

### Application Form

#### Section A — Before you start (eligibility checker)

##### Q0. Which grant are you applying for?

*Field type:* Single choice (Required)

- Revenue grant (activities/services) — up to £25,000
- Capital grant (assets/buildings/equipment) — up to £250,000

##### Q1. Are you a not-for-profit organisation based in or primarily serving North West Leicestershire residents?

*Field type:* Yes/No (Required)

- If “No” → End screen: “You are not eligible for this programme. Please see our funding signposting page.”

##### Q2. Your organisation type

*Field type:* Single choice (Required)

- Registered Charity
- Charitable Incorporated Organisation (CIO)
- Community Interest Company (CIC with asset lock)
- Constituted Community/Voluntary Group
- Social Enterprise (not-for-profit)
- Parish or Town Council
- Other (please specify)

##### Q3. Do you have a governing document (e.g., constitution, Articles) and a bank account in the organisation’s name?

*Field type:* Yes/No (Required)

- If “No” → Message: “You must have both to apply. If you need help to become grant-ready, please contact us.”

##### Q4. Safeguarding confirmation (shown if activities involve children/young people/vulnerable adults OR if the applicant selects “Not sure”)

*Field type:* Single choice (Required if applicable)

- We work with these groups and have appropriate safeguarding policies and DBS processes.
- We will not work with these groups.
- Not sure – please advise.

*Validation:* If “Not sure”, prompt to contact Grants Team before submission.

**Q5. Brief project summary** (max 60 words)

*Field type:* Short text (Required)

*Help text:* “A plain-English summary for our website if funded.”

**Q6. Project location**

*Field type:* Postcode + free text (Required)

- Primary postcode (Required)
- Wards/communities served (free text, 150 words)

**Q7. Project dates**

*Field type:* Date fields (Required)

- Estimated start date
- Estimated end date  
*Validation:* Start not earlier than 8 weeks after round closes; end within 18 months (Revenue) / 24 months (Capital).  
*Conditional:* The 24-month limit applies only on the Capital path.

**Q8. Equalities & accessibility commitment**

*Field type:* Checkbox (Required)

- We confirm our project will be accessible and inclusive, with reasonable adjustments where required.
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**Section B — About your organisation**

**Q9. Legal name and trading name (if different)**

*Field type:* Short text (Required)

**Q10. Organisation details**

*Field type:* Grouped fields (Required)

- Company/Charity/CIO/CIC number (if applicable)
- Year founded
- Website or social link (optional)
- Registered address

**Q11. Contact for this application**

*Field type:* Grouped fields (Required)

- Name, role, email, phone

**Q12. Governance and people**

*Field type:* Upload + text (Required)

- Upload your **governing document** (PDF/DOC, max 5MB)
- Number of trustees/directors

- Number of employees (FTE)
- Number of active volunteers

### Q13. Financial summary

*Field type:* Grouped fields + upload (Required)

- Last full year income (£) and expenditure (£)
- Free reserves at year end (£)
- Upload **latest signed accounts** or **income/expenditure statement** (PDF, max 10MB)

### Q14. Policies and insurance

*Field type:* Multi-upload + checkboxes (Required; conditional for safeguarding)

- Public liability insurance certificate (if project involves public activity)
- Safeguarding policy (if applicable)
- Equality, Diversity and Inclusion policy (optional but recommended)
- Data protection statement (for handling personal data)  
*Checkbox:* I confirm all uploaded policies are current and adopted by the governing body.

## Section C — Project need and beneficiaries

### Q15. What local need are you addressing, and how do you know?

*Field type:* Long text (Required, 300–500 words)

*Prompt:* “Use local evidence: community feedback, surveys, demand data, waiting lists, ward profiles, JSNA insights, or lived experience.”

### Q16. Who will benefit?

*Field type:* Multi-select + numbers + narrative (Required)

- Primary beneficiaries (tick all that apply):  
Children & young people; Older people; Disabled people; People on low incomes; Carers; Rural residents; Minority ethnic communities; LGBTQ+ communities; Women & girls; Refugees/people seeking asylum; Whole community; Other (specify).
- Estimated number of **direct** beneficiaries
- Estimated number of **indirect** beneficiaries
- How will you reach and include people who face barriers to participation? (150–300 words)

### Q17. Which Council/community priorities does your project support, and how?

*Field type:* Multi-select + narrative (Required, 200–350 words)

- Community cohesion and inclusion

- Health and wellbeing
  - Youth opportunities
  - Climate action and environment
  - Stronger local places and participation
  - Other local priorities (name and explain)
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## **Section D — Project activities and outcomes (Revenue & Capital share most, with Capital extras later)**

### **Q18. What will you actually do?**

*Field type:* Long text (Required, 300–500 words)

*Prompt:* “Describe activities, frequency, locations, partners, and timetable.”

