**Local Area Fund Application Form**

Before applying please ensure you have completed the **checklist** below and have all the relevant documents and information ready. When completing this application form you should refer to the accompanying **guidance notes**.

**Checklist:**

Checked the ward you are applying to is ‘open’ for accepting applications (see the [previous awards](https://richmond.gov.uk/previous_local_area_fund_awards) webpage).

Obtain an initial endorsement from Ward Councilors ([Find your local Ward Councillor](https://www.richmond.gov.uk/councillors))

A safeguarding policy / statement outlining how children, young people and vulnerable adults will be kept safe

Permissions have been acquired from third parties in advance (where appropriate) *e.g. landowner written consent, venue permission, planning permission etc.*

The project budget has been researched and quotes obtained where appropriate

The project plans are in line with Public Health England’s Covid-19 guidelines

The project has been risk assessed and relevant insurance obtained, where appropriate

A copy of my organisations audited accounts (no more than 12 months old) / income and expenditure sheet for the past 12 months (if you do not have audited accounts)

A copy of the organisation’s constitution or governing document (if you have one)

**Each ward has a budget of £10,000 in total, therefore applicants should not apply over this limit.**

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| **Name of the project** | |  | | | | | | |
| **Amount of funding requested** | | £ | | | | | | |
| **In which ward(s) will the project take place?** *(2 wards max)* | |  | | | | | | |
| **Which ward priority/ies does the project address?** | | Enabling local people to develop, agree and deliver their own responses to local issues and building stronger communities  Making public places more attractive, enjoyable and distinctive  Supporting local initiatives that address the causes of climate change and minimise the environmental impact of carbon, waste and pollution to protect the future of our borough and our planet.  Initiatives that promote the vitality of our town and neighbourhood centres  Widening participation in sports and physical activity  Enhancing the artistic and cultural offer and protecting the borough’s heritage  Improving health and wellbeing  Crime prevention  Improvements to community assets and the physical realm | | | | | | |
| **ABOUT YOU/YOUR ORGANISATION** | | | | | | | | |
| **1** | **Are you applying as an individual or on behalf of a group / organisation?** | Individual  Group / Organisation | | | | | | |
| **2** | **If an individual applicant, please state here your group / organisational partner who will be holding the funds on your behalf** |  | | | | | | |
| **3** | **Name of group / organisation(s) applying** |  | | | | | | |
| **4** | **What is the Legal Status of the group / organisation?** |  | Registered Charity | | Registered Charity no. | | | |
|  | Company limited by guarantee | | Company no. | | | |
|  | Voluntary Organisation | | Other (please specify) | | | |
| **5** | **Contact name** |  | | | | | | |
| **6** | **Contact address**  **(& website)** |  | | | | | | |
| **7** | **Contact telephone number** |  | | | | | | |
| **8** | **Contact email address** |  | | | | | | |
| **ABOUT YOUR PROJECT** | | | | | | | | |
| **9** | **Describe your project and what you will do?** | *300 words max**(any words over the limit will be deducted)* | | | | | | |
| **10** | **What difference will your project make?** | *300 words max (any words over the limit will be deducted)* | | | | | | |
| **11** | **Why is your project important to the ward(s) where it will take place?** | *200 words max**(any words over the limit will be deducted)* | | | | | | |
| **12** | **How do you know the project is supported by local people and is inclusive?** | *200 words max* | | | | | | |
| **13** | **Who have you consulted with to demonstrate the need for your project?**  *e.g.* *Friends of Groups, User groups, Residents’ Associations* | *200 words max* | | | | | | |
| **14** | **Have you obtained an initial endorsement from a Ward Councillor(s)?**  *Please attach any endorsements and feedback from Cllrs with the application* | *Please be aware that an initial endorsement is not a guarantee that a project will be successfully funded* | | | | | | |
| **15** | **What is the estimated start and finish date for the project? Month / Year**  **Please identify the key stages and “milestones” in running this project.** | Start: Finish:  Key stages / Milestones: | | | | | | |
| **ADDRESSING ISSUES AROUND COVID-19** | | | | | | | | |
| **16** | **Does your project specifically address the impact of COVID-19 in the context of meeting the priorities? If so, how?** | *150 words max* | | | | | | |
| **17** | **How will you ensure the safe delivery of your project within Public Health guidelines on COVID-19?** | *150 words max* | | | | | | |
| **MANAGING THE PROJECT** | | | | | | | | |
| **18** | **Who will manage and be involved in the delivery of your project?** | *150 words max* | | | | | | |
