

## Community Action Fund – questions to be completed online

These are the questions which you will be required to complete when submitting an application for the Community Action Fund.

When you complete the online form, you will not be able to save and return, so this sheet is intended to assist you in ensuring you have everything you need before you start. The guidance notes will offer further detail

Has the specific activity (not the organisation/group) received funding from SNC in the last 2 years? Yes/No  
*(If the answer is yes, this project is ineligible to apply unless the funding referred to is Member Ward funds designed to provide additionality to this bid)*

### Section One

1. Councillor's name:

*Name of Cllr submitting the bid*

2. Name of Group requiring funding:

*Name of the group/organisation who are responsible for the project.*

3. Description of the project (max. 1000 characters)

*Briefly outline what the project is and what the money is for e.g. develop a new play area at the village hall for children aged 4-10. Funding will pay for new play equipment.*

4. What are the outputs and expected outcomes of the project?

*What 'things' will take place (outputs) and what is the expected result of those things (outcomes). E.g.:*

- Remove existing, condemned play equipment*
- Resurface existing area with a porous, rubber crumb surface*
- Install 4 new play pieces – a slide, a bucket swing, a balance beam and a climbing frame*
- Install a picnic table in one corner of the play area*

5. What are the proposed start and end dates for the project?

*Assuming funding is secured, when will the project start and when will it be completed by (note: CAF funding must be spent within 12 months of receipt.) e.g. The removal of equipment will begin in June 2025 with the full project due to be completed in August 2025.*

## Section Two

6. Why is this project needed? (Please give examples of evidence of local need and/or coproduction with any element of the community)

How do you know this project is a good idea? Has the community requested it and/or been involved in the planning process? Is the project identified within any formal documents like a Neighbourhood Plan?. This is an important question for the panel to consider. E.g.:

*The existing play equipment has been deemed unsafe and has been condemned during a recent inspection. It was previously well utilized, particularly after-school and during holidays. Local families have petitioned the parish council for the equipment to be replaced rather than simply removed with 67 signatures secured locally. The neighbouring school PTA has also indicated the value of the play area and begun fundraising activities to help purchase new equipment. The school also ran a project with their year 5 classes to design a new play area which has informed the parish council's choices of equipment.*

7. Does the project address any of the Council's priorities?

Select the priorities this project addresses – you will need to explain how in the next question.

- ☐ Enhancing our environment
- ☐ Growing a prosperous economy
- ☐ Moving with the times
- ☐ Enriching our communities

8. Please explain how the project aligns to the priorities you have ticked in question above.

*E.g. By replacing and renewing the only play space in the village, we will encourage the come together to play locally rather than needing to travel to a neighbouring village. It is recognised that free play sparks imagination and creativity, encourages children to interact with each other and share plus enables parents to meet and socialise whilst the children play. This will enrich the community experience by enabling the benefits to take place within walking distance of their homes.*

*By replacing obsolete equipment with play pieces that reflect modern trends and interests, the area will remain relevant and appealing to the village's young people. The modern surface will also be safer for children and longer lasting.*

9. How will you know if the project is a success?

What are the signs that this project has achieved it's aims? E.g. – *a new play area is delivered with the equipment expected. Children and young people play on the equipment.*

10. Can you show evidence of support from other organisations for this project? (e.g. Town/Parish Council, GNGB, local charity/group)

Has anyone endorsed the project and/or made any financial commitments to it? E.g. *the parish council is leading on this project but there has been endorsement for it from the school and the school PTA. The PTA has raised funds to commit to the project.*

11. Do you have all relevant permissions? Please send evidence to

[Communities@southnorfolkandbroadland.gov.uk](mailto:Communities@southnorfolkandbroadland.gov.uk)

If you need planning permission, land owner permission or any other permits, please ensure they are in place and evidence is shared.

### Section Three

12. How much will the project cost in total?

Questions 12-14 should be replaced by a table – see below. This will need completing instead with figures for the total project cost (how much for everything to happen), the amount being requested from CAF and how much has already been secured.

	Funding already sourced	Amount (£)	Percentage of total
Source 1	<a href="#">Geoffrey Watling</a>	£10,000.00	18
Source 2	<a href="#">Saracens</a>	£5,000.00	9
Source 3	<a href="#">School PTA</a>	£2,561.00	5
Source 4	<a href="#">S106 agreement</a>	£8,600.00	12
Source 5	<a href="#">Awards for All</a>	£10,000.00	18
Source 6			
Source 7			
	<b>Total Secured</b>	£36,161.00	65
	<b>Amount requested from CAF</b>	£15,000.00	27
	<b>Any shortfall</b>	£4,839.00	8
	<b>Total Project Cost</b>	<b>£56,000.00</b>	100.00

13. How much are you requesting from CAF (max. £15k [See above](#))

14. How much do you already have? ([See above](#))

15. How do you plan to meet any shortfall?

Detail the plan to ensure the project can be delivered. E.g. *The school PTA have two further fund raising events lined up and the Parish Council will cover any remaining shortfall through their reserve.*

16. If you are applying for revenue funding, how will the group intend to sustain the project beyond this funding?

If the project includes a revenue element for example, meeting running costs, the costs of delivering an event or a person. Please demonstrate how you have thought about sustaining the project and where the money could come from. For example, will the project raise an income that could sustain this element or are other funding sources available?

Please submit any quotes received to

[Communities@southnorfolkandbroadland.gov.uk](mailto:Communities@southnorfolkandbroadland.gov.uk) It is good practice to secure at least 2 quotes for any work undertaken assuming enough providers can be sought. Officers will need to see evidence of these quotes to be able to reassure the Panel that public funds will be used appropriately and efficiently.

## Section Four

17. Who is the lead contact from the organisation?

Provide the contact details for the main person responsible for the project.

Phone number

Email

18. Organisation's bank details

This is where the payment will be made if successful. The finance team now require secondary evidence beyond the form so please follow the instructions below.

Name

Account Number

Sort code

Address

Please submit evidence of these bank details (e.g. letter from the bank, invoice etc.) to: [Communities@southnorfolkandbroadland.gov.uk](mailto:Communities@southnorfolkandbroadland.gov.uk)

## Section Five

19. Do you have a disclosable pecuniary interest in this organisation?

If 'yes' you will be prompted to give more detail

As a district councillor, you have a responsibility to declare any interest in the organisation and/or project.

Declaration

I am satisfied this project meets the ground rules for CAF and wish to proceed with the application. As the applicant Member, you are responsible for considering the project falls within the ground rules as published on our website and must sign electronically to confirm you wish to proceed.

Signed (electronically)

Member for: