Community Chest Application Form

Thank you for applying to Aberfeldy Big Local Community Chest. You can apply for up to £1,000 for your project proposal.

The application deadline is: 9 AM, 20 February 2023

Aberfeldy Big Local is here to help. We can explain the aims and eligibility of Community Chest grants as well as the application below.

Please contact us and/or return your application form via email at: hello@aberfeldybiglocal.com

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| **Applicant name**:  |  |
| **Organisation name (if applicable):**  |  |
| **Address:**  |  |
| **Phone number:**  |  |
| **Email:**  |  |

Your Project

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| **In your own words, please describe your project and how it will address the priority areas described in our guidance (300 words max)** |
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| **Please tell us how you know that this project is needed in the community. This might include community consultation, or you may have tested this idea before. And how is your project going to address this? (200 words max)** |
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| **Please provide a project timeline. This should detail each stage of the project. For each stage, please include a start and end date, activity details, who will lead it, and where it will occur.****Please note that grant recipients have up to 16 weeks to deliver their project.** |
| **Start/end date** | **Activity or task details** | **Lead** | **Location** |
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Audience and participants

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| **Please estimate how many people will engage with your project, and how many of these people will be Aberfeldy residents** |
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| **Please tell us how people will experience your project (your project should be produced by, with, and/or for residents). What steps will you take to ensure that people engage with the project and that it’s inclusive to marginalised communities? (200 words max)** |
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Project Management

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| **Please tell us about any previous experience you have managing a project like this. If there will be project partners, please provide information about their experience too. (200 words max)** |
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Finances

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| **How much are you applying for?** |
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| **Please provide a breakdown of the project costs using the table below as an example (You can attach this to another sheet if necessary)** |
| **Item** | **Description** | **Cost** | **Item** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  |

|  |
| --- |
| **Please tell us if you secured quotes or used industry standards of pay to determine these costs.**  |
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| **Will there be any additional income needed outside of this grant? If there is, has it already been secured?** |
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Support

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| **Will you require support from Aberfeldy Big Local? If so, please explain, e.g., need help with participant engagement, promotion, completing monitoring, etc.** |
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If your application is successful, we will transfer funds to you via BACS in two instalments – one at the beginning and another in the middle. You will need to keep receipts to show how you spent funds, and we ask that you take photos, gather feedback and keep records of participant numbers, which you will be asked to share with us when we hold an evaluation meeting at the beginning and end of your project.

Thanks for taking the time to fill in this form, please return to hello@aberfeldybiglocal.com by 9am, 20 Feb 2023