

OFFICIAL FRIENDS GROUP CAPITAL FUNDING APPLICATION GUIDANCE

This is an opportunity for Official Friends Groups to apply for £5,000 which will contribute or fully fund a capital project. This will be awarded to one successful group.

A capital project must either create a fixed asset or enhance an existing fixed asset. No funding will be given for maintenance operations of any scale, equipment purchases or for events, e.g. fun-days, historic walks.

Application Form

1. PROJECT PROPOSAL – A BRIEF OUTLINE (max 350 words)

Give the main details of your project including the location and a summary of its benefits.

2. EXPENDITURE

Include a total cost for the project which should cover all works, including supply and delivery of materials. Quotes should be obtained for accuracy. Please give details of any grants that have been formally secured and existing funding that the groups may be using for the project. Unsecured funding could include grants that have yet to be formally awarded. It is preferable to only include secured funding.

3. PUBLIC ACCESS AND USAGE

State which sections of the community use the site and approximate numbers. This should include known usage trends, i.e. timescales. You should relate existing usage to the project and state how this will benefit the community.

4. DETAILS OF YOUR PROJECT (max 1500 words)

In addition to the guidance on the form ensure that the project meets the criteria set out in the next section. It would be beneficial to follow the criteria when completing the form.

Assessment Criteria

Your project will be assessed on the following criteria:

1. The project will create a new fixed asset or enhance an existing fixed asset.
2. Community involvement with the concept which can be evidenced
3. Benefits to the community as a result of the project clearly identified
4. The project has been agreed with the Parks and Open Spaces department
5. All funding for project clearly identified
6. Added value to the project delivered by the group
7. Timescales for works and key milestones clearly identified
8. Project deliverable within 2011/2012 financial year
9. All suppliers and contractors chosen to be suitably qualified
10. Consideration given to future maintenance
11. Treasurer to be CRB checked

Assessment Process

Deadline for application forms – **4th March 2011**

Please return forms to:

Parks and Open Spaces
The Stableblock
Langtons House
Billet Lane
Hornchurch
RM11 1XJ

For impartiality project proposals will be assessed by officers from Community Regeneration and Finance as well as Parks and Open Spaces.

Successful group notified and feedback given to others – w/c 14th March 2011

Successful project announced at Parks Forum – 26th March 2011

The successful project must be completed before March 31st 2012. If significant progress is not made within 6 months, the project changes without agreement or milestones are not met the funding may be removed and given to another group.