

Neighbourhood Plan application form

Thank you for your interest in the Neighbourhood Plan Fund. We invite you to complete an application with the details of your proposal.

We recommend you have the 'Neighbourhood Plan Guidance Notes' document to hand.

Date of Application

1. Please complete the following details about you and your organisation:

Applicant name

Organisation name

Address

Email address

Telephone number

2. Please provide details of your organisation, including your company/charity number or email a copy of your company constitution with this application to avenue.services@sanctuary-housing.co.uk or post to Neighbourhood Plan, Avenue Services, Parade Enterprise Centre, 14 The Parade, Blacon, CH1 5HN.

If you don't have this information, please include a description about your organisation and how you will access the funding if you are successful. **(200 words max)**

3. What is the name of your project? **(10 words max)**

4. Please give a brief description of your project and include the types of activities/services that you intend to provide. **(200 words max)**

5. Where is your project going to take place? Please include postcodes. **(100 words max)**

6. Please include the project start and finish dates. **(20 words max)**

7. Who is your project aimed at and what difference will it make?
(200 words max)

This should specifically reference the beneficiaries, for example young people, people with physical disabilities, the wider community, etc. and demonstrate the impact that the project will have on them.

8. How do you know this project is needed by the community? (150 words max)

This should include some information about whether this was a suggestion from the community or if you are responding to a known issue in the community. Please include details of any support for this project including consultation with residents or Avenue Services staff members.

9. What involvement has the community had, or will have, in the planning, design and delivery of the project? **(150 words max)**

10. Please conservatively estimate the number of people your project will directly benefit **(50 words max)**

11. How will you make this project accessible? **(150 words max)**

This could include disability access, financial accessibility, transportation, language/literacy barriers, or childcare provision.

12. Please provide the total project cost and include a full budget breakdown. (100 words max)

Please provide the total project cost and include a full budget breakdown. This should be for the cost for the whole of the project, not just the element you are seeking Avenue Services funding for and could include venue hire, materials, tutor costs, etc

Total project cost	
Specific items of expenditure	Amount (£)
Total	

13. How much are you requesting from Avenue Services and specifically what will funding be used for? (50 words max)

14. Please detail anticipated or secured additional funding for your project. (100 words max.)

This should include funding from your organisation, other partners and grant providers. Additional funding can be in the form of cash donations, value of volunteer time (which we calculate at £12.55 per hour) or donated resources, for example the free use of venue.

15. Are any other partners involved in the project? If so, please tell us who they are and briefly explain their role. (100 words max)

16. Which elements of your project do you hope will continue after it ends? (100 words max)

17. How did you hear about the Neighbourhood Plan Fund?

- ☐ Avenue Services website
- ☐ Social Media
- ☐ Local news article
- ☐ Avenue Services staff member
- ☐ Partner organisation
- ☐ Other, please state

Thank you for completing an application for Avenue Services' Neighbourhood Plan. We recommend you take a copy of this form before sending it to us. You will hear whether you have been successful within four weeks of submitting your application.

Please return to this form and any accompanying documents to: Avenue Services, Parade Enterprise Centre, 14 The Parade, Blacon, Chester, CH1 5HN or email to avenue.services@sanctuary-housing.co.uk