

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
2. Name of Group requiring funding
3. Description of the project (max. 1000 characters)
4. What are the outputs and expected outcomes of the project?
5. What are the proposed start and end dates for the project?

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)

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

- ☐ 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.

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

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

11. Do you have all relevant permissions? Please send evidence to Communities@southnorfolkandbroadland.gov.uk

Section Three

12. How much will the project cost in total?

13. How much are you requesting from CAF (max. £15k)

14. How much do you already have?

Example Table:

	Funding already sourced	Amount (£)	Percentage of total
Source 1			
Source 2			
Source 3			
Source 4			
Source 5			

Source 6			
Source 7			
Source 8			
	Amount requested from CAF		
	Any shortfall		
	Total Project Cost		

15. How do you plan to meet any shortfall?

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

Please submit any quotes received to
Communities@southnorfolkandbroadland.gov.uk

Section Four

17. Who is the lead contact from the organisation?

Phone number
Email

18. Organisation's bank details

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

Section Five

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

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