### **Q19. What difference will it make?**

*Field type:* Outcomes table (Required)

- Outcome 1: [text] | How measured? [text] | Target (number/qual)
- Outcome 2: [text] | How measured? [text] | Target
- Outcome 3: [optional]

*Note:* Encourage at least two outcomes, one of which should relate to inclusion or wellbeing.

### **Q20. How will you monitor and learn?**

*Field type:* Long text (Required, 150–300 words)

*Prompt:* “Tell us how you’ll collect feedback and data, and how learning will influence future work.”

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## **Section E — Budget and value for money (Revenue path)**

**Conditional:** Show Section E1 when Q0 = Revenue grant.

### **E1. Revenue budget breakdown**

*Field type:* Itemised table (Required)

- Cost item | Unit cost | Quantity | Total (£) | Funded by this grant? (Y/N) | Other funding source (if N)

*Validation:* Totals add up; costs reasonable for activity; no retrospectives.

### **E2. Total funding request**

*Field type:* Currency (Required)

- Amount requested from NWLDC (£) (max £25,000)

### **E3. Match funding and in-kind support**

*Field type:* Short text + table (Optional but scored)

- Cash match (secured/pending, source, amount)
- In-kind support (e.g., free venue, volunteer time—estimate value)

#### **E4. Value for money**

*Field type:* Short narrative (Required, 150–250 words)

*Prompt:* “Explain why the budget is good value relative to your outcomes.”

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### **Section F — Delivery, risk and safeguarding (Revenue path)**

**Conditional:** Show Section F when Q0 = Revenue grant.

#### **F1. Delivery plan**

*Field type:* Milestones table (Required)

- Milestone | Date | Responsible person/partner

#### **F2. Key risks and mitigations**

*Field type:* Risks table (Required)

- Risk | Likelihood | Impact | Mitigation
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### **Section G — Capital-specific details**

**Conditional:** Show Sections G–K when Q0 = Capital grant.

#### **G1. Capital works or asset description**

*Field type:* Long text (Required, 300–500 words)

*Prompt:* “Describe the asset/improvement, scope, and benefits (accessibility, inclusion, climate).”

#### **G2. Site, ownership and permissions**

*Field type:* Grouped fields + uploads (Required)

- Site address and ownership (freehold/leasehold)
- If leasehold: years remaining (must normally be 5+ years after project completion)
- Upload proof of ownership/lease (PDF)
- Planning/building control: status and reference (if required). Upload consents or indicate timeline.

#### **G3. Design and technical readiness**

*Field type:* Uploads + narrative (Required)

- Drawings/specs or schedule of works (PDF)
- Accessibility and inclusive design statement (150–300 words)
- Environmental/sustainability statement (e.g., energy savings, materials, biodiversity) (150–300 words)

#### **G4. Procurement and quotes**

*Field type:* Uploads + narrative (Required)

- Upload at least **three like-for-like quotes** for each major element **or** explain procurement route (framework/competitive tender).
- If a single supplier is proposed, justify why (specialism, compatibility, best value).
- Provide preferred contractor/supplier (if known).

#### **G5. Capital budget**

*Field type:* Itemised capital budget table (Required)

- Work package/equipment | Supplier | Quote ref/date | Cost (£) | VAT status | Funding source (NWLDC/Other/Secured)
- Professional fees (design, QS, PM, surveys)
- Contingency (typically 5–10%)  
*Validation:* Total = request + match; contingency is reasonable.

#### **G6. Funding profile and match**

*Field type:* Table + evidence upload (Required)

- Source | Amount | Secured? (Y/N) | Evidence (award letter/email)
- If pending, expected decision date.

#### **G7. Delivery programme**

*Field type:* Gantt-style milestones (Required)

- Design complete | Procurement/compliance | Start on site | Practical completion | Handover | Opening date  
*Validation:* Completion within 24 months of award unless justified.

#### **G8. Future running and maintenance plan**

*Field type:* Long text + projected budget (Required)

- Who will manage the asset?
- Annual running costs and income plan (yrs 1–5)
- Maintenance schedule and sinking fund provision
- Public access arrangements (where applicable)

#### **G9. Permissions and compliance confirmations**

*Field type:* Checkboxes (Required)

- We will comply with all planning, building regulations and CDM duties.
- We will insure the asset adequately from practical completion.
- We acknowledge potential clawback conditions if the asset is disposed of or use changes within 5 years of project completion.

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## **Section H — Organisation declarations (both paths)**

### **H1. Declarations**

*Field type:* Checkboxes (Required)

- The information in this application is true and complete.
- We consent to the Council carrying out checks for fraud, subsidy control, and due diligence.
- We agree to publicity requirements and to share anonymised monitoring information.
- We understand that funding cannot be used for retrospectively incurred costs.

### **H2. GDPR statement**

*Field type:* Text + checkbox (Required)

- “We will process your data to assess your application, manage any award, and evaluate the programme. See our privacy notice.”
- I have read and understood the privacy notice.

### **H3. Final sign-off**

*Field type:* E-signature (Typed name + date) (Required)

- Name (authorised signatory), position, and date