

LCF 26 - 28 Guide to Completing the Application Form

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| <p>Before starting an LCF funding application, it is recommended that you read this Guide to Completing the Application and should check that their proposed projects meet the criteria. All applications will be reviewed by the County Council against the funding criteria. The guide explains what we are looking for in your responses and provides helpful guidance on how to complete each section</p> | |
| <p>Organisation Name Please enter the full name of your organisation or group as it is officially known</p> | <p>This question asks you to provide the name of the organisation, group, or community body that is applying for the funding.</p> <p>You should enter the full and correct name of your organisation. If your organisation is registered (for example as a charity, company, or community interest company), please use the official registered name.</p> |
| <p>Address of organisation (including postcode)</p> | <p>This question asks you to provide the main address for your organisation or group. This is usually the address where your organisation is based or operates from. If your organisation does not have a fixed premises, you can provide an appropriate contact address, such as the address of a community venue you regularly use or a lead contact's address (with their permission).</p> |
| <p>Contact name, email telephone number</p> | <p>This question asks you to provide the contact details for three people who are involved with your organisation or project. These contacts should be people who can answer questions about the application or the project if needed.</p> <p>Where possible, these contacts should be members of your organisation's committee, leadership team, or people involved in delivering the project, such as a chair, treasurer, project lead, or organiser. Please make sure you include Full names, Email addresses and telephone numbers</p> <p>Providing more than one contact helps ensure that we can reach someone from your organisation if we need further information about the application.</p> |
| <p>Position</p> | |
| <p>Second contact email telephone number</p> | |
| <p>Second contact email telephone number</p> | |
| <p>Privacy notice and link to statement</p> | <p>This question is asking you to tick the box to indicate you understand NCC's privacy statement Privacy Statement Nottinghamshire County Council</p> |
| <p>Please select the type of organisation that best describes your group from the drop-down list.</p> | <p>This question asks you to identify the legal structure or type of your organisation. This helps us understand how your group is set up and how it operates. If you are unsure, choose the option that most closely reflects how your organisation is run. For smaller or informal groups, this may simply be a community or voluntary group.</p> <p>Providing this information helps us ensure your organisation is eligible for funding and that the application is assessed appropriately</p> |
| <p>Charity, Company registration number</p> | |
| <p>Vat No- if applicable</p> | |
| <p>District (please tick District/s where your project will be carried out)</p> | <p>This question asks you to identify the local district area where your project or activities will be delivered. This helps us understand where the project will take place and which communities will benefit.</p> <p>When completing this section, please tick the district or districts that best reflect the main location of your project activities. If your project</p> |

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| | <p>will take place in more than one area, you can tick all relevant districts.</p> <p>Providing this information helps us understand the geographical reach of the project and ensures the funding is supporting communities across the county. If your project is based in one specific location but people from nearby areas may attend, please only tick the district where the activities will mainly be delivered.</p> |
| <p>Please enter the name of the Nottinghamshire County Councillor who has endorsed your project, ensuring they represent the area where your project will take place.</p> | <p>This question asks you to provide the full name of the County Councillor who is supporting or endorsing your application. An endorsement means the Councillor is aware of your project and has confirmed they support it in principle. Please ensure you:</p> <ul style="list-style-type: none"> • Enter the correct full name of the County Councillor • Only include a Councillor who has actively agreed to endorse your project • Ensure the Councillor represents the ward where your project or activity will take place • Make sure the endorsement is current and relevant to this application <p>This helps confirm that your project has local awareness and support within the area it will benefit. If you are unsure who your local County Councillor is, you can find their details here: https://councillor.nottinghamshire.gov.uk/</p> |
| <p>Please indicate how you plan to promote or publicise your project or activity.</p> | <p>This question asks you to show how you will let people know about your project or activity. Promoting your project helps ensure that the intended beneficiaries are aware of the opportunity and able to take part.</p> <p>When completing this section, think about the different ways you might share information about the project, such as:</p> <ul style="list-style-type: none"> • Social media posts (for example Facebook, Instagram, or X) • Posters or flyers in community spaces • Newsletters or mailing lists • Local press or community websites • Word of mouth or local networks <p>You do not need to provide a lot of detail, but it is helpful to show that you have considered practical ways to reach the people who would benefit from the project.</p> <p>Please note that If you are successful in securing funding, one of the conditions of this is that Nottinghamshire County Council must be acknowledged as a funder as part of all publicity, including any written or spoken public presentations. More information will be supplied in the grant agreement.</p> |
| <p>Please provide links to your organisation’s website and any social media pages (for example Facebook, Instagram, or X) if you have them</p> | <p>This question asks you to share any online links that show information about your organisation and its work. This helps us understand more about your group and how you communicate with your community.</p> <p>If your organisation does not have a website or social media presence, that is completely fine -simply indicate this or leave the section blank. Providing links helps us to:</p> |

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| | <ul style="list-style-type: none"> • Learn more about your organisation and what you do • See examples of your activities, events, or services • Understand how you engage and communicate with your community <p>Please ensure any links provided are correct and up to date.</p> |
| Project Title | <p>This question asks for the name of the specific project or activity you are applying for funding to support. The project title should be short, clear, and describe the project itself.</p> <p>It is important to note that the project title is different from your organisation's name. Your organisation name identifies who is applying, while the project title identifies the activity or initiative the funding will support.</p> <p>For example: Organisation name: Greenfield Community Association Project title: Community Garden Project</p> <p>Choose a title that gives a quick and clear idea of what the project is about. It does not need to be long or detailed - just something that helps us easily recognise and refer to the project throughout the application and assessment process.</p> |
| Please describe your project and what the funding will be used for in one sentence | <p>This question asks for a very short and clear summary of both your project and how the funding will be used. It should give a quick understanding of what you are doing and what the money will support. In your sentence, try to include what the project is (the main activity) and what the funding will pay for (e.g. equipment, sessions, materials)</p> <p>For example: "We will deliver weekly fitness sessions for older adults, using the funding to cover venue hire and instructor costs" OR "We will improve our community centre by installing a new kitchen, using the funding to cover equipment and installation costs."</p> |
| Please provide a very brief overview of what your project is/will do and where it will take place. 50 words max | <p>This question asks for a short and clear summary of your project and its location. It should give a quick understanding of what the project involves and where it will happen. In your response, try to include:</p> <ul style="list-style-type: none"> • What the project is (the main activity or idea) • Where it will take place (e.g. community centre, park, local area) <p>As there is a 50-word limit, focus on the most important points and keep your answer simple and concise. Avoid too much detail - this is just a quick overview to help us understand the project at a glance.</p> |
| Aim of project (briefly describe what your project is trying to achieve and the main purpose behind it. This should focus on the big picture goal, rather than listing all the activities in detail) 100 words max | <p>This question asks you to explain the overall purpose of your project and what it is trying to achieve. It should focus on the big picture goal, rather than listing individual activities or tasks. In your response, you may wish to include:</p> <ul style="list-style-type: none"> • What your project is aiming to achieve (the main goal or change you want to see) • Who the project is for (the people or community benefiting) • Why this aim is important or needed (the need or issue it is addressing) |

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| | <p>Try to keep your answer clear and focused, showing the main purpose of the project in a simple way. A strong response will help us understand why the project exists and what difference it is intended to make.</p> |
| <p>Please briefly explain how you will deliver the project, including the main activities and who will be involved. (100 words max)</p> | <p>This question asks you to describe how your project will be carried out in practice. We want to understand the key activities and how the project will be organised and delivered. In your response, you may wish to briefly explain:</p> <ul style="list-style-type: none"> • What activities will take place as part of the project • Who will deliver the activities (for example volunteers, staff, or partner organisations) • Where the project will happen if relevant • How people will take part or benefit <p>You do not need to include a lot of detail, but your answer should give a clear picture of how the project will run from start to finish. A strong response will show that the project has been well thought through and is realistic to deliver.</p> |
| <p>Please tick the Building Blocks of Health Outcomes that your project supports. These are the wider factors that influence people’s health and wellbeing, such as community connections, housing, income, education, and access to opportunities.</p> | <p>This question is asking you to show how your project supports the wider factors that help people live healthy lives - not just health services, but everyday things like community support, skills, safe spaces, and financial wellbeing. The Health Foundation highlights that health is shaped by things like our relationships, income, housing, education, and environment, not just medical care.</p> <p>When answering this question, you should:</p> <ul style="list-style-type: none"> • Tick the building blocks that your project directly contributes to • Think broadly about how your project improves people’s lives, opportunities, or wellbeing • Focus on the difference your project makes, not just the activity. <p>For example: A community group reduces loneliness - supports family, friends and communities A skills workshop - supports education, employment and skills A food project - supports money and resources and healthy living</p> <p>Answers to this will show a clear link between your project and improved health or wellbeing outcomes, especially for people who may face disadvantage.</p> |
| <p>Beneficiaries - Who will benefit from the project/activity?</p> | <p>This question asks you to identify the people or groups who will gain from your project. We want to understand who the project is intended to support and ensure it is reaching the right community.</p> <p>When completing this section, consider:</p> <ul style="list-style-type: none"> • The main beneficiaries – for example, children, young people, older adults, families, people with disabilities, or the wider community • Any specific groups or communities that will directly take part or gain from the project • How many people might benefit, if known <p>Selecting the correct beneficiaries shows that you have clearly thought about who your project is for and helps us understand the impact and relevance of the project for the community.</p> |

