



European Union
European Social Fund
Investing in jobs and skills

Funded by:



Leading learning and skills



Engaging Communities
Working Together



OXFORDSHIRE RURAL
COMMUNITY COUNCIL



**ESF/LSC COMMUNITY GRANTS
BERKSHIRE, BUCKINGHAMSHIRE & OXFORDSHIRE
APPLICATION FORM (VERSION 2) 2009**

*****PLEASE ENSURE YOU READ THE GUIDANCE BEFORE COMPLETING THIS FORM*****

Details of Applicant Organisation			
Name of Organisation making this application:			
Address:			
Geographic area of project activity:			
Contact name/person responsible for activities:			
Telephone:		Fax Number:	
Email:			
Project name:			Total amount requested:
			£

Project Start Date: _____ Completion Date: _____ (Completion must be no later than 30 September 2010)

About your organisation
<p>Brief description of your organisation <i>Please provide, in no more than 60 words, an overview of what your organisation does and the people it aims to support. Registered Charities should give their number in this section.</i></p>

About your project

Overview of the project

Please provide a clear description of the Project activities and what you want the funding for. Please also include a brief action plan or timetable of activities. Please limit this to a maximum of 250 words.

Who will your project be helping?

State who will be helped by your project and how it will help them re-engage in learning or activities that work towards employment. Only projects that support one or more of the target groups detailed in the Guidance Notes will be eligible. How many people and from which target groups will your project assist? Please limit this to a maximum of 100 words.

What impact will your project have on the target Participants?

What difference will your project make in your community or to the people you will help and

how will you know if it has worked? What steps will you take to assist the participants' progression towards further learning or employment opportunities upon completion of your project? Please limit this to a maximum of 250 words.

How will the project be managed?

Explain who will manage the project and what systems and procedures you have in place for monitoring the finance and activity. Please limit this to a maximum of 100 words.

Funding

History of grants funding support

List details of how much grants funding your organisation has received in the last three financial years. Priority will be given to groups with a total income of less than £300,000 over this period. Please include contracts and service level agreements, and where these were awarded from. This should include any applications for European Social Fund (ESF) money either as an applicant or a partner? If any of these were successful please list amount funded, dates and times of funding.

CHECK LIST BEFORE YOU RETURN YOUR APPLICATION

WITH APPLICATION

- Constitution or Set of Rules
- Last Three Years Accounts
- Bank Account Details

CONTRACT STAGE if SUCCESSFUL

- Health & Safety Policy
- Relevant public and employer liability Insurances
- Risk Assessment carried out before the start of the project
- Vulnerable Adult and/or Child Protection Policy where applicable
- Equal Opportunities Policy
- Management Committee
- CRB's where required

PLEASE COMPLETE YOUR GROUP PROJECT SUMMARY

Summary of Project: (Max 4 lines)			
Amount Applied for:		Geographic Area:	
Total number of participants:			
Project start date:		Project end date:	
Previous ESF/LSC Applications: Yes/No			
Group Description: (Max 3 Lines)			
State organisation type i.e. Small locally managed charity, community group or not-for-profit organisation etc			
State group TOTAL income over last 3 yrs			
List 3 key ways identified to sustain this project			
List participant priority groups			
Participants minimum age 16 yrs applicable		Yes/No	
Participants unemployed		Yes/No	
Grant request is between £1,000 & £12,000 (Please state amount)			
Are your costs clear & realistic? 10% maximum for equipment?			

Office Use Only

Summary Criteria points satisfied Signed.....

Summary Criteria points Not satisfied Signed.....

If not satisfied, why not? Please give reason.

Signed.....

