

## Funding Application Form (up to £10k)

Completed form to be emailed to the Beam Park Community Development Lead at [beamparkfund@lqgroup.org.uk](mailto:beamparkfund@lqgroup.org.uk)

### Outcomes we want to achieve at Beam Park



1. **Community Investment** – To build a strong community, promote social inclusion, equality and cooperation on projects and events that enables people living at Beam Park to create a sense of togetherness and belonging to their neighbourhood. Projects, activities or equipment that help promote better relationships between communities living or around Beam Park
2. **Community Infrastructure** – projects or services that help develop and build capacity of community groups and individuals within the community to run community activities or tackle social isolation
3. **Employment Prospects** – projects/services to help improve resident's employment prospects
4. **Social Value** – Measuring social impact within projects focussing on the needs of Beam Park development. Striving to communicate the positive impact projects are having for people and communities, proving there is value to the community and society.

### Target Beneficiaries

All projects must benefit Beam Park residents and the neighbouring communities. As the scheme develops, at least 51% of beneficiaries should be residents of Beam Park.

## Summary of application

Name of organisation	
Type of organisation	
Name of project	
Project lead	
Start/end date of project	
Amount of funds requested (£)	
Total cost of project (£)	

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## Beam Park Partnership Funding Application Form (up to £10k)

Completed form to be emailed to the Beam Park Community Development Lead at [beamparkfund@lqgroup.org.uk](mailto:beamparkfund@lqgroup.org.uk)

### Details of your organisation

1. Project Lead contact name:

2. Date of application:

3. Name and address of your organisation

Name

Address

Postcode

Telephone no

Mobile No

Email

Website Address

4. What are the aims of your organisation and what activities or services do you provide?  
How is your organisation run and managed? How are decisions made?

### 5. What is the legal status of your organisation?

Company limited by guarantee (include Company no.)	
Registered Charity (include charity no.)	
Community Interest Company (CIC)	
Social Enterprise (Registered Incorporate Organisation)	
Unincorporated Organisation	
Other (please state)	

### 6. Project Lead contact details (the person who will manage and implement this project)

Address	
Postcode	
Telephone No	
Mobile No	
Email	

### 7. Please list any other organisations you will be working with to deliver this project

Organisation Name	Organisation Address	Organisation contact details (telephone no. and email)	Nature of relationship with organisation

## About your project

8. What is the title of your project?

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9. When will your project start?

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10. When will your project end?

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11. Tell us a short summary of your project: (up to 150 words)

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14. Please explain your project proposal and how it relates to Beam Park, setting out in detail WHAT you would like to do with the grant. Provide a description of your project activities including WHEN, HOW OFTEN and WHERE the activities will take place, what happens during the activity and who will DELIVER them and their expertise: (up to 600 words)

Target Group(s):

Geographic area(s):

**15. Please evidence the need for your project: (up to 600 words)**

Please identify relevant sources of evidence e.g. consultations with key stakeholders, recent research reports, official statistics or current service demand to demonstrate your project is addressing an identified need in and around Beam Park.

**16. Who are the primary beneficiaries of this project?**

60% of recipients are to be from Beam Park, tell us how your project will benefit Beam Park residents and the neighbouring community. Please explain if this project will be targeted to a particular group of beneficiaries e.g. children and families, ethnic groups, genders, unemployed people etc.

**17. How many people do you estimate will be reached by this project?**

Please note – not all projects will have indirect beneficiaries. If possible, tell us how you aim to meet 60% of recipients from Beam Park residents as well as your overall target.

Direct Beneficiaries (Participants)	Indirect Beneficiaries (Those not taking part but benefitting as a result of improvements made to participants)	Estimated Total

**18. Tell us what methods you will use to engage and involve the people you intend to benefit from the project?**

Explain how you will make your project accessible to all potential beneficiaries including 60% of Beam Park residents and communities living in surrounding areas.

**Monitoring and Evaluation – what impact will you have?**

**19. What are the Aims and Objectives of your project?**

The aims of your project are the intended changes that your project will make and indicates the project's purpose. Your project can have more than one aim. The objectives of your project are the practical steps or activities needed to achieve your project aims. Each of your project aims must have clear links to your project objectives

**Aims**

**Objectives**

**20. Tell us about your plans for measuring impact from the Aims and Objectives. Outlining your principal activities, the outcomes they will achieve and what indicators you will use to measure the success of the project:**

(some examples are given below in light grey font to help you structure your response correctly, insert more rows if necessary)

