

# Community Investment Application Form

Please ensure that you have read and understood the General Criteria, Guide to the Application Process and Terms and Conditions of Funding **before you complete this application form available on [www.cumberland.gov.uk/your-council/community-panels](http://www.cumberland.gov.uk/your-council/community-panels)**

Please write clearly using **BLOCK CAPITALS** when completing this application form by hand.

Please complete all boxes.



## Section 1: Contact information

a) Name of Group/Organisation

b) Contact Name  c) Telephone Number

d) Contact Address

e) Postcode  f) Your Position in the Group

e) Email Address

h) When processing your personal, special category personal or criminal/law enforcement data, Cumberland Council ('the council') is required under Articles 13 and 14 of the UK General Data Protection Regulation (UKGDPR) to provide you with the information contained in this Privacy Notice. More information on the councils privacy notice can be found on the following webpage: <https://www.cumberland.gov.uk/your-council/data-protection-and-privacy/privacy-notice>

i) Please give a brief description of your group e.g. who are you, what type of group are you and what you do?

## Section 2: Tell us about the Community Project/Initiative you want us to support

a) Why do you need this investment and how will any funding be used?

b) Who will benefit from this investment and what do you hope to achieve?

c) How many people will benefit from the project or initiative in these age ranges?

0-4yrs	5-11yrs	12-19yrs	20-55yrs	55+yrs

d) When does your project begin?

e) What geographical areas will your project serve?

f) Does your project target any particular groups?

Age  Disability  Gender  Race  Sexual orientation  Poverty  Other/Prefer not to say

## Section 3: Achieving our Council Plan and Local Community priorities

- a) Please tell us how your project contributes to **at least one** of the Community Panel Priorities. For more information about the priorities for your area contact the Community Development Team – please refer to the end of the document for details and how the project contributes to the Local Area Plan or locally agreed community priorities in your area e.g. Community Plans, Parish Plans, etc. For more information about the Council’s key priorities and the Local Area Plan for your area of Cumbria please contact your local Community Development Team.

## Section 4: Financing your project / initiative

(**Please note:** Applications for less than 100% of the costs are preferred and groups are advised to try other avenues of funding in addition to this fund.)

- a) What is the total cost of your project?

- b) How much funding are you applying for?

- c) Is this a completely new project?  Yes  No

- d) Is the application for a once only cost?  Yes  No

- e) How will you fund the remainder of the project? Please tell us who else you have applied to and the result of other funding applications.

- f) What makes your project / organisation different to any other project/organisation delivering similar activities?

## Section 5: Additional Information

- a) Is there any other information that you wish to provide in support of your application for funding?  
You may wish to send additional information or continue on a separate sheet.

## Section 6: Supporting Documents

You are required to enclose the following documents to support your application for funding:

- a) A minimum of **two estimates / quotes** from different independent suppliers.
- b) A detailed **breakdown of all costs** associated with your application for funding.  
A community budget project planner template is available on the website [www.cumberland.gov.uk/your-council/community-panels](http://www.cumberland.gov.uk/your-council/community-panels)
- c) A copy of a recent **bank statement** in the name of the organisation applying for funding (which should match the name/organisation on the application form).
- d) A copy of your most recent **annual accounts or audited accounts**.
- e) Your **equal opportunities policy or statement**.
- f) Your **constitution** or other governing documents.
- g) A copy of your last **annual report** and/or **AGM minutes**.
- h) Your **child protection policy**, where appropriate.
- i) Your **safeguarding vulnerable adults policy**, where appropriate.  
If you have any queries on the supporting documents, please contact your Community Development Officer.

## Section 7: Declaration

Please ensure that this form is signed by a minimum of two appropriate governing members of your group.

In signing this declaration we agreed that:

- 1 The information provided in this application is correct.
- 2 We have read, understand and accept the Terms & Conditions of Funding for Cumberland Council.
- 3 We will complete and return a Project Achievement Report (PAR) within six month of receiving funding.
- 4 We have adequate and appropriate insurance cover for our activities.

## Signatures

### Chairperson

Signed	<input type="text"/>
Please print	<input type="text"/>
Date	<input type="text"/>

### Position in group

Signed	<input type="text"/>
Please print	<input type="text"/>
Date	<input type="text"/>

### Treasurer / Secretary

Signed	<input type="text"/>
Please print	<input type="text"/>
Date	<input type="text"/>

Please tell us how you found out about our community investments scheme:

## Returning Investment Application Forms

If you are submitting your application form with your supporting document via email please use one of the following addresses depending on your area.

### **Carlisle West**

Jamie Hendry  
CarlisleWest@cumberland.gov.uk

### **Border, Fellside & North Carlisle**

Rhian Davies  
BFNC@cumberland.gov.uk

### **Lakes to Sea**

Susan O'Neill  
LakestoSeaCP@cumberland.gov.uk

### **Whitehaven & Coastal**

Tamsin Beattie  
whitehavencoastalcp@cumberland.gov.uk

### **Petteril**

Jackie Hayhow  
petterilcommunitypanel@cumberland.gov.uk

### **Fells & Solway**

Helen Esslemont  
FellsandSolway@cumberland.gov.uk

### **Workington Together**

Carole Tubman  
workingtontogether@cumberland.gov.uk

### **South Cumberland**

Liz Nicol  
SouthCumberland@cumberland.gov.uk

If you are submitting your application by post please return to one of the following offices:

North Cumberland Area Office  
Cumberland Council  
Community Development Team  
Cumbria House 107-117  
Botchergate  
Carlisle  
CA1 1RD

West & South Cumberland Area Office  
Cumberland Council  
Community Development Team  
West Cumbria House  
Jubilee Road  
Workington  
CA14 4HB

For a map of the panel areas please visit:

<https://www.cumberland.gov.uk/your-council/community-panels/how-apply-investment-community-panel>