**Application Form**

For office use: Date received       Ref no:

Please complete all sections

# Section A – Applicant details

1. Organisation name:
2. Contact name:
3. Role/Job title
4. Contact details:
* Address
* Telephone
* E-Mail
* Website
1. Organisation status:

# Section B – Project details

1. Title:
2. Location:
3. Proposed start date:
Anticipated completion date:
4. Brief Description (including type and costs)
5. What are you hoping to achieve and how? Explain both short and longer-term aims
6. How are AONB purposes and the CPF criteria furthered in this project, and who or what will it bring benefits to (refer to the [Sustainability Checklist](https://www.eastdevonaonb.org.uk/our-work/communities-project-fund/#supporting-info))?

1. How will your project be sustained in the future?

1. Is your project linked to other projects and/or strategies? If so, please give details.

1. Which [AONB Management Plan policy(ies)](https://www.eastdevonaonb.org.uk/our-work/communities-project-fund#supporting-info) is your project delivering?

1. What evidence do you have of community support and/or a demand or need for your project?

1. How are you going to measure the project’s success?

1. Give details of any partners and explain their role.

# Section C – Financial details

1. **Outline of project costs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **In-kind value** (see guidance notes) | **Cash value****(£)** | **Total value (£)**(in kind plus cash) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Costs  |  |  |  |

1. **Please list all sources of financial support you are seeking from either in cash or in-kind.**

Note: all your ‘in kind’ and cash sources need to cover relevant totals above. Considering the ‘in-kind’ contributions to your project will give a better reflection of the total value of the project you are proposing. The difference in actual cash costs and cash income (from other sources) should therefore be the total amount of Communities Project Fund grant you are requesting.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of organisation**  | **In Kind** | **Cash** | **Details and estimated or confirmed decision date\*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Income** |  |  |  |

\*Evidence of applied for and confirmed monies will be required.

1. CPF Grant applied for: £

Percentage of total project value:      %

1. Have you obtained all permissions you require to carry out the project?

If not, when do you expect to have each one agreed?

1. Have you applied for other AONB or National Park funding for this project, or previously received funding from a sustainability/community fund?

If yes, please specify AONB/NP and year of funding:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Funder** | **Project** | **Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Section D – Applicant declaration

**Please read and sign:**

I certify that I have been authorised by the organisation named in Section A to complete this application form. I certify that all information provided is true to the best of my knowledge.

I understand that any materially misleading statements given at any stage during the application process could render the application invalid.

I also understand that if the project is not completed, the applicant may be required to return part, or all, of the money paid. I understand this application is not confidential and may be made available for inspection by the public. Please see the [AONB Privacy Notice](https://eastdevon.gov.uk/media/3723610/countryside-aonb-partnership.pdf). I understand this project complies with [Subsidy Control](https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities/technical-guidance-on-the-uks-international-subsidy-control-commitments) regulations.

Signature

Name

Position

Date

# And finally, for our information, how did you hear about the Communities Project Fund?

**Thank you.**

Please send your completed/signed application, along with your completed checklist (downloaded from our website) and any relevant supporting information to:

* Pete Youngman

**East Devon AONB Partnership**

Kennaway House

Coburg Road

Sidmouth

EX10 8NG

* Please email a copy (unsigned) to:

CPF@eastdevonaonb.org.uk