Appendix 2

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.

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)

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."

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."

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

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.

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