| **19** | **Does your project require permission from a third party and if so, has this been obtained?** | *150 words max* | | | | | | |
| **FINANCES** | | | | | | | | |
| **20** | **Have you applied to other funders for this project and if so, what was their response?** | Funder: | | | | Outcome: | | |
| **21** | **How much is your project going to cost and how much do you need from the Local Area Fund?**  Please provide a breakdown of costs in the budget table below and include the cost of delivering the project | | | | | | | |
| **Expenditure Item**  *Examples:*  *Gardening equipment 3 x spade at £10*  *Play equipment 1 x swing frame £500*  *Building costs* | | **Full project costs**  **(cost of Item)** | | **Match funding including other grants & fundraising (cash)** | | | **Match funding (in-kind)**  See guidance notes for help on calculating this | **Amount requested from the Local Area Fund** |
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| **Total** | | **£0.00** | | £0.00 | | | £0.00 | **£0.00** |
| **22** | **Will you project generate any income? If so, how much?** | *150 words max* | | | | | | |
| **23** | **Please identify any on-going costs, including maintenance, and who will be liable for these costs** | *150 words max* | | | | | | |
| **24** | **Does your organisation have a bank account in the name of the organisation / project with two separate signatories?** | **Yes**  **No** | | | | | | |
| **25** | **If the project will continue beyond the timescale for which you are applying for a grant, how will you fund this?** | *150 words max* | | | | | | |
| **26** | **Any other comments you would like to make to support your application?** |  | | | | | | |
| **DECLARATION** | | | | | | | | |
| **Agreement:** I confirm that the information given is true and correct and I understand that it will be a condition of any grant awarded to me that the grant will only be used for the purpose for which it is awarded, and I undertake to use the award only for that purpose, and to repay to the Council any grant money that I may use for any other purpose on demand. I enclose the following documents:  A copy of my organisation’s audited accounts (no more than 12 months old)/ income and expenditure sheet for the past 12 months - if I do not have audited accounts. [tick box]  A safeguarding policy/ statement outlining how children, young people and vulnerable adults will be kept safe, where appropriate [tick box]  A copy of the organisation’s constitution or governing document  Signature ……………………………………………………………………… Date ………………………………………………  You may be contacted by Officers once your application has been received if additional information is required to complete the assessment of your application. | | | | | | | | |
| **Monitoring and Evaluation**  If your application is successful you will be required to complete a monitoring and evaluation form either at the end of your project, during or both. A copy of the monitoring form is available on request. | | | | | | | | |
| **Data Privacy Statement**  The contents of this application are protected under the Data Protection Act 2018. Please tick the appropriate statements to give consent:    I consent that the content of this grant application can be shared within the Council including its designated officers, with other grant funding partners of the Council and at Council Committee meetings (the latter of which are made available to the public online).    Should your application be successful, your details may be used by the Council for:   * Publicity purposes. * Processing grant agreements, grant monitoring and evaluation and payment administration.   I consent that contact details of my organisation may be stored and shared with other Council departments, associated organisations and individuals with a legitimate interest in learning about your work.    I consent that contact details of my organisation may be stored and shared with other Council departments, for use for promotions, marketing and consultations of future council initiatives.    *For more information about our privacy practices please visit the Council*[*website*](https://www.richmond.gov.uk/council/open_richmond/data_protection)*. By ticking above, you agree that we may process your information in accordance with these terms.*  **Keeping in touch**  Richmond Council’s Voluntary Sector Partnership Team would like to keep in touch with you and provide you with updates and marketing.  If you would like to be added to the mailing list please tick here  *You can change your mind at any time by clicking the unsubscribe link in the footer of any email you receive from us, or by contacting us at*[*voluntarysector@richmond.gov.uk*](mailto:voluntarysector@richmond.gov.uk)*. We will treat your information with respect.* | | | | | | | | |

**Please return your completed form to:**

[localareafund@richmond.gov.uk](mailto:localareafund@richmond.gov.uk)

Please mark the subject line as *Local Area Fund Application*

**Key contacts:**

Harriet Steele, Senior Project Officer: 020 8487 5259 / [harriet.steele@richmondandwandsworth.gov.uk](mailto:harriet.steele@richmondandwandsworth.gov.uk)