



Community Initiatives Fund

APPLICATION FORM 2024/2025



You should use Section 6 of the Guidance Notes to help you complete this form.

	Reference (office use only)	
SECTION 1 - Applicants Details		
1	Local Authority Name i.e. District or City Council	
2	Name of your organisation	
3	Is your organisation one of the following eligible entities? (Please circle) If No, then you are ineligible to apply	Parish or Town Council Registered Charity or Trust Constituted Management Committee Community Group or Voluntary Organisation Registered CIC Constituted Club or Membership Organisation
4	Contact details	Name: Position in organisation: Address: Email: Telephone:
SECTION 2 – Project Details		
5	Project title	

6	Project location	
7	Anticipated start and completion date of project (cannot start before Jan 2025 must be completed before 31 March 2026)	
8	Has your organisation received a CIF Grant or any other funding from Essex County Council in the past Three Years? If 'yes', please provide the details of the grant amount; what activity it supported; and what fund is was from	
9	Is this a new standalone project/service or a continuation or expansion of an existing project/service?	
10	Full Project Description (See Guidance Notes, Section 6.1.1(10)) If you are seeking funding for an existing project, please clearly demonstrate the track record of the project and the positive impact it has in communities.	

11	Does your project engage with any of the Essex County Council <i>Levelling Up Essex</i> Priority Cohorts? If so, please explain which ones, and how. The Priority cohorts are: Children and adults with SEND, learning disabilities, or mental health conditions (taking an all-age approach) Children on free school meals Working families Young adults (16-25) who have not been in education, training or employment for around 6-12 months	
12	Have all consents or permissions been granted? If so, please give details. This may include: • permission from a landlord to undertake any works • planning permission • listed buildings consent Where they are not yet in place, the applicant must clearly demonstrate expected timescales for permissions to be obtained. In addition all Parish/Town Councils,	

	constituted groups and Charities are expected to provide a minute extract indicating relevant organisation agreeing to submission.	
13	Who owns the land or building where project is to take place, including details of lease arrangements? (See Guidance Notes Section 6.1.1 (13))	
14	If you do not obtain this grant, how will the project still proceed?	
Section 3 – Community		

15	Please provide evidence that this project is needed by the local community and the benefits that will be attained from the project's delivery i.e. current usage, questionnaire results, proven demand.	
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16	Please provide details of how your project contributes towards, at least one of the strategic aims and related priorities in the Essex County Council Everyone's Essex: https://www.essex.gov.uk/everyones-essex-our-plan-for-essex-2021-2025 This might for example include projects that: • Help to reduce loneliness and isolation • Help to improve mental and physical health • Help to promote independence • Improve skills and employability • Enable and empower local climate action • Offer early help and prevention to those who most need it • Improve family resilience	
17	Please provide written or email evidence of support from your County Councillor, and any other relevant, bodies, associations, societies etc. with this application.	

18	Please provide details of any community 'benefits in kind' you will receive for your project?	
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19	Please describe how your project will help advance the Public Sector Equality Duty (Equality Act 2010) aims. https://www.essex.gov.uk/Your-Council/Strategies-Policies/Equality-diversity/Pages/Equality-diversity.aspx	
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20	Please give details of how you will sustain your project once the grant has finished.	
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SECTION 4 - Financial		
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21	Can you reclaim VAT?	
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If you answered 'yes' to the above question, please show all costings exclusive of VAT. If you cannot reclaim VAT, please include it in your costings.		
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22	What is the total cost of the project?	
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23	Amount of CIF grant requested in this application?		
24	Please provide a full break down of project costings below: Please ensure you provide copies of at least TWO quotes from external contractors/suppliers for any works/materials being undertaken/supplied		
Item		Amount (£)	Estimate attached?
25	How much is your organisation putting towards this project? Parish/Town Councils must provide matched funding of a minimum of 50% of the total cost of their project. All other applicants should demonstrate any match funding they are committing should they be doing so.	£	

26	For Parish/Town Councils only: If you cannot contribute 50% towards the total cost please provide details why? (please refer to section 4.4 in the guidance notes for details around how to address this question)									
27	How much does your organisation have in unrestricted reserves? Please Demonstrate why you are unable to fund this project yourselves. See Guidance Notes 6.1.1(27))									
28	Please complete details below: <table> <tr> <td>Total Cost of Project</td> <td>£</td> </tr> <tr> <td>Less Grant Sum Requested</td> <td>£</td> </tr> <tr> <td>Less your contribution</td> <td>£</td> </tr> <tr> <td>Total (zero or shortfall)</td> <td>£</td> </tr> </table>		Total Cost of Project	£	Less Grant Sum Requested	£	Less your contribution	£	Total (zero or shortfall)	£
Total Cost of Project	£									
Less Grant Sum Requested	£									
Less your contribution	£									
Total (zero or shortfall)	£									

	If a shortfall exists please state below the source and sum on how this will be funded?			
	Source of other funding	Details	Amount	Confirmed?
29	If the applicant is a Town or Parish Council, please provide the following information	Amount of Parish precept paid by a Band D property: £ Total number of properties in your Parish: Total Annual precept raised: £		

30	If the applicant is a club or similar, please provide the following details	Number of members: Annual Membership fee charged: Numbers on waiting list: Total Membership Fee Income:
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Declaration

We understand that if the project or any information contained within this application changes in any way, prior to the award panels, we must inform the Grant Funding Administrator immediately.

We are authorised to make this application on behalf of the applicant organisation and confirm that we have read, understood and accept the Community Initiatives Fund guidelines and criteria and that

the information provided in this application is true and accurate to the best of our knowledge and belief:

We understand that submission of this application does not constitute acceptance to fund the project and that the availability of funding and decisions to fund (whole or in part) is solely discretionary and that the decision of the award panel is final.

Signed:

Date:

Name (please print)

Position:

Telephone:

Email:

Signed:

Date:

Name (please print):

Position:

Telephone:

Email:

CHECKLIST

Before submitting this application, please ensure you have included the following:

A copy of your recent accounts	
Your reserves policy	
Evidence of your constituted status	
Evidence of quotations received	
Email confirmation from your Essex County Councillor	
All Parish/Town Councils, Constituted Groups and Charities have provided a minute extract	

You may attach supporting evidence if you feel it strengthens your application, but please be reasonable about the quantity of documents you send us.

Completed applications are to be returned by email, no later than:

Friday 18th October 2024 (23:59 hours)

To: Grant Funding Administrator

Email: funding@ealc.gov.uk

Telephone: 01371 879722

Late applications WILL NOT be accepted.

Failure to provide required supporting documentation for the application will result in an unsuccessful application.

If you have any further questions regarding your submission, then please do not hesitate to contact the Grant Funding Administrator on the above details.



Your Personal Information

The EALC is committed to protecting your privacy and will treat your personal data in accordance with the provisions of the Data Protection Act 1998. Information submitted by you will be used to enable the council to provide the services or information you have requested. Your information will not be used for other purposes or supplied to third parties except in accordance with the law. Under the Data Protection Act 1998, you can make a formal request for the following information:

- CLARIFICATION THAT YOUR PERSONAL DATA ARE BEING PROCESSED BY THE COUNCIL
- A DESCRIPTION AND COPIES OF THE PERSONAL DATA BEING HELD
- THE REASONS WHY THE DATA ARE BEING PROCESSED
- DETAILS OF TO WHOM THEY ARE BEING OR MAY BE DISCLOSED