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| <p>How do you know there's a need? Please tick the relevant option/s to highlight how you have engaged with the community to identify needs and to inform this project</p> | <p>Please tick the option or options that best describe how you have identified the need for your project. This might include speaking with local residents, listening to feedback from people who use your group or service, working with other local organisations, running surveys, or noticing a gap in local activities or support.</p> <p>You should select the options that reflect how you have engaged with the community or gathered information to understand what people need.</p> <p>The purpose of this question is to show that the project is based on real community needs, rather than just an idea. Even informal conversations, local knowledge, or feedback from participants can help demonstrate this.</p> |
| <p>Please describe any community engagement you have indicated above (100 words max). Explain how you have engaged with the community to help shape your project. This could include conversations, meetings, surveys, or feedback from local people or groups</p> | <p>This question asks you to explain the community engagement activities you selected in the previous question. We want to understand how local people have been involved in identifying the need for the project or shaping the idea.</p> <p>In your response, you may wish to briefly describe:</p> <p>Who you spoke to or involved (e.g., residents, community groups, participants) How you gathered their views (e.g., conversations, meetings, surveys, events) What feedback or ideas they shared How this input helped shape your project</p> <p>You do not need to write a long explanation, but try to show that the project reflects the views or needs of the community. Even informal engagement, such as conversations with local people or feedback from existing members, can help demonstrate this.</p> |
| <p>Please provide a description of any community engagement boxes you have ticked above</p> | <p>In this question, please describe how you have involved the community in shaping your project.</p> <p>If you ticked any of the community engagement boxes above, use this space to briefly explain what you did and what you learned from it. For example, you might have spoken with local residents, held a meeting, run a survey, worked with a local group, or listened to feedback from people who may take part in the project.</p> <p>In your response, try to explain:</p> <ul style="list-style-type: none"> • Who you spoke to or involved • How you gathered their views • What they told you • How their ideas or feedback helped shape the project <p>We are interested in understanding how the project reflects the needs or ideas of the community, so try to show how local people have had a voice in developing the activity.</p> |
| <p>Please briefly describe the difference your project will make (50 words max)</p> | <p>This question asks you to explain the positive difference your project will make for the people involved or for the wider community.</p> <p>In your response, briefly describe the changes or benefits you expect to see as a result of the project. This might include things like people feeling less isolated, building confidence, becoming more active, learning new skills, or bringing the community together. You do not need to write a long answer, but it is helpful if you can clearly explain the impact your project will have and why it matters.</p> |

