


## Local Communities Fund Application Form Guidance

### Capital and Small Revenue Forms

- If you wish to apply for funding from the Local Communities Fund it is advisable to first read the Guidance for Applicants document which can be found on [our webpage](#).
- The links to the Capital and Small Revenue application forms can be found on [our webpage](#).
- When completing the application form for the Local Communities Fund, please make sure to answer the questions with as much detail as you are able to provide. Assessors may not be familiar with the organisation or project, so please provide as much information as possible to support your application. Assessments are based on the information provided within this application.
- Before gaining access to the application form, you will be required to complete an Eligibility Check (This is the first