

STAGE 2 : Application Form - Summary Sheet

Name of your project	
Name of your organisation	
Address	
Postcode	
Telephone	
e-mail (for lead contact)	
Website address	
Contact name	

What are the total project costs?	
How much Community Funding are you interested in applying for in 2015/16?	
What are the proposed start and finish dates for the project?	

Please mark which district(s) of Merseyside and Halton your project will include					
Halton	Knowsley	Liverpool	Sefton	St Helens	Wirral

Summarise your project and what you would use the grant for (150 words)



Community Fund 2015/16



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Appendix 3

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Project Planning

What is your project plan? (*Expand the box as required or provide this on a separate sheet if easier*)

GUIDANCE NOTE:

Your project must have a detailed plan which clearly shows the tasks/actions, resources and finances allocated effectively leading to the outputs you have identified in the sections above.

Provide a timetable for your project activities and identify when/how the project will be delivered on time to budget. An example is provided in the Supporting Information for advice. An Excel Spreadsheet is also available on request.

You may plan your project to run for more than one year. However, should your application be successful this is no commitment from MRWA to fund the project over future years. You will still be required to submit the application for subsequent funding and address/meet any changes in funding criteria set for those future years. Your project will also be in competition with other applications submitted in future years.

Managing your Project

How will your project be managed? *(Expand the box as required)*

GUIDANCE NOTE:

Identify the lead person and the people involved with the project showing the roles and responsibilities.

What are the risks which could prevent your project from being completed? Provide a risk management assessment which clearly identifies any potential threats and how they will managed or avoided.



Terms & Conditions Please retain for your records

If the funders make a funding offer it is subject to your agreement of the following terms and conditions.

1. The funders do not accept responsibility for any maintenance/ loss/ damage/theft or injury that may occur in connection with the project or to any equipment.
2. Funding will be offered by letter which will have an acknowledgement slip that should be signed by an authorised signatory and returned by e-mail or by post within two weeks of receipt of the award letter before monies are released.
3. Applicants must provide bank account details for the Organisation on headed paper together with copies of insurance cover and other supporting information and returned with the signed Expression of Interest form. It is important that applicants are adequately insured for any tasks they are completing with Community Fund funding.
4. All receipts relating to project must be kept for three years from receipt of payment in case they are required by our auditors for accounting purposes.
5. If for any reason the project does not go ahead you must return the funding within a period agreed with the Authority. You will also be required to submit a written explanation as to why as soon as you know the project cannot proceed.
6. If for any reason the project does not meet the agreed targets you committed to in the application then you may be required to return some or all of the funding together with a written explanation of why those targets were not met.
7. As with most grant awards the funders require you to tell us how you spent the funding and what difference it has made. You are required to provide an end report on completion of your project. If your project will not be finished by then a progress report will also be required in mid-March 2016.

NB. Future applications for funding may not be considered if a progress report has not been received.

8. You will agree to a timetable of Communications activities which will be included with your offer letter.
9. Your project will be used for news stories, on our website, in our annual plan and to encourage others to apply etc.
10. Acknowledgement of the funding body should be included in any communications', press releases and media. A copy of the funders logos' and the Community Fund logo in electronic format will be provided with guidelines on usage. A quotation from the funders for use in media release will be supplied on request. We will use pictures, quotes and case studies on our website, newsletters and in stories. The funders would appreciate inclusion on your website, blogs or other social media accounts.

Please be aware that further conditions may apply to your funding offer and these will be stated in your offer letter.

Declaration	
<ol style="list-style-type: none"> 1. I am authorised to make this Stage 2 of the application on behalf of my organisation 2. I confirm that the information contained in this Stage 2 application is correct 3. I will abide by the Terms and Conditions of the funding offer 4. I will acknowledge the funding award in any communications materials , website, newsletters etc. and agree that the funders can use the project for media information 5. I agree to provide the funders with a report when the project is completed, or with a progress update by mid-March 2016 followed by an end report six weeks after project completion 6. I agree to return all money to the funders if, for any reason, the project does not take place or fails to be completed or committed targets met as agreed by 31st March 2016 	
I confirm that I understand and agree to abide by all the terms and conditions of the Community Fund and of any funding offer made	
Signed	
Name (in capitals)	
Project Name	
On behalf of	
Date	

Please sign and keep a copy of your application for your records.

The form must be returned to the Authority no later than 4 working weeks from the date of the invitation to submit.

Please return to:

Community Fund Application 2015/16
The Strategy Section
Merseyside Recycling and Waste Authority,
7th Floor,
1 Mann Island
Liverpool
Merseyside
L3 1BP

Or return by email to communityfund2015-16@merseysidewda.gov.uk

For further information telephone 0151 255 2526.

The information that you supply as part of your application for funding may not be secure if it is transmitted by e-mail or via the Internet. This is particularly significant if signatures and financial information or staff details are included. We do not have the necessary data encryption software to protect the information so would advise that applications are returned by post. If you send applications electronically you accept any potential risk.

Thank you for your interest in the Community Fund 2015 / 16.