	<b>Proposed activity</b> What will be done	<b>Key monitoring data you will collect</b> To evidence your delivery	<b>Activity KPI's</b> How will you show you have been successful?	<b>Outcomes</b> What changes are experienced by your participants as a result of your activity	<b>KPI's for Outcome</b> Potential measurable data and information you will use to evidence changes have occurred
1.	EXAMPLE: Provision of 10 home work club sessions for disadvantaged families	Attendance records Data on whether children are in receipt of free school meals Postcode data	75% attendance rate for all children at homework clubs 100% of participants are in receipt of FSM	Outcome 1 Improved academic achievement Improved confidence of children	50% of Children get 5 point increase on academic tests 75% of Children report increased confidence at end of course.
2.	EXAMPLE: Providing sports focused holiday activities for under 5's	Registration forms Attendance records Delivery records	Number and type of holiday activities delivered Number of children regularly attending holiday activities	Outcome 2 Improved physical health of children	90% Children report feeling more confident to make healthy choices following sessions
3.					
4.					
5.					



**21. Please outline your project plan** (give time-frame with monthly milestones for project delivery)

Date (mm/yyyy)	Milestone

**22. Explain how will you monitor and evaluate this project?**

List any monitoring mechanisms you have in place e.g. surveying methodology, interviews, video case studies and tell us who will do it. Please also explain how you will manage any data protection considerations e.g. collecting and sharing data with partners and funders

## Project costs

23. What is the total cost of your project?

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24. How much funding are you requesting from the Beam Park Partnership?

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25. Do you have any match funding?

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	Funding source	Amount (£)
Secured Match Funding		
Unsecured Match Funding (Please specify a date if a funding decision is outstanding)		

**Total:**

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**26. Please provide a breakdown of your project costs**

(Include requested Beam Park Partnership funding and all match funding sources in your calculations)

<b>Income</b> List a detailed breakdown of all money coming in including match funding sources	<b>Income (£)</b>
<b>Income total:</b>	
<b>Expenditure</b> List all expenditure, provide a breakdown of costs and rates of pay, especially where a lump sum amount has been provided e.g. staff hourly rate, venue hire	<b>Expenditure (£)</b>
<b>Staff costs</b> Please provide cost breakdown	
<b>Participant costs</b> Please provide cost breakdown	
<b>Volunteer costs</b> Please provide cost breakdown	

<p><b>Operational / Activity costs</b> Please provide cost breakdown</p>	
<p><b>Office, Overheads, Premises costs</b> Please provide cost breakdown</p>	
<p><b>Publicity costs</b> Please provide cost breakdown</p>	
<p>Other (please specify)</p>	
<p>Other (please specify)</p>	
<p>Other (please specify)</p>	
<p><b>Expenditure total:</b></p>	

**27. What will you do if there is a shortfall in funding?**

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**28. Once the funding has run out, how do you envisage continuation of this project?**

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### 31. References

Please provide details of two people (from different organisations) who can be contacted by Beam Park LLP to provide a supporting reference for your project.

Reference I		Reference I	
Name:		Name:	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Mobile No:		Mobile No:	
Email:		Email:	
Relationship with your organisation:		Relationship with your organisation:	

### 32. The following documents must be enclosed with this application

Use checklist to provide all supporting documentation before sending your application.  
All policies/documents must be signed and detail a review date)

<b>Governing documents for organisation</b> (e.g. Constitution, Memorandum, Articles of Association, Trust Deed)	<input type="checkbox"/>
<b>Details of three unrelated organisational Board members</b>	<input type="checkbox"/>
<b>Bank Details and the name of two unrelated signatories</b> (confirmed on headed paper by organisation)	<input type="checkbox"/>
<b>Latest audited Annual Accounts and Bank Statement</b> (most recent 2 years of accounts to be provided as a minimum)	<input type="checkbox"/>
<b>Employers liability insurance</b>	<input type="checkbox"/>
<b>Public liability insurance</b>	<input type="checkbox"/>
<b>Equal Opportunities Statement/policy</b>	<input type="checkbox"/>
<b>Health and Safety Policy</b>	<input type="checkbox"/>
<b>Safeguarding Children's Policy</b>	<input type="checkbox"/>
<b>Safeguarding Adults Policy</b>	<input type="checkbox"/>
<b>DBS reference numbers</b> (for those in the project team working in direct contact with vulnerable people)	<input type="checkbox"/>

## Declaration

By signing this application, you agree to the following statement:

- ♦ You (the main contact named in this application form) are authorised to apply for this grant on behalf of your organisation.
- ♦ You understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay any funds to The Beam Park Partnership.
- ♦ Should this application be successful, the contents of this form will inform the Grant Agreement between your organisation and The Beam Park Partnership.

Signed

Date

Name: (in Capital letters)

Position held in Group/Organisation

Counter signatory by organisation Director/CEO or the Chair of Board of Trustees

Signed

Date

Name: (in Capital letters)

Position held in Group/Organisation

Please return this application form in electronic copy (with signatures).