



Application Form Notes Community Involvement Grant

Name of Your Group, Address, Telephone Number and Email Address

This should be the name and address, telephone number and email address of your organisation. If your organisation has no specific contact details or you are functioning on your premises you can give your own details.

These notes are to assist you in completing the application form. Please ensure you use the notes, as any forms received incomplete, incorrectly completed or without the necessary attachments will be returned forthwith. If you need any assistance in completing your form please contact Resident Involvement Team Co-ordinator on 0208 451 8085 or email residentinvolvement@pcha.org.uk

Contact Name and Address for the Project

This should be your name and home address if different from the organisation's address. If the address is the same then tick the same as above box.

1. Please give a brief description of the aims and objectives of your group?

This is where you state the focus of your group.

2. What activities you are currently involved in?

Please state the projects/activities you are currently involved in. Do not state here the project you are requesting the funding for, unless the project is a continuation of what you are already doing.

3. Please describe the project you want funded by Community Involvement Grant

This is where you tell us about the project/activity you would like us to fund or contribute funding to. If the project is an addition to an ongoing project explain how the funding would increase the capacity of your group.

4. Main aims of the project/social contribution that project will make to the community

Please state the main aims of the project/social contribution that the project will make to the community.

5. How do you know that this project is needed in your area?

This is where you can tell us about any research you have done, to ensure that your project will be a success. For example surveys you may have distributed to find out what your community wants, by speaking to your targeted group within the community or by the rate of demand of what you are already providing.

6. Who will benefit from the project and how?

This is where you tell us who the project is for and about anybody else that your project is beneficial to. Also an estimate of the number of people your funded project is directly benefiting.

7. How will you demonstrate how many PCHA tenants have participated in this project?

This is where you explain how you know this project is /will be beneficial to the target groups depending on which chest you are applying to. If your project has not yet started you will need to explain what measures you will be putting in place to ensure that the project is beneficial to PCHA tenants.

8. When will the project start and how long it will last?

If you are unable to provide exact dates for your project, please give an approximate dates and the length of your project. e.g. September 05 – September 06, 1 year.

9. How will you demonstrate your project will engage and involve people from all cultural backgrounds?

This is where you can tell us how you will ensure that the project is open to all and how you will demonstrate this.

10. How will you ensure that your project is accessible for people with disabilities?

This is where you can tell us what measures you have considered or put in place for people with disabilities.

How much will the project/activity cost in total?

This is the amount of all the costs involved with your project.

How much money you are seeking form Community Involvement Grant?

This is the amount of funding you are requesting from Community Involvement Grant.

Please give a breakdown of all costs

Here you tell us all the costs involved with your project. You must provide a full breakdown of all specific costs e.g.

The correct way to complete the table

<i>Item</i>	<i>Breakdown</i>	<i>Total</i>
Apple trees	3 Apple trees @ £40 per tree	£120

11. Has your group received any other funding for the last year and if so when and how much?

This is about how much you have received any other funding for the last year.

12. If your group has its own bank account please provide the details below

Please provide your bank details here.

If you are awarded the community grant and do not have a bank account Resident Involvement Team will make arrangements with you to pay your invoices, bills or provide reimbursement.