



APPLICATION OUTLINE FOR COMMUNITY BUILDINGS

INTRODUCTION

Many funders have their own application form, but some ask you to write to them. The following outline can help you to include the information required in an easy-to-read format. If you are applying to a number of funders, you will need to change section C, numbers 2-4, for each different funder. You will then only need to add a brief covering letter.

ANYWHERE COMMUNITY BUILDINGS **Refurbishment/Construction Of New Hall**

1 - OUR ORGANISATION

A - Constitution

Anywhere Community Building was built in ? for the benefit of ? (*refer to your constitution*) The Hall became a registered charity in ? (*if this applies*) The registration number is ?.

B - Management Committee

The Management Committee is made up of individuals and representatives of groups from the local community. At present, local groups represented include:

C - Staffing Structure

Not applicable, unless you employ someone

D - The funding of our organisation

The Parish Council gives a grant of £? per annum towards the running costs of the Hall. Other costs are raised by letting fees. (*or any other sources of funding*)

(Current balance sheet/accounts attached.)

E - The aims and activities of our organisation

Anywhere Community Building Committee ... (*whatever your constitution says*)

The Hall is currently used by the following groups:

2 - OUR PROPOSAL

A - The purpose for which we are seeking a grant

The Community Building Committee are currently looking at the construction of a purpose built community hall/refurbishment of the existing hall. The nearest similar facility is ... miles distant at ...

Community facilities are currently provided in ... However, lack of ... and absence of...? limit the use of the building. The estimated cost of bringing the existing building up to standard is ... Estimates of a new build are...

The new/refurbished hall will provide the following new facilities and services for the community:

B - The time scale of our proposal

The work will start as soon as funds are secured and the building will take ... to complete.

C - Who will benefit from our proposal

Anywhere Village has a population of ... For certain services, such as .., the catchment population is ...

(Have you had an open meeting or other method of establishing support for the Hall? If so, add that here)

D - How we will judge the success of our proposal

The project will be judged successful if ...

3 - COSTS AND FUNDING

A - The budget for our project

The budget for the project is £.... (see attached budget for details)

B - Funds raised so far

C - Funds applied for

D - The amount requested from ?

E - How our project will be funded when the grant ends

4 - EQUAL OPPORTUNITIES

Anywhere Community Building is open to all residents of Anywhere and the surrounding area and to visitors. The Community Building is managed for the benefit of the whole community. *(if there is a suitable clause in your constitution, then use that)*

5 - VULNERABLE PERSONS PROTECTION POLICY (if appropriate)

A statement demonstrating that you have considered the safety of children and vulnerable adults who are taking part in your activities. You should include a copy of your policy and information on how it is implemented and updated.

6 - REFEREE

This is a person, local if possible, who knows and supports the work of your group, but is independent of it. Please note that some funders ask for a childcare professional, currently in work, for projects about children.

For more information visit our website: www.ca-north.org.uk