

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**

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
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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
- 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

Please
print

Date

Position in group

Signed

Please
print

Date

Treasurer / Secretary

Signed

Please
print

Date

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>