Local Initiative Fund

**Help with completing your Application Form**

**2017/18**

Appendix C

**To help you complete your application form please use this document, which will provide you with question-by-question guidance for each question on the application form. We strongly urge you to read this document and the Supporting Guidance Notes for LIF before you complete your application form.**

# If you need further guidance or advice you can contact us on 01772 530818 or you can email us at [localinitiativesfund@lancashire.gov.uk](mailto:localinitiativesfund@lancashire.gov.uk)

**Question 1**

**Briefly describe your organisation’s core purpose.**

We need to know what your organisation's core purpose is, what it is you do on a daily basis and your organisation's aim and purpose. Please give a brief description in approximately 200 words. If we require further information we will consult your constitution or your terms of reference.

**Question 2**

**Which ONE district are you applying for funding for? Remember you can only apply to one district per application.**

You need to tell us which ONE district you are applying for funding from and therefore which district will benefit from your activity or project. You can only apply for funding from one district per application. It may be that your proposed activity benefits more than one district. If this is the case then you may submit a separate application form for each of the districts your project or activity will benefit, but up to a MAXIMUM of three districts only. You are being specifically asked to complete a separate application form for each district so that we can clearly see the benefit your project will bring to the residents of that district. You will need to clearly evidence the need for the project/activity with evidence of need specific to the district you are applying for.

We do not wish to see the same application submitted for more than one district. We expect each application requesting funding from a different district to consider the specific needs and requirements of that area, and specifically targeted outcomes to be formulated for each of the districts you apply for. It will not be looked upon favourably if we receive exactly the same application for different districts.

**Will you be submitting another application to the Local Initiative Fund to request funding in respect of another district?**

If your organisation is submitting more than one application form then tell us which other districts you are applying to and for how much.

**Question 3**

**Tell us the name, start and end date of your project or activity.**

If your project or activity has a name please tell us what this is. We need to know when your project will start and end and whether this complies with the funding cycle that LIF 2017/18 is aimed at. Generally speaking your project start and end date needs to run between April 2017 and March 2018. Due to the scheme opening up much later in the financial year we understand some projects may need to continue beyond March 2018. If this is the case for your project please contact us to discuss this further.

**Question 4**

**Has your organisation been awarded a LIF grant in the last 3 years?**

We need to know if your organisation has been awarded a Local Initiative Fund grant from previous years. If your organisation has received a LIF grant, please tick the box labelled 'Yes' and provide us with the year the LIF grant was awarded. If this is your organisations first application, or you have applied in previous years but have not been successful please tick the appropriate box.

If you have received funding from us in the past and you are successful in securing further funding, we will ensure the previous project and all the monitoring information for that project has been completed satisfactorily prior to releasing new funds.

**Question 5**

**Which of the following best describes the activity?**

We need to know what kind of project/activity you are requesting funds for. We are unable to support core costs (for example your organisation's on-going costs such as rent, salaries, etc.). We understand that **new** project work may result in additional staffing costs. If your application is for a new one-off time limited project which incorporates **some** salary costs we will take this into consideration. However, organisations are asked to take into consideration the nature of the funding stream which aims to support new initiatives and one off activities/projects. Whilst the Scheme aims to support and encourage new initiatives, if an organisation can clearly evidence that a similar or the same project (to one that has previously been funded through the LIF) will benefit different people then we will take this into consideration. For us to do this you must submit evidence to show this, for example attendance lists, registers etc. for previous attendees. If for example evidence such as names for new projects are unavailable at the time of application we will request to see this evidence as part of the monitoring process once the project has been completed.

**Question 6**

**How much money are you requesting from Lancashire County Council?**

The minimum amount of funding you can apply for from the LIF is £1,000. Anything less than this we would ask you to consider applying to our Local Member Grants Scheme or another appropriate Lancashire County Council scheme. Please ring 01772 536862 for further details or check our website:

<http://www.lancashire.gov.uk/benefits-and-grants/grants-and-funding/voluntary-community-and-faith-sectors-grants-and-funding/local-member-grants.aspx>

The maximum amount of funding you can apply for in one application to one district is £5,000. The funding available is allocated on a district by district basis and by incorporating a maximum figure we aim to support at least three or four projects per district.

Organisations are asked to note that the funding available to the scheme is limited, and the scheme is very popular, therefore please be practical with what you apply for and don’t simply apply for the maximum that is available.

**Request for funding from LCC LIF 2017/18 for activity/ project on this application form:**

Please state how much money you are requesting from the Lancashire County Council LIF programme for this application form only.

