

SUMMARY OF THE QUESTIONS ON THE APPLICATION FORM

General Information

- A valid email address to be used for all future correspondence
- The borough/district and location of your project
- Name of the organisation applying
- Status of the organisation (i.e. Parish council, community group etc.)
- Contact details - name, position in organisation, full address and contact number
- The applying group will need to have its own bank account (unless you are using an established administering organisation to whom the grant will be paid)
- Details of any existing contracts with WCC

About the Project

- Project name
- Timescale of project* (when will your project start and end?)
- Amount of money required (from this fund only)
- Overall cost of your project (including amount requested from this fund)
- Budget breakdown (individual costs of items)

Project Details

The following questions will be scored against the criteria found on the guidance notes. *Please note there is a limit of 3,999 characters for each question.*

1. How will your project* help people to help themselves, and build the skills and abilities your community needs to adapt and thrive in the future? (e.g. offer volunteering opportunities; enable access to social activities; improve English language skills of service users; signposting to additional services— please note this is not an exhaustive list).
2. How do you know there is a need for this project? How have you engaged with the wider community?
3. Please describe how your project will provide a direct and lasting benefit to the local community, what the longer-term impact of your project will be and whether it will continue after the Grant has been spent. How? Or why not?
4. Please explain how volunteers will be recruited, involved, managed and retained in the delivery of your project. If you do not require additional volunteers, please explain how they have been recruited, how they are being involved, managed and retained. What support (e.g. training) is offered to volunteers assisting with this project?

Additional question if you are applying for the English language element:

1. Please describe your English language provision. How will the sessions operate? What will the frequency of the sessions be? What resources will you be using to deliver the sessions? How will you manage difference in language level between the participants? Please explain what qualifications (if any) to deliver the sessions do the tutors have?

*For the purposes of this application, the word 'project' relates specifically to the period of up to twelve months following awarding of the grant and the impact of the funds requested on your provision.