

Guide to Completing Locala Community Fund Application Form 2022/23

This form is to help you understand why we are asking the questions we ask (in red), and tips on how to answer each of them (in blue), following the initial qualifying questions in Section 1.

Section 1 - Criteria

In order to qualify for a grant, the group applying for funding must meet the following criteria. Please mark the boxes to confirm you meet the requirements.

The group applying for funding:

Criteria	Yes	No
Is a not-for-profit organisation, community interest company, independent charity of community/voluntary group (NOT a local branch of a national charity)		
Please state the type of organisation:		
Project demonstrates support for one or more of Locala's Social Value Pledges:		
1. Health and Wellbeing - improve health and wellbeing, reduce isolation and engage with communities to meet their needs.		
2. Education and Skills - recruit and train people from all our communities, provide opportunities to improve people's skills, escalate their careers and support them to have better lives.		
3. Employment - increase inclusive work opportunities particularly within diverse communities.		
4. Volunteering - increase volunteering which gives a sense of purpose and improves the lives of both volunteers and the people they work with.		
5. Economic - improve our local economy and the lives of the people within it. Support local charities and SMEs and buy local.		
6. Environment – reduce carbon footprint and positively improve our local environment.		
7. Leadership - reduce health inequalities and effect change in equality and diversity.		
	YES	NO

Is based in or provides services in Bradford, Calderdale, Kirklees, Stockport, Tameside		
Hasn't received a grant through the Locala Community Fund in the previous financial year		
Is a fully constituted group, with written governing documents		
Can provide details of an independent reference		
Has a named bank account		
Has an in date safeguarding policy if working directly with children, young people or vulnerable adults (If so, we will need to see a copy of this, should your application be successful)		
Owns any buildings if applying for funding to carry out renovations to a building		
Has an annual turnover of less than £50,000 a year		
Is applying for £1,500 or less		

Section 2 – About the organisation

Organisation name:	
Date established:	
Address:	
Name of main contact:	
Role within the organisation:	
Telephone number:	
Email:	
Website details:	
Social media pages:	
Total amount requesting:	

A) Please tell us a bit more about your organisation and your aims and objectives:

Why are we asking this question?

We are interested in learning a little about what you do and how this project contributes to your overall aims and objectives.

B) Do you have a prior connection with Locala or any of Locala’s services?

Yes	
No	

C) If you have answered yes to the above question, please tell us about your connection to Locala and which services you’ve worked with.

Why are we asking this question?

To clearly understand any existing links with Locala and for transparency on these.

How to answer this question

Tell us what services you have had contact with and how – maybe they refer people to you, or you work in partnership with them in a particular geographical area.

Section 3 – The project

How much funding are you requesting? (Please note groups must be applying for £1,500 or less)

D) Please identify which of the following of our Social Value Pledges your project will contribute towards and how.

Why are we asking this question?

The community fund is targeted at contributing to our wider Social Value Aims and Pledges so we want to understand how your project would do so.

How to answer this question

Tell us where you will be making a difference in **any element** of **as many of these pledge areas as you think appropriate**. For example, in 1. Health and Wellbeing, maybe your project will ‘engage with communities to meet their needs’, and in 2. Education and Skills, you expect to ‘improve people’s skills’. You should write in boxes 1 and 2 **how** your project will do these things.

<p>1. Health and Wellbeing - improve health and wellbeing, reduce isolation and engage with communities to meet their needs.</p>	
<p>2. Education and Skills - recruit and train people from all our communities, provide opportunities to improve people’s skills, escalate their careers and support them to have better lives.</p>	
<p>3. Employment - increase inclusive work opportunities particularly within diverse communities.</p>	

<p>4. Volunteering - increase volunteering which gives a sense of purpose and improves the lives of both volunteers and the people they work with.</p>	
<p>5. Economic - improve our local economy and the lives of the people within it. Support local charities and SMEs and buy local.</p>	
<p>6. Environment – reduce carbon footprint and positively improve our local environment.</p>	
<p>7. Leadership - reduce health inequalities and effect change in equality and diversity.</p>	

E) Please tell us about what the funding will support. (Details of the project, equipment, etc. that the grant will fund)

How to answer this question

Tell us what the proposed project will be and why you are applying for this funding

F) How many people do you expect will benefit from the project and how will they benefit (what changes do you expect the participants to experience/demonstrate)?