**What is the total cost of the activity/project on this application form?**

If the total cost of the project is more than what you are requesting from the Lancashire County Council LIF programme, you need to tell us what the total cost is.

**If you are submitting more than one application to the LIF what is the total amount you are asking for from Lancashire County Council?**

If you are submitting more than one application please total up the total amount of funding you are requesting for the districts from the Lancashire County Council LIF programme.

**If you are not asking the County Council for the full cost of the activity, where is the rest of your funding coming from? Tell us about any match funding you will receive for this project?**

If the total cost of the project is more than what you are requesting from the Lancashire County Council LIF programme, we need to know where the rest of the funding will come from and whether it is anticipated funding (applied for) or agreed funding (already awarded or allocated).

**Question 7**

**Please describe your project/activity and what the funding will be spent on?**

You need to tell us what you will spend the funding on, what it is that you are specifically asking Lancashire County Council to fund. Tell us about your project or activity but be specific on how you will spend the funds you are applying for. If you need to use more paper please do so. If you are applying for something similar to a project that has been funded in the past please attach evidence to your application such as attendance list or registers to evidence the benefit for different people. Please see guidance under Question 5.

**Question 8**

**Please provide a financial breakdown of the total funding you are applying for to show how much you intend to spend. Add the detail relevant to your project/ activity.**

Provide us with a clear and **accurate** breakdown of costs. Please provide a specific breakdown of cost for items/services, etc relevant to your project/activity. If the breakdown of costs for more specific items has been provided under Question 7 or on additional paper, make sure you tell us under Question 8 that additional financial information is under Question 7 or in the supporting paperwork.

*Example:*

|  |  |
| --- | --- |
| *Funding Area* | *Amount* |
| *Equipment: Nets x8 (£33.50 each)*  *Balls x4 (£12.00 each)*  *Kits x15 (£20.00 ach)*  *Pairs of Boots x15 (£30.00 each)* | *£268.00*  *£48.00*  *£300.00*  *£450.00* |
| *Total Cost:* | *£1,066.00* |

**Question 9**

**If this application for funding is awarded less than, or only a percentage of what you have requested, will the project still continue as intended?**

We need to know whether your organisation would be able to use the partial amount of funding that may be awarded. If you only receive a certain amount of the funding you have asked for, will your project still continue? It may be that you can still continue your project or activity but will have to make changes to what you originally planned. Alternatively, you may need to seek other funding before you can carry on with the project. Please give specific information on whether the project will be able to continue and if so, how it will continue.

**Question 10**

**Please tick which ONE priority area you are submitting your application for.**

**Please only tick one priority box**. It is vitally important that your application for funding supports one of the three priorities for the LIF. Applications that do not meet one of the three priorities or do not meet the priority closely enough will be classed as not eligible in line with the criteria of the scheme and will therefore not be assessed further.

If your project or activity meets more than one of the three priority areas then we would ask you to submit your application to the **one** priority area that is closest to your project. If you are unsure or require further advice please contact us. We will not be able to consider applications that do not clearly indicate which ONE priority they are submitting the application for.

**Question 11**

**Please say how your project or activity meets the ONE priority you have ticked above.**

Please read the additional information in the Supporting Guidance Notes under the relevant priority area your project or activity meets.

Read carefully what the priority is about and ensure you take into consideration what we are looking for under each of the priority areas. When considering how well your application meets our priorities we will take into consideration the intended audience, the need and the outcomes of your project. We will consider how well your application will help Lancashire County Council in meeting the priority. If your application does not meet the priority area you have ticked it will not be assessed further.

**Question 12**

**How do you know that there is a need for this activity?**

In order for us to consider funding a project or activity there needs to be a clearly defined need for the project to take place in the first place. We expect you to back your request for funding with strong evidence of need. It could be that you have carried out consultation work with service users, the local community or other agencies. Evidence could include research work, feedback from existing users or the results of a survey or questionnaire carried out by your organisation. There may already be existing evidence of need from wider research and district analysis. Your organisation may have identified a gap in existing provision. Back your application up with valid evidence, don’t just say that the project or activity is needed.

It is also very important for your organisation to ensure that there is no duplication of work being carried out that may already be available either via existing Lancashire County Council services or other local organisations working in your area. We will not consider applications if we believe the provision is already been provided elsewhere.

**Question 13**

**How many people will benefit from your proposed activity/project?**

It is important for us to have a good indication of how many people will benefit from your project or activity. However, we need this figure to be realistic, and where possible backed by sound evidence. If we feel your response does not represent a realistic figure we will take this into consideration during the assessment process.

