

## **WOODFORD COMMUNITY AND ENVIRONMENTAL FUND**

### **APPLICATION FORM QUESTIONS**

Please read all the questions on the application form carefully when preparing your answers.

Guidance notes are available to assist you.

You should try to answer all of the questions on the form if you can. Some questions are mandatory, and these are marked with an \*.

Some questions indicate a maximum number of words for your answers. You will be prevented from entering more than this maximum number of words when you complete your on-line application.

Please enter all monetary amounts in full pounds only, without any pound signs, full stops or trailing zeros (i.e. 249, not 249.35, £249 or 249.00).

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#### **Section A - Organisation details**

**A1 \* Full legal name of organisation:**

**A2 \* Address of organisation:**

**Address 1 -**

**Address 2 -**

**Address 3 -**

**Town -**

**County -**

**Postcode -**

**Country -**

**A3 Website address:**

#### **Section B - Contact details**

**B1 \* Name of person within organisation making application:**

**Title -**

**First name -**

**Surname -**

**B2 \* Position held within the organisation:**

**B3 \* Contact address:**

**Address 1 -**

**Address 2 -**

**Address 3 -**

**Town -**

**County -**

**Postcode -**

**Country -**

- B4 \* Email address:**
- B5 \* Telephone number:**  
**Area code -**  
**Telephone number -**

### **Section C - Background to your organisation**

- C1 \* Briefly describe the purpose of your organisation:**  
(Maximum 150 words)
- C2 \* In what year was your organisation first formed?**
- C3 \* How would you best describe your organisation?**
- Registered charity within the UK
  - Not for profit
  - Council, including parish, community, county etc
  - Company limited by guarantee
  - Community group/club/society
  - Church
  - School
  - Other
- C4 Are you working in partnership with any other organisation(s) in delivering this project? If you are, please provide details:**  
(Maximum 150 words)
- C5 \* Have you ever received a grant from GrantScape before?**
- Yes
  - No
- C6 \* What was the total income generated by your organisation in its most recent financial year?**
- C7 \* What was the total expenditure incurred by your organisation in its most recent financial year?**
- C8 \* What are the current total reserves, including savings and cash investments, of your organisation?**

### **Section D - The project**

- D1 \* Provide the project title:**  
(Maximum 10 words)
- D2 \* Describe the project that you wish to use this grant for:**  
(Maximum 150 words)
- D3 \* What are the anticipated start and completion dates for the project?**  
**Start date:**  
**Completion date:**
- D4 Provide the project location:**  
**\* Provide the full project location postcode:**

**D5 Please complete the following table to show when the general public will be able to use/visit the project site:**

Day	Available from	Available to
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

**D6 \* Will there be a charge to use/visit the project site?**

- Yes  
 No

**If yes, please provide the hourly/session rate:**  
 (Maximum 20 words)

**D7 \* What is the name of the organisation or Local Authority which actually owns and operates the project site?**

(Maximum 50 words)

**D8 \* Who will be responsible for maintaining the project following completion?**

(Maximum 20 words)

**Section E - Project costs**

**E1 \* What is the total project cost?**

**E2 \* How much money are you applying to GrantScape for?**

**E3 \* How much funding will your organisation be providing towards the total project cost?**

**E4 How much funding have you secured from other funders?**

(Complete the table below.)

Name of Funding Organisation	Amount confirmed (£)	Date funding confirmed

**\* Total secured funding:**

**E5 How much funding have you requested from other funders?**  
(Complete the table below.)

<b>Name of Funding Organisation</b>	<b>Amount requested (£)</b>	<b>Date funding decision expected</b>

**\* Total requested funding:**

**E6 If there is a funding shortfall, how much is this?**

**E7 How will you cover the funding shortfall?**

(Maximum 50 words)

**E8 Complete the table to give us a breakdown of all the costs relating to the project:**

<b>Item/activity</b>	<b>Requested from GrantScape (£)</b>	<b>Total cost (£)</b>
<b>TOTAL</b>		

**E9 If required, please provide the name and address of the organisation or individual who will provide the Contributing Third Party (CTP) donation for the project.**

(Please refer to the Funding Criteria to check if a CTP donor is required for your project.)

**Title -**

**First name -**

**Surname -**

**Organisation -**

**Address 1 -**

**Address 2 -**

**Address 3 -**

**Town -**

**County -**

**Postcode -**

**Country -**

## Section F - Project need and social benefits

- F1** \* How have you identified that there is a need for your project?  
(Maximum 150 words)
- F2** \* What community/user group consultation have you undertaken?  
(Maximum 150 words)
- F3** What activities will the people in your area be able to participate in if the project is completed?  
(Maximum 150 words)
- F4** \* How many people currently use/visit the project site per year?
- F5** \* How many people do you expect will use/visit the project site, per year, once the project is completed?

## Section G - Economic and environmental benefits

- G1** How many jobs (full and part-time) will be created or maintained if the project is delivered?
- G2** How many volunteers are expected to help in the delivery of the project?
- G3** What additional income do you anticipate the project will generate for your organisation per year?
- G4** What environmental benefits will your project achieve?  
(Maximum 150 words)
- G5** If the project will make improvements or provide improved facilities for people with disabilities, please provide details:  
(Maximum 150 words)
- G6** Please make estimates regarding the following in delivering your project:

Hectares of land worked upon through delivery of this project	
Number of metres of footpath/bridleways/cycle paths to be created	
Number of trees to be planted	

## Supporting documentation

**Please indicate which of the following documents are available.**

(These documents will be requested if required and should not be submitted with your application. Tick all that are available.)

- Constitution / memorandum and articles / trust deed if appropriate**
- Latest audited accounts or independently examined accounts**
- Business plan**
- Equal opportunities policy**
- Child protection policy**
- Environmental policy**
- Project plan**
- Project site plan / map**
- Public access or lettings policy**
- Market research / questionnaires / other evidence of need**
- Confirmation of ownership of the project site / copy of the lease**
- Competitive quotations for the project works**

## Declaration

**\* By ticking the box, you are confirming on behalf of the organisation detailed in A1 of this form, that you are duly authorised to submit this application and that, to the best of your knowledge and belief, all answers to the questions are true and accurate.**