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| <p>How will you measure the impact of your project? *</p> | <p>This question asks you to describe how you will know whether your project has made a difference. We want to understand how you will measure success and what evidence you will use to show the impact of your work. In your response, you may wish to include:</p> <ul style="list-style-type: none"> • How you will collect feedback or evidence (e.g. surveys, feedback forms, conversations) • What you will measure (e.g. attendance numbers, participation, improvements in wellbeing, skills gained) • How you will use this information to understand success <p>Because there is a 50-word limit, keep your answer short and focused on the main ways you will measure impact.</p> <p>Examples:</p> <p>“We will measure impact through attendance records and participant feedback forms completed at the end of each session.”</p> <p>“We will collect feedback from participants and volunteers and track attendance to measure engagement and wellbeing improvements.”</p> <p>“Success will be measured through surveys, participant feedback, and comparing attendance at the start and end of the project.”</p> |
| | <p>This question helps us understand whether your organisation has thought realistically about delivering the project and is prepared for any issues that may arise. Every project has some level of risk, and identifying them does not count against your application.</p> <p>Examples of risks or challenges could include:</p> <ul style="list-style-type: none"> • Difficulty recruiting volunteers or participants • Rising costs or funding pressures • Delays to building works or equipment delivery • Limited staff or volunteer capacity • Bad weather affecting outdoor activities • Venue availability or changes <p>You should briefly explain:</p> <ul style="list-style-type: none"> • What the main risk or challenge is • How likely it is to affect the project • What steps you will take to reduce or manage the impact <p>Strong answers will show that you have considered practical solutions and contingency plans.</p> <p>For example:</p> <ul style="list-style-type: none"> • “If volunteer numbers are lower than expected, we will promote opportunities through local community networks and social media.” • “To reduce the risk of rising costs, we have obtained quotes in advance and included contingency within the budget.” <p>This section is not about eliminating all risks - it is about showing that your organisation has planned carefully and can manage the project responsibly.</p> |
| <p>Capital Theme</p> | <p>This question asks you to identify which capital funding theme best describes your project. Capital projects usually involve building work, physical improvements, equipment, or long-term infrastructure.</p> |
| <p>Revenue Theme</p> | <p>This question asks you to identify which revenue funding theme best describes your project. Revenue projects usually involve running costs, activities, staffing, sessions, events, or ongoing service delivery, rather than building or physical improvements.</p> |

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| <p>Does the project have a wider community benefit outside of existing paid members? Please indicate whether your project will provide benefits to the wider community beyond any paid members.</p> | <p>This question asks you to show who can access and benefit from your project, particularly whether it is open to the wider community or limited to existing members.</p> <p>You should select the option that best reflects your project:</p> <p>Yes - if your project offers free or open access to activities or services that benefit the wider community Partial - if your project offers some level of wider benefit, but access is limited (for example reduced-cost sessions or a mix of member and non-member access) No - if the project is only available to paying members with no wider community access</p> <p>We are interested in understanding how inclusive and accessible your project is. Projects that demonstrate clear benefits to the wider community are more likely to show broader impact. If your project doesn't normally include some wider access, it may help to consider how people outside your membership can get involved or benefit.</p> |
| <p>Please estimate how many Nottinghamshire residents will benefit from your project.</p> | <p>This question asks you to provide a reasonable estimate of how many local people your project will reach or benefit. We understand this may not be an exact figure, but it should be based on your planned activities and expected participation. When completing your answer, consider:</p> <p>Direct beneficiaries - people who will take part in activities or services (e.g. attendees, members, participants) and Indirect beneficiaries - people who may benefit more broadly (e.g. family members, carers, wider community)</p> <p>Please provide a realistic estimate based on your delivery plans, rather than a guess or maximum possible reach. This information helps us understand the number of people who are likely to benefit from the funding.</p> |
| <p>When will the project start and finish (estimate)? (when will payments be made to successful applicants)</p> | <p>This question is asking you to clearly set out the expected timeline for your project, including when it will begin and when it will be completed. It's important to think realistically about how long your activities will take, allowing enough time for planning, delivery, and any follow-up work.</p> <p>When answering, you should outline key stages where possible, such as preparation, delivery, and completion, to give a clear picture of how your project will progress over time.</p> <p>Please also be aware that, if your application is successful, funding is not released immediately. Payments are typically made around four months after the application closing date. This means your proposed start date should take this into account, as you will need to ensure your project can begin once funding has been received.</p> |
| <p>Total amount of the project</p> | <p>This question asks you to provide the overall cost of delivering your project from start to finish. This includes the funding you are requesting from this grant, any match funding, and the value of volunteer hours or other contributions.</p> <p>When completing this section:</p> |

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| | <ul style="list-style-type: none"> • Include all costs needed to deliver the project, such as staff time, equipment, materials, venue hire, and any other necessary expenses. • Make sure the total matches the sum of your grant request, cash match funding, and volunteer hours. <p>If your project forms part of a larger programme, include the total costs for the entire project.</p> <p>Providing an accurate total helps us understand the scale of your project and ensures the budget is realistic and complete, showing that the project is well planned and financially viable.</p> |
| <p>Amount of funding requested Please enter the amount of funding you are requesting for your project. This amount must not exceed 50% the total project cost you have provided above.</p> | <p>This question asks you to specify how much grant funding you need to deliver your project. The funding requested should represent only part of the overall project cost, as the scheme expects applicants to provide other contributions such as match funding or volunteer time.</p> <p>When completing this section, consider:</p> <p>Ensure the amount you enter does not exceed half of your total project cost. Base your request on what is realistically needed from this grant to deliver the project. Be clear and accurate, as this figure will be used to assess the feasibility and value for money of your project.</p> <p>A well-considered amount demonstrates that you have carefully planned your project budget and are making efficient use of funding to achieve your project goals.</p> |
| <p>Total number of volunteer hours contributing to your match funding</p> | <p>This question asks you to show how volunteer time is contributing to the delivery of your project. Volunteer hours can be counted as part of your match funding, but only up to a maximum of 25% of the total match funding (which forms up to 50% of the total).</p> <p>When completing this section, you should:</p> <p>Include all volunteer hours that are directly involved in delivering the project, such as helping with activities, providing support, or assisting with events. Avoid including general volunteer time that is not connected to the project. Clearly show the total number of hours multiplied by no more than £12.71 per hour (Living Wage 2026) as this will be added to your match funding total.</p> <p>Providing this information demonstrates that your project makes use of community support and resources, and that you have carefully planned both cash and volunteer contributions to deliver the project successfully.</p> <p>Volunteer match funding calculation Example 1</p> <ul style="list-style-type: none"> • Total project cost: £4,000 • Match funding contribution £2000 • Maximum contribution from volunteer hours: 25% of £2,000 = £500 |

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| | <ul style="list-style-type: none"> • So of the £2000 match funding contribution £1500 would be a cash contribution and £500 would be from volunteering. <p>Example calculation of volunteer hours $£500 \div £12.71 = 39.3$ hours - round to 39 hours</p> <p>Volunteer match funding calculation Example 2</p> <ul style="list-style-type: none"> • Total project cost: £20'000 • Match funding: £7'500 • Maximum contribution from volunteer hours: $25\% \times £10'000 = £2'500$ <p>Calculate volunteer hours $£2500 \div £12.71 = 196.69$ hours - round to 197 hours</p> |
| <p>Total amount of match funding</p> | <p>This question asks you to show how much additional funding you are bringing into the project alongside the grant you are requesting. Match funding can include cash from other sources, in-kind contributions, or volunteer time, but here we are asking for the cash element only.</p> <p>When completing this section, consider:</p> <p>The cash contributions from other funders or your own reserves Exclude volunteer hours, which should be recorded separately Ensure that when you add the funding requested, your cash match funding, and the value of volunteer hours, the total equals the overall project cost</p> <p>Providing a clear and accurate figure shows that you have carefully planned your project budget and ensures the application demonstrates financial transparency and feasibility.</p> |
| <p>Status of match funding (please tick or indicate)</p> | <p>This question asks you to explain how far along you are in securing the match funding needed for your project. Match funding refers to any additional money, contributions, or resources that support the project alongside the funding you are requesting.</p> <p>In your response, you should clearly show:</p> <p>If the match funding is already in place (e.g., reserves, confirmed grants) If it is promised but not yet received If you are still applying to other funders or identifying sources</p> <p>Providing this information helps us understand the financial readiness and feasibility of your project. Please note that if your application is successful, all match funding must be confirmed before any grant funding can be released, so it is important to be accurate about the current status.</p> |
| <p>Breakdown of costs</p> | <p>This question asks you to show how your project budget is made up. Providing a detailed breakdown helps us see that your funding will be used effectively and that all costs have been considered.</p> <p>In your response, try to include:</p> <ul style="list-style-type: none"> • Each item or activity that requires funding (e.g., equipment, materials, venue hire, staff time) |

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| | <ul style="list-style-type: none"> • The cost of each item • How these costs relate to delivering your project <p>Be clear and realistic in your figures. Avoid grouping everything together as a single total - showing the detail demonstrates that you have carefully planned your project and understand what is needed to make it a success.</p> |
| <p>Please explain how you will continue or sustain the project after the funding period ends.</p> | <p>This question asks you to show how your project will continue once the 12–24 month funding comes to an end. We want to understand whether the project can carry on, grow, or have a lasting impact beyond the initial funding.</p> <p>In your response, you may wish to consider:</p> <ul style="list-style-type: none"> • Future funding plans (e.g. applying to other funders, generating income, or using reserves) • Ongoing community or volunteer support • Partnerships with other organisations • How the project could become self-sustaining (e.g. small fees, fundraising, or reduced running costs) <p>You do not need to have everything fully confirmed, but it is helpful to show that you have thought about the future of the project. A strong answer will demonstrate that the project has the potential to continue making a difference beyond the funding period.</p> |
| <p>Please indicate whether your group or project is listed on the Your Notts Directory. If not, you will be required to create a listing if your application is successful. Your Notts Directory</p> | <p>This question asks whether your organisation or project is already registered on the Your Notts Directory, which is an online directory used to share information about local services, groups, and activities. You should:</p> <ul style="list-style-type: none"> • Select yes if your group or project already has a listing • Select no if you are not yet listed <p>Please note that having a listing on the Your Notts Directory is a requirement for all funded groups. This helps:</p> <p>Promote your project or activity to the wider community Make it easier for people to find and access your services Support wider awareness of what is available locally</p> <p>If you are not currently listed, you will need to create a listing if your application is successful. This is a simple process and helps ensure your project reaches the people who could benefit from it.</p> |
| <p>Please indicate whether a member of your group is subscribed to receive NCC Community Support Bulletins. If not, you will be asked to join the mailing list.</p> | <p>This question asks whether your organisation is connected to local community updates and opportunities through the NCC Community Support Bulletins. Please select:</p> <p>Yes - if at least one member of your group is already subscribed No - if no one is currently subscribed (you will be asked to join the mailing list)</p> <p>The bulletins provide useful information about funding opportunities, training, events, and support available to community groups.</p> |
| <p>Sustainability Policy Does your organisation currently have a sustainability or environmental policy in place? <i>(This supports the Council Plan commitment to reducing</i></p> | <p>This question asks whether your organisation has a sustainability or environmental policy, which is a document or statement that outlines how your group reduces its environmental impact and promotes sustainable practices.</p> <p>Please select the option that best describes your current position:</p> |

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| <p><i>environmental impact and promoting sustainable communities.)</i></p> | <p>Yes - your organisation already has a sustainability or environmental policy in place No - your organisation does not currently have a policy In development – you are in the process of creating one</p> <p>A sustainability policy may include things like reducing waste, recycling, energy use, travel choices, or how you consider environmental impact when planning activities. This information helps us understand how your organisation is contributing to the Council’s commitment to reducing environmental impact and supporting more sustainable communities. If you do not currently have a policy, this will not automatically disadvantage your application.</p> |
| <p>Would your organisation be interested in accessing a simple sustainability policy template and guidance to help you develop or improve your approach?</p> | <p>This question asks whether your organisation would like support to develop or strengthen your approach to sustainability and environmental responsibility.</p> <p>Please select yes or no based on whether you would find a simple, easy-to-use sustainability policy template and guidance helpful. This support is designed to help organisations who may not yet have a policy in place, or who would like to improve what they already have.</p> <p>A sustainability policy template can help you: Understand simple ways to reduce environmental impact Put in place practical and achievable actions for your organisation Ensure your activities align with good environmental practice and Council priorities</p> <p>There is no expectation to already have detailed knowledge or a formal policy in place. Your answer will simply help us understand whether additional support and resources would be useful to your organisation in the future.</p> |
| <p>Assessment Considerations and Process Checklist</p> | <p>Please note that:</p> <ul style="list-style-type: none"> • The County Council will carry out relevant checks on the information provided. • Applicants will be notified of the outcome of their application as soon as possible after completion of the decision-making process - this could be approximately 12 weeks after the closing date. • The funding is limited, and competition is likely to be strong, therefore the County Council may also take into consideration previous funding awards. Priority will be given to applications that best meet the criteria and organisations that did not receive an award in the previous funding year. • If your application is successful, the County Council may not necessarily award the full amount requested. For example: <ul style="list-style-type: none"> ○ If the project can be delivered at a lower cost than the amount of funding requested ○ If some costs are not eligible for funding (e.g., on-going maintenance costs are not eligible for Capital funding) ○ High competition for funding. ○ Local Communities Funding is discretionary and therefore subject to the availability of finances as determined in the Council’s annual budget review. |

