



Recovery Community Fund

Application Form

Recovery Community Fund Application Form

PLEASE READ THE FACT SHEET AND REFER TO THE GUIDANCE NOTES

WHEN FILLING IN THIS FORM

This will allow us to process your application as quickly as possible.

Date:

Section 1: Project Details

Q1.1 Project name

Organisation Name – if possible

Full name of person making the application

Q1.2 Organisation/Personal Contact Details

Address (inc. postcode)	
Telephone number	
Email Address	
Website (if applicable)	

Q1.3 Organisation type

Public Sector Voluntary/Social Enterprise/Community Sector

Local Resident/Individual / Service User Local Group (non-registered)

Other (please describe)

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Local Connection – add check boxes

Which area(s) does your project benefit?

- East Suffolk West Suffolk Ipswich All

Q1.5 Your Organisation/Project Bank Account

Please confirm that you have in place a UK-based bank or building society account in the name of your organisation/project

- Yes No

Q1.6 b) How much money are you applying for?

£

Q1.7 Are you currently receiving support from a local service?

(e.g. keyworker, education training and employment, shared care etc.)

- Yes: No:

Details of support

Name of service	Area	Type of support	Name of Contact	Contact Number

Please continue on an extra sheet of paper if needed (reference the paper with Q1.5)

Please confirm that you give us permission to contact any services from which you are receiving support

- Yes: No:

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Section 2: About your Project

Q2.1 What does your project involve and who is involved in its development? (Max 600 Words)

What steps will you take to achieve this? <i>(include your time frame)</i>	What resources or support will you need? <i>(People/places/things)</i>	How will you evidence that you have achieved it?	Target completion date

Q2.2 When are you planning to start and finish your project?

	Day	Month	Year
Start			
Finish			

Q2.3 Is your project, or part of it, based on an existing piece of work?

Yes No

If yes please tell us how you are evaluating your existing work and how learning from this work has shaped the project you'd like for us to fund. (Max 300 words)

Q2.4 How will your project contribute to your local community? (Max 200 Words)

Q2.5 What have you done to verify: i) that people want to participate in your project; and ii) whether something similar already exists locally? (Max 600 Words)

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Q2.6 Who will benefit from your project and how will they be involved in developing and running it?
 (Max 500 words)

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Q2.7 What training needs have you identified in order to support the development?

What Training	Dates (if known)	Cost	Who needs the training (inc. number of people)

Q2.8 Where will the project take place? Please tick if your project will be delivered online ()

Area	Building name/Number and Street	Postcode	Is this your main location?

Q2.9 What key outcomes will your project achieve?

	What is the outcome?	How will you achieve it?
Outcome 1		
Outcome 2		
Outcome 3		
Outcome 4		

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Section 3: Project Budget

Q3.1 How much will your project cost and how much would you like from us?

Item or Activity	A. Total Cost	B. Amount requested from us
Total:	£	£

	Total Cost
Capital Equipment	
Recurring	
Total	

3.2 Are the total costs more than the amount that you would like from us?

Yes No

If yes, where will you get the other funding from and have you secured it yet?

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Q3.3 How have you worked out your costs? (Max 200 Words)

Q3.4 How will you meet the running costs of your project after the period to be funded by the grant has expired?

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