

Community Projects Fund questions

Please note that you cannot use this document to submit an application – you must fill out a form online. This document serves only to provide a list of questions to help you prepare your application.

Tell us who you are

Position

First name

Last name

Email address

Phone number

Application summary

Project title

Name of councillor sponsoring the application

Ward or area benefitting from the project

Type of organisation

Is the organisation based or operating within the borough?

Project description

Describe the proposed project. Include what the project will deliver, where it will take place, who will be responsible for delivery, and what the funding will be used for.

Project expenditure type (Capital/revenue/mixed)

Total amount requested from the Community Project Fund

Total project cost

Expected Project Start Date

Expected Project Completion Date

Will the project be delivered by 31 March 2028? (If no please explain why)

Eligibility checks

You will be asked to confirm eligibility by ticking all the boxes.

Exceptional Circumstances – Eligibility: If you didn't tick all of the items above, please explain why the application should still be considered.

File upload: Please upload any supporting evidence.

Community need and evidence

Describe the local need or issue this project will address

Evidence supporting this need

Summary of the evidence

Exceptional Circumstances - Community Need: If formal consultation or supporting evidence has not been undertaken, explain how community need has been identified.

Community benefit and impact

Describe who will benefit from the project. Include the groups, residents or communities who will benefit.

Estimated number of people who will benefit.

Describe the difference this project will make. Include the expected outcomes, improvements or benefits.

How project success will be measured. For example, usage numbers, attendance, feedback, improved access, reduced risk, increased activity or other measurable outcomes.

Exceptional Circumstances - Community Reach. If the project benefits a relatively small group of people, explain why it should still be supported.

Budget and value for money

Project cost breakdown: Provide a full breakdown of project costs, including the cost excluding VAT, the VAT amount and the total cost for each item or activity.

Is the organisation VAT registered and able to reclaim VAT? Grants will not cover VAT costs where organisations are registered to reclaim this expenditure.

Explain how the project represents good value for money

Does the project include match funding, volunteer time or in-kind contributions?
Exceptional Circumstances - Match Funding If no match funding or community contribution has been secured, explain why and why the project still provides good value for money.

Exceptional Circumstances - Funding Need If the project has alternative funding options available, please explain why Community Project Fund support remains necessary.

File upload: Please upload any supporting quotes, estimates or other cost evidence.

If you have not uploaded any supporting evidence, explain how you estimated the costs.

Deliverability and readiness

Delivery plan: Please provide a delivery plan with key milestones and target dates for each item.

Permissions, approvals or consents required for the project (you will need to tick those that apply.)

If you ticked any of the above, please provide details and current status.

Project delivery risks and how they will be managed: You will need to list risks and mitigation.

Are there any factors that may affect delivery by 31 March 2028?

Explain how these issues will be managed and why the project should still be considered.

Rural balance and fair distribution

Does the project support a rural community or an area with limited alternative funding opportunities?

Describe how the project supports fair distribution of funding across the community.

Financial position and need for funding

Explain why Community Project Fund support is needed

Other funding sources considered or applied for: Provide details of expected decision dates of other funding applied for, if known.

Applicant organisation's current financial position

Current unrestricted reserves

Annual operating expenditure

Exceptional Circumstances - Financial Position: If the organisation holds significant reserves or alternative funding resources, explain why they cannot reasonably be used for this project.

For parish and town councils only

Can the council apply for Community Infrastructure Levy (CIL) funding? If yes, explain why this funding source is not being used for this project. You may also wish to provide a brief explanation as to why the parish precept cannot be increased to support the project.

Sustainability and longer-term benefit

Describe how the project will continue to benefit the community beyond the funding period

Identify who will be responsible for the project, asset or activity after completion

Outline how ongoing maintenance, running costs or future responsibilities will be managed

Specify whether the project is expected to reduce, increase or have no significant impact on future costs, risks or demand on services

Exceptional Circumstances - Sustainability If the project does not yet have fully secured long-term funding, maintenance arrangements or ownership responsibilities, please explain the steps being taken to address this, why the project should still be supported at this stage, any mitigating factors or future plans

Exceptional circumstances summary

Please summarise any exceptional circumstances not referred to elsewhere in the application. This may include matters relating to: Eligibility, Community need evidence, Financial reserves, CIL funding, Match funding, Deliverability, Sustainability, Any other request for discretion

Monitoring and evaluation

Successful applicants will be required to confirm that they will be able to provide the following monitoring information on completion of the project

- A short end-of-project report
- Evidence of expenditure
- A summary of community impact achieved
- Photos or other supporting evidence where appropriate

Describe how project outcomes will be monitored

Supporting documents: Please attach any supporting documents that have not already been provided elsewhere in the application form.

Councillor sponsorship statement

Councillor details

Explain why you support this application

Describe how the project supports community need, local priorities or ward objectives

Describe how you have considered fair distribution of Community Project Fund support across your ward or wider area

Are there any exceptional circumstances that you believe the panel should consider? If yes, explain why these exceptional circumstances should be considered.