

Community First: Neighbourhood Matched Fund- Project Proposal Form

Please fill in the project proposal form below and then send it to your community panel. You may wish to discuss the outline of your project with the panel for some initial feedback before submitting your proposal. Before completing this form please read the Funding Proposal Form- Guidance Notes.

About your group

Name of your Group:	
Main contact:	
Position in group:	
Address:	
City:	
County:	
Postal code:	
Email address of main contact:	
Main telephone number:	
Ward:	

About the project

Project Title Give your project a short title so it can be easily identified (Max 10 words)

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Project Summary. Please describe your project and what it seeks to achieve (Aims of the project) (No more than 150 words):

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Which Panel priority does this project address & how does it meet this priority?

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What is the focus of your project? (Please insert 'X' to all that apply).

Culture and recreation (e.g. art, sport, music, history)	
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The environment (e.g. green initiatives, clean-ups, green spaces, wildlife and animal welfare).	
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Community facilities (e.g. building maintenance, playgrounds)	
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Community cohesion and engagement	
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Social activities (e.g. fun days, bingo, lunch clubs)	
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Health, wellbeing and personal and social development	
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Unemployment	
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Financial hardship	
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Training and education	
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Community safety (e.g. crime, anti social behaviour, safety initiatives)	
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Other (please specify)	
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How will you go about delivering your project? (Please insert 'X' to all that apply).

Providing workshops or training and development programmes	
Running events and activities	
Holding meetings, clubs or support groups	
Providing trips and away days	
Hiring a venue	
Purchasing equipment or services	
Providing a service not listed above	
Other (please specify)	

Who are the main beneficiaries? (Please insert 'X' to all that apply).

Children, parents and families	
Young people	
Older people	
Minority ethnic groups	
Low income groups	
People with disabilities or learning difficulties	
The whole community	
Other (please specify)	

What is the location of the project (where will it take place)?

How large an area do the people involved in the project come from? (Please insert 'X' to all that apply).

Within a 1 mile radius	
Within a 5 mile radius	
Within a 10 mile radius	
Within a 20 mile radius	
Over a 20 mile radius	
Don't know	

What is the start date for the project and when will it be completed?
Is the timetable for the delivery for this realistic?

Start date:	End date:
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The Local Community

How many people will be involved in organising and running the project?

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What will their role be? (Please insert 'X' to all that apply).

Development roles (e.g. coaching and training)	
Manual roles (e.g. gardening, clean-ups, maintenance)	
Marketing and promotion	

Coordination and planning (e.g. event organising)	
Creative roles (e.g. script writing, performing, directing)	
Fundraising	
Social support, advocacy and advice (e.g. befriending)	
Other (please specify)	

How will the neighbourhood benefit? (Please insert 'X' to all that apply).

An improved physical environment	
An improved arts and cultural scene	
Better health and wellbeing of residents	
A safer community	
A more connected, cohesive and proud community	
More skilled and confident residents	
Improved community facilities	
A better local economy	
Reduced unemployment or underemployment	
More things to do and places to go	
Other (please specify)	

Project Budget

Total Project Budget	£
How much are you applying for?	£
Breakdown by cost Activity:	
Item	Cost £

How are you making up the match part of your project?

Please give us details on what you will contribute (volunteer hours, gifts in kind, cash donations, other in-kind value: e.g. Value of other items or resources given for free) to raise the same amount you are requesting in funding. [Please note that volunteer time is calculated at £11.09 per hour.]

Volunteer hours - <insert number of hours> hours = £<insert value by multiplying number of hours by 11.09>

i.e. 50 hours would be 50x11.09= £554.50

Please select below what items or resources are being offered? (please insert 'X' to all that apply)

Room or venue hire	
Training and development	
Staff, workers or volunteers	
Equipment e.g. computers, sports kit, gardening tools	
Providing management at no cost	
Marketing and publicity materials	
Other (please specify)	

Totals:

Item	£
Volunteer hours (no. of hours x £11.09)	
Value of items or resources given for free	
Cash donations	
Total match contribution	

How does your project represent good value for money?

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