



Langford Parish Council – Activities Fund - Project Application Form

Applicants may simply mail langfordclerk@gmail.com with all of the information they see as relevant. Alternatively a guide Application Form is available below.

'Guide Application Form – Delete the Guide Answer and insert your own'

The Basics

1	Who are you and why are you applying for to the fund?	➤ We want to be able to tell people a little bit about the individuals who apply for Activities Fund funding. ➤ Please give us a short description of your activity/project which we can then use in publicity and put on langfordgl7.co.uk. ➤ As a guide, the main points to cover are: ▪ What are you intending to do? ▪ How are you intending to do it? ▪ What will be the results of your activity/project?
2	Start date of project	➤ When do you expect your project to start?
3	How much will your total project cost?	➤ Total with a breakdown of other sources of funding if relevant.
4	How much have you raised so far?	➤ Some projects have already got funding from other sources. If you have please tell us. ➤ Helps us to understand the overall value of Activity Fund projects.
5	Please give us a breakdown of how the grant will be spent.	➤ What you will spend the money on?

		➤ This list doesn't need to be detailed; we just want the main headings for the areas you will be spending your money on. For example: staff costs, equipment, room hire, travel costs, etc.
6	Who should cheques be made payable to?	➤ The bank account where the money should be paid in to.

Activity/Project in a little more detail

7	What are the aims of the activity/project?	➤
8	Where will it take place?	➤ Assuming a physical location of such is involved.
9	Who will be involved?	➤ Young people, teenagers, elderly etc.
10	What are your projects expected outcomes and how will you measure your success?	➤ You have already told us what you are going to do, we want to know the scale of the project - how much of it you are going to do. ➤ If your project is targeted at helping people, running sessions or events then we want to know how many of these you will be doing and how many people will benefit from these activities. ➤ Some projects will not have such clear activities which can be counted, but they will be designed to produce some results. If your project is like this, tell us what results and outcomes your project will have.
11	How will the Project/Activity be promoted to Langford residents?	➤ ➤ Might we work with you to further promote the Project/Activity?
17	What are your main skills and interests that equip you to deliver this project?	➤ Some background if/where relevant. ➤ What experience and/or qualifications do the people who will be delivering the project's activities have in delivering similar work?
18	What is your projects	➤ If you are unable to secure

	exit/continuation plan?	funding, how do you propose to continue your project? ➤ Will the project continue? If yes, how will this happen? ➤ What will happen when the Activity Fund money runs out? ➤ How will the project be managed to ensure it can be sustained into the future?
19	How do you propose to report and evaluate your project?	➤ We will write to you and ask you to report on your project. How are you going to be collecting the information to tell us? ➤ When the Activities Fund money has finished, we will want you to tell us how the project went. How will you make sure you can do this?
20		➤
21	Declaration of interest	➤ Please note any overlapping interest with the Langford Parish Council.
22		➤
23		
		➤