Why are we asking this question?

We need to be able to evidence that this funding has an impact in the areas suggested in question D. In order to do so, we need you to say how many people you will affect and how?

How to answer this question

Think about what success would look like for the project. What tangible difference will it make for people? Maybe they will be more confident, more active, more self-aware or maybe they will get a job. In that case you might state that you expect 12 people to be impacted by the project of which 12 will be more self-aware, 4 will be more confident, 7 will be more active and 2 will gain paid employment.

Equally, maybe the only changes you anticipate are for 40 people to attend and for 18 of those people between the age of 18 and 25 to improve their physical fitness.

G) How will you evidence these changes? For example, will you use any recognised measurement tools, survey participants at the start and end of the project, gather data some other way?

Why are we asking this question?

We want to know if you are clear how you will understand whether the changes that are targeted in question 'F' have taken place so that you can report to us on how the project is going, if you are funded.

How to answer this question

Some effects of the project might just need to be recorded each time you are active, such as attendance, but other things will need to be found out from the participants in your project. Think about the way in which you will ask this. Maybe you will hand people a written survey to complete, perhaps you will ask people about their situation when they first engage with you and then again at a later date to compare their answers to see what has changed. If this is an area that is new to your organisation, please suggest what you might do and we may have further suggestions if we fund the project.

H) Please provide details of the timescales of the project, including when it will start, when it is estimated to end and when funds will be spent.

I) Is this a continuous project? How will you fund the project long term?

Why are we asking this question?

We are looking to check that a project will not meet a need or create a dependency which cannot then be supported because the project comes to an abrupt end.

How to answer this question

It is okay if you aren't certain of how you will fund continuation of a project but we would like to know what your plans are to try and do so. Maybe there are particular funds you hope to apply to at a later date or you intend to fundraise. Please explain that here.

Equally, maybe your project meets a very time-specific need and therefore would not need continuation and further funding. Please just explain this to us here.

Section 4 – Financial Information

What is the total cost of the project? (Please attach any existing quotes)	
What other funds have been secured (if any)?	Why are we asking this question? To understand if our funding would definitely enable the project to take place.

J) Please provide a breakdown of costs:

Why are we asking this question?

To understand how you intend to spend the funding, if successful, and see that there is value for money.

How to answer this question

List the costs of the project, item-by-item.

Section 5 - Declaration

The person completing this application and an independent reference must sign the form below. Independent references may be contacted to confirm the details in this application.

We confirm that the information on the form is correct and if a Locala Community Fund grant is awarded it will be used for the purpose detailed in this application. We understand that we will need to provide any additional documentation on request.

Name:	
Position:	
Signature	
Date:	

Independent Reference

Name:	
Signature	
Address:	
Telephone number:	
Relationship to group or organisation:	

Please return this form to: membership@locala.org.uk or post to:

**Engagement Team
Community Fund application
Locala Community Partnerships CIC
1st Floor Becksid Court
Bradford Road
Batley
WF17 5PW**

Alternatively, an online version of this form is available at <https://www.locala.org.uk/about-us/locala-community-fund/>

Membership

We encourage all applicants of the Locala Community Fund to join Locala as Community Members.

Community membership is open to anyone who lives in Bradford, Calderdale, Kirklees, Stockport or Tameside is over the age of 14 and provides an opportunity to find out more about and shape the future of local healthcare. You will receive emails, newsletters and invitations to events giving you the opportunity to get involved and have a say in what happens at Locala.

To sign up as a community member, please visit: <https://secure.membra.co.uk/LocalaApplicationForm/> or email membership@locala.org.uk

Do you consent to us adding the email address provided as part of this application to a mailing list for the Community Fund?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Please note, if you would like us to remove your email address from this mailing list at any time or have any further questions, please email membership@locala.org.uk