



Communities Investment Fund

Guidance for Completing the Application Form

Please read all the criteria information available in 'About CIF' before starting.

Use these guidance notes to help you complete the 'Communities Investment Fund Application Form'. Both documents are available to download from www.pkc.gov.uk/CIF

You should also make yourself familiar with the priorities set out in the Local Action Plan for your area. These are available to view at www.pkc.gov.uk/article/18463/Action-Partnerships

Section 1: Applicant details

You can view the action partnership areas at <http://pk-storyboard.org.uk/cp/how-we-work/locality-action-plans>

Please make sure you include both the name of your organisation, and the name of your project. We also require two up-to-date project contacts, who are available in case there are questions about your application. We will also need to know who to send information on the outcome of your application to. Please make sure you provide email addresses for both contacts.

Section 2: Local Action Partnership

Please tick one box, which indicates where your project will take place. You don't have to come from these areas to apply for funding but the project must be of direct benefit to these areas and address local needs.

Section 3: About your project

Please provide a short summary of your project, which summarises clearly what it will achieve.

Clearly state which Local Action Plan priorities your project will address.

In the next box, we need more detail to demonstrate you have a well thought out plan to deliver your project, what it will achieve and why there is a need for it. The panel will use the following questions to make their decision, so please be as focussed on these key points as possible:

- *How does this project make a positive difference to the community?*
- *How does it tackle inequalities as set out in the Local Action Plan?*
- *How will the project be delivered, build capacity, and (where appropriate) be sustainable in the longer term?*

Section 4: Beneficiaries

Please say who will benefit from your project, including any specific groups, numbers and age groups. You should also clearly say what methods you will use to engage with beneficiaries and encourage participation in your project.

Section 5: Partnerships

We are happy to receive joint applications from two or more groups working in partnership. Each group still needs to be a constituted community group, a Community Council, Development Trust, registered charity or social enterprise. Please detail in this section who will be involved and how they will support the project.

Section 6: Budget

Please state how much you need from the CIF and a breakdown of your budget for delivering your project.

If your application to CIF forms part of a larger project, please indicate the match funding you have secured, or are seeking.



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Indicate if VAT is included on any relevant costs.

We also need to know more about the in-kind support, including volunteer time which will help deliver your project.

Section 7: Timetable

Please state when you would like to start and finish your project.

Section 8: Bank Details

Please complete details clearly, as incorrect bank details may hold up payment. We cannot accept applications from individuals, or pay any money into an individual's account.

Section 9: Declaration

Ensure you read this carefully, and sign before returning your form. If your application is successful, you will also be required to sign and return a funding agreement, which will provide full conditions of your award.

Checklist

Before returning your form, have you:

- *Checked the 'About CIF' document to ensure you are eligible to apply?*
- *Provided up to date and correct details of your organisation, and noted that the project contact may be required to provide further details?*
- *Provided a clear description of your project and why it should be supported?*
- *Provided all the details on beneficiaries, partnership and in kind support?*
- *Provide a detailed budget outline for your proposed grant from CIF?*
- *Completed all the sections of the form?*
- *Signed and dated the form?*

Good luck with your application. If you need further support with completing the form, please email CommunityPlanningPartnership@pkc.gov.uk or call **01738 477834**.