref. No		Date received	
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### Guidance notes for the application form

This application form is an important document, as the information within it will be used to assess whether your project is eligible for funding, whether it meets the necessary criteria and will be used to help determine any grant awards.

The aims of grant fund are as follows:

- To encourage people take part in economic and community life;
- To develop capacity in and the connections between public, private and voluntary and community sectors to benefit the people who live and work in the Malvern Hills District.

Please complete the application form using a black ballpoint pen or type, and ensure that you answer every question. **This application form is available electronically upon request.** It is important that you keep a copy of the form for yourself, as you will need to refer to it when reporting on the progress of your project and filling in the application form.

When initially assessing the application form, the development team will consider the following:

- Does the project meet the criteria ?
- Have you given the figures for project funding/costs/outputs ?
- Do the figures add up – does income match expenditure ?
- Does the project benefit people in the Malvern Hills District area ?
- How does this project contribute to meeting the objectives and priorities of MHDC and the Vision 21 Community Strategy?

If the application meets all the criteria, it will be eligible for appraisal by an independent panel of people. You must be realistic about the amount of time it will take to do your project and what outputs you can achieve.

If you have any queries please do not hesitate to contact us before completing the application form.

**Please note the closing date for receipt of applications is Friday 8<sup>th</sup> December 2006.**



<p><b>17. Is there any other related work already being undertaken in the area? If so what and where? Who is doing the other work? How do you link with what they are doing?</b></p>
<p> </p>
<p><b>18. Does the project have local support? How were the views of the community/group/users gathered? How does your project meet the aims and objectives of MHDC and of the Malvern Hills Community Strategy? We are looking for evidence of wider consultation rather than just with the people who will benefit.</b></p>
<p> </p>
<p><b>19. Why is this level of funding required? What would happen if it was not available, or available at reduced rate?</b></p>
<p> </p>
<p><b>20. Is any legislative or other authority required for the project? E.g. planning permission</b></p>
<p> </p>

## **BENEFITS**

<p><b>21. What groups of people will benefit? e.g. unemployed, women, club members, etc.</b></p>	<p> </p>
<p><b>22. How many people will benefit? Please try to be specific rather than just "everyone in the town"</b></p>	<p> </p>
<p><b>23. Where do the beneficiaries of the project live? Are they all in the Malvern Hills District?</b></p>	<p> </p>

## MANAGEMENT

<b>24. Who will make the project happen? (E.g. management committee, steering group, project manager). Who will be responsible for the project income and expenditure?</b>
<b>25. What are the major impacts predicted? These may be things that take some time to have an effect as a result of your project. For example, "improvements to the village green have led to better morale as people are now happy to meet there".</b>
a)
b)
c)
<b>28. Milestones</b> <b>These are dates that you have set as deadlines for achieving certain activities during your project. Please list two or three milestones with projected dates</b>
a)
b)
c)

## PROJECT MONITORING

<b>29. How will you monitor your progress with the project? (For example, "we will use questionnaires to see if people are happy with the service we are providing")</b>	
<b>30. Who will be monitoring progress with the project?</b>	
<b>31. If the project is expected to continue, how will it carry on once these funding ceases?</b>	