**Question 14**

**Please show which particular groups will benefit from this funding.**

For monitoring purposes it is important for us to know what kinds of groups of people our funding is helping. Please only tick a box if it is relevant, the number of boxes you tick has no bearing on the decision of grant funding.

**Question 15**

**What are the expected Outcomes of the project and how will they be measured?**

This is important. Outcomes are changes, results, benefits or impacts – generally focused on people or the participants. Outcomes are the changes that will come about as a direct result of your project/activity. Outcomes should not be confused with outputs which are the activities.

Outcomes are long term, holistic and help to identify what changes your project or activity will actually make. Your anticipated outcomes should relate to the priorities you are applying against. We will consider how well your outcomes fit with our priorities and how likely it is that you can achieve them.

As part of this question you need to tell us what the expected outcomes of your project/activity are. Ideally your outcome will be a SMART outcome or will have considered the following points:

Specific

Measurable

Achievable

Realistic

Time based

We need you to consider how you will measure your outcomes. What are the milestones you will use to measure your progress and how well you are achieving what you set out to achieve? There are many ways to gather the information necessary for measuring the progress of an outcome, both quantitative and qualitative e.g. participant surveys, questionnaires/evaluation forms (both pre and post activity) interviews, focus groups, data collection, observation etc.

**Question 16**

**How will you monitor and evaluate this project/activity to check you are meeting the desired outcome(s) as detailed above?**

Tell us what your organisation will do to monitor and evaluate the project. How, or when, will you know if your project has been successful? Will you seek feedback from applicants. Please be realistic, if your application for funding is successful, this will be included in our monitoring terms and conditions.

**Question 17**

**What legacy will your project leave and what will be the long term benefits to the community in the local area?**

Tell us what is special about your project, the impact it will have on those that will benefit from it and specify what the long term benefit will be after the project has been completed.

**Question 18**

**What will happen to your project or activity once the funding has expired?**

Tell us what will happen to the project or activity once the funding has expired. It may be that the project aims have been achieved and the project can be successfully closed. If the project is intended to become an on-going activity tell us how you anticipate the work to be funded and delivered in the future.

**Question 19**

1. **Will the activity that you have requested funding for involve members of the organisation having significant contact with children and/or vulnerable adults?**

Please refer to our Policy on Working with Children and/or Vulnerable Adults as detailed in the Supporting Guidance Notes.

1. **If you have ticked 'yes' above, does your organisation have the required children and/or vulnerable adult protection policies in place?**

If your project or activity does involve work with children and/or vulnerable adults you must have the necessary policies in place and you must supply us with a copy. We will not authorise payments until we have confirmation that you have these policies in place.

1. **If you answered ‘yes’ above, are the appropriate individuals cleared by the appropriate Disclosure and Barring (DBS) Service checks (Standard or Enhanced)?**

For advice and information on whether a standard DBS check or an Enhanced DBS check is required please refer to your Guidance Notes for LIF.

1. **If you have ticked ‘No’ to either part b. or c. of this question please explain why not and why you feel clearance is not necessary for your activity to enable us to consider whether your application can proceed.**

Please refer to our Policy on Working with Children and/or Vulnerable Adults detailed in the Guidance Notes.

**Question 20**

**Please tell us if you have received funding from Lancashire County Council in the last three years.**

You need to tell us about ALL the funding you have received from Lancashire County Council and not just funding from Democratic Services such as Central Gateway, Local Member Grants, etc. within the last three years.

Lancashire County Council is a large organisation and we run many different schemes and services. It may be that your organisation has received funding from us and you have not realised that it is Lancashire County Council funding. If you are unsure we urge you to check with your Funding Officer or Accountant where the funding has come from.

Below is a list of **some** of the funding streams operated by Lancashire County Council, please note this list is not exhaustive, therefore include detail of any grant you have received from the County Council in the last 3 years.

* Central Gateway Grants Scheme
* Local Member Grants
* Carers Grants
* Green Partnership Awards
* Young People's Service Small Grants
* Young People's Service Targeted Support Funding
* Lancashire Adult Learning
* Champion Funding

**Remember to send in the hard copy of the Funding Agreement and signed Declaration on page 14 and 15 by the deadline. Please note applications must be signed by two INDEPENDENT signatories, this means you cannot be related.**

If you need further guidance or advice you can contact us on 01772 530818 or you can email us at [localinitiativesfund@lancashire.gov.uk](mailto:localinitiativesfund@lancashire.gov.uk)