Community Investment Application Form

Cumberland Council

Please ensure that you have read and understood the General Criteria, Guide to the Application Process and Terms and Conditions of Funding **before you complete this application form available on cumberland.gov.uk**

Please write clearly using BLOCK CAPITALS when completing this application form by hand.

Please complete all boxes.

Section 1: Contact information

a) Name of Group/Organisation

b) Contact Name

c) Telephone Number

d) Contact Address

e) Postcode

f) Your Position in the Group

g) Email Address

h) Cumberland Council will not share any information you provide in sections b)-g) (above), however other community groups or their representatives may wish to contact you. Do you give your permission to pass on your details?

Yes   No   Please note: you can withdraw your permission at any time.

i) Please give a brief description of your group e.g. who are you, what type of group are you and what you do?

j) How many governing members do you have in your group?

Male   Female

Section 2: Tell us about the Community Project/Initiative you want us to support

a) Why do you need this investment and how will any funding be used?

b) Who will benefit from this investment and what do you hope to achieve?

c) How many people will benefit from the project or initiative in these age ranges?

0-4yrs	5-11yrs	12-19yrs	20-55yrs	55+yrs

d) When does your project begin?

e) What geographical areas will your project serve?

f) Does your project target any particular groups?

Age	Disability	Gender	Race	Sexual orientation	Poverty	Other/Prefer not to say

Section 3: Achieving our Council Plan and Local Community priorities

a) Please tell us how your project contributes to **at least one** of the Cumberland Council's key priorities and how the project contributes to the Local Area Plan or locally agreed community priorities in your area e.g. Community Plans, Parish Plans, etc. For more information about the Council's key priorities and the Local Area Plan for your area of Cumbria please contact your local Community Development Team.

Section 4: Financing your project / initiative

(**Please note:** You are required to provide a detailed breakdown of all costs associated with your application for funding. You can use our Community Project Budget Planner to help you complete this section.)

a) What is the total cost of your project?

b) How much funding are you applying for?

c) Is this a completely new project?   Yes   No

d) Is the application for a once only cost?   Yes   No

e) If you are applying for less than the full project costs, how will you fund the remainder?

f) Where do you receive funding from for your organisation?

g) What makes your project / organisation different to any other project / organisation delivering similar activities?

h) Please tell us who else you have applied to, and the result of other funding applications.

i) Have you previously received an investment from Cumberland Council?   Yes   No

If so please provide further details including when and how much funding you have received from the council.

j) Include any support in kind from Cumberland Council.

Section 5: Additional Information

a) Is there any other information that you wish to provide in support of your application for funding? You may wish to send additional information or continue on a separate sheet.

Section 6: Supporting Documents

You are required to enclose the following documents to support your application for funding:

a) A minimum of **two estimates / quotes** from different independent suppliers.

b) A detailed **breakdown of all costs** associated with your application for funding.

c) A copy of a recent **bank statement** in the name of the organisation applying for funding (which should match the name/organisation on the application form).

d) A copy of your most recent **annual accounts or audited accounts**.

e) Your **equal opportunities policy or statement**.

f) Your **constitution** or other governing documents.

g) A copy of your last **annual report** and/or **AGM minutes**.

h) Your **child protection policy**, where appropriate.

i) Your **safeguarding vulnerable adults policy**, where appropriate.

Section 7: Declaration

Please ensure that this form is signed by a minimum of two appropriate governing members of your group.

In signing this declaration we agreed that:

1 The information provided in this application is correct.

2 We have read, understand and accept the Terms & Conditions of Funding for Cumberland Council.

3 We will complete and return a Project Achievement Report (PAR) within six month of receiving funding.

4 We have adequate and appropriate insurance cover for our activities.

Signatures

Chairperson	**Treasurer / Secretary**
Signed	Signed
Please print	Please print
Date	Date

Position in group	Please tell us how you found out about our community investments scheme:
Signed	
Please print	
Date	

Returning Investment Application Forms

If you are submitting your application form with your supporting document via email please use one of the following addresses depending on your area.

Carlisle West
Jamie Hendry
CarlisleWest@cumberland.gov.uk

Petteril
Jackie Hayhow
petterilcommunitypanel@cumberland.gov.uk

Border, Fellside & North Carlisle
Lorraine Davis
BFNC@cumberland.gov.uk

Fells & Solway
Helen Esslemont
FellsandSolway@cumberland.gov.uk

Lakes to Sea
Susan O'Neill
LakestoSeaCP@cumberland.gov.uk

Workington Together
Carole Tubman
workingtontogether@cumberland.gov.uk

Whitehaven & Coastal
Tamsin Beattie
whitehavencoastalcp@cumberland.gov.uk

South Cumberland
Liz Nicol
SouthCumberland@cumberland.gov.uk

If you are submitting your application by post please return to one of the following offices:

North Cumberland Area Office
Cumberland Council
Community Development Team
Cumbria House 107-117
Botchergate
Carlisle
CA1 1RD

West & South Cumberland Area Office
Cumberland Council
Community Development Team
West Cumbria House
Jubilee Road
Workington
CA14 4HB

For a map of the panel areas please visit:
https://www.cumberland.gov.uk/your-council/community-panels/how-apply-investment-community-panel