



NORTH
NORFOLK
DISTRICT
COUNCIL

A better place for supporting communities

BIG SOCIETY FUND



APPLICATION FORM

www.north-norfolk.gov.uk

****PLEASE DO NOT**

- **CONVERT THIS FORM TO A WORD DOCUMENT OR ANY OTHER FORMAT**
- **COPY AND PASTE INFORMATION INTO THE FORM**

AS IT DISTORTS THE ORIGINAL FORMATING OF THE FORM

Before completing the application form please read the Big Society Fund Prospectus to ensure that

- your organisation is eligible to apply
- your project and what an award would be used to fund meets the criteria.

Please use or refer to the guidance notes to make sure that the application form is completed correctly and use the supporting documentation checklist to make sure all the requested documents are enclosed with this application form.

If you require any additional help in completing your application or you have any questions please contact Sonia Shuter at North Norfolk District Council on 01263 516173 or email sonia.shuter@north-norfolk.gov.uk

Section One – Contact Details

1.	Name of Organisation	
	Address of Organisation	
	Organisation's Website	

2.	Name of Main Contact Person	Name of Second Contact Person
	Role within Organisation	Role within Organisation
	Main Contact Address	Second Contact Address
	Main Contacts Phone Number's	Second Contacts Phone Number's
	Day :-	Day :-
	Work :-	Work :-
	Mobile :-	Mobile :-
	Email Address	Email Address

Preferred method of contact: - Email Telephone Either

Please provide the contact details of an Independent Referee; who is not directly connected to the organisation, who will be completing the Independent Referee document. This person should not be a North Norfolk District Council Officer.

3.	Name of Independent Referee	
	Address of Independent Referee	
	Independent Referee Contact Number's	
	Day :-	Mobile :-
	Email :-	

Section Two –Organisation

1. How did you hear about the Big Society Fund? Please tick one box only.

Newspaper	Word of Mouth	Website
Other - Please give details :		

2. How would you describe the organisation?

Town or Parish Council		Voluntary Organisation	
Local Charity	Charity No:-		
National Charity	Charity No:-		
Is the Organisation part of a larger one or a national charity? Please give details			
Community Group or Club		Community Association	
Community Interest Company	Registration No :-		

3. What is the main purpose / function of the organisation?

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4. Where in North Norfolk does your organisation currently operate?

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5. How is the organisation managed (e.g. Board of Trustees, Committee)?

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6. How many members or volunteers are involved in the organisation?

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Section Three – About the Project applying for funding

1. Name of Project

2. Describe the project that you need funding for.

3. Give details of what specifically a grant from the North Norfolk Big Society Fund will be used for.

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4. Anticipated project start and end date

Start Date :-		
End Date :-		

Are these dates :-

Fixed	
Flexible	

5. Where in North Norfolk will the project take place?

Ward	Parish	Locality (i.e. Street Name)

6. Tell us about any other organisations that will be involved in the project and what they will do?

Name of Organisation	Role

7.

As detailed in the Prospectus, projects awarded a grant from the Fund should improve or support the wellbeing of communities or deliver improvements to the local economy in line with North Norfolk District Council priorities. How will the project do that?

8.

Why is this project needed, how do you know this?

9.

What will the project achieve, what will change as a result of the project?

10.	How many people do you expect to benefit from the project?	
Please provide details		

11.	For monitoring purposes is the project aimed at certain groups of people?		
	Yes	No	
Please provide details			

12.	In what way will the project :-		
a.	Increase opportunities for people to get involved in or feel more a part of their community?		
b.	Increase volunteer numbers/create employment opportunities?		

13.	Please describe how you plan to measure and monitor the difference that the project will make?	
14.	How will you publicise and promote the project?	
15.	If successful, how would you acknowledge the award from the Big Society Fund?	
	Display Plaque	
	Display Logo on any publicity or correspondence material	
	Other – Please give details	
16.	What will happen to the project when the funding ends?	
17.	How will benefits be maintained?	
18.	How will on-going costs be met?	

Section Four – Project Costs

1. How much are you asking the North Norfolk Big Society Fund for?

Minimum	£
Maximum	£

2. What is the total cost of the project? Please provide a budget breakdown of the total project costs and specific expenditure that the grant would fund. Identify whether the costs include VAT if applicable

Expenditure			
	Net	VAT	Total
Total			

3. Breakdown of Total funding package (Income)

Date	Amount	Source of Funding	Conditions/Restrictions	Has this been secured?	
				Yes	No

4. What would happen if you did not receive all of the funding you have requested?

5. Where will any shortfall come from?

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6. Give details of any outstanding or refused funding applications for this project.

Funder	Amount Requested	Outstanding or Refused	Date Decision Due
		Outstanding	
		Refused	
		Outstanding	
		Refused	
		Outstanding	
		Refused	
		Outstanding	
		Refused	

7. Do you need additional help/advice with funding matters?

Yes

No

Please give more details

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Section Five – Bank Details

**The Bank account must be in the name of the organisation and not an individual.
The Organisation’s account must have signatories from two unrelated people for all transactions.**

1. Name of Organisation

2. Name of Bank / Building Society

3. Address of Bank / Building Society Branch

4. Sort Code

-

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5. Account No.

Section Six – Declaration

Please ensure that you have answered all the questions on the application form and attached all supporting documentation require on the checklist otherwise your application cannot be considered.

- I, as the main contact or second contact named in Section One of this application form, am authorised to apply for a grant from the North Norfolk Big Society Fund on behalf of the organisation.
- I understand that if I make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make the application invalid and the organisation could be liable to repay any funding which they may already have received.
- I confirm that the organisation has the legal power to set up and deliver the project described in this application.
- I understand that part or all of the information provided may be held electronically. This information will be used for the administration of applications and grants and for statistical analysis. This information may be shared with individuals or organisations that may be consulted when assessing applications, verifying data and monitoring grants.
- I understand that if information about this application is requested under the Freedom of Information Act that North Norfolk District Council may release it.

Signature

Name

Position in Organisation

Date of application

BIG SOCIETY FUND

North Norfolk District Council, Holt Road Cromer, NR27 9EN

Tel: 01263 516284

Email: supporting.communities@north-norfolk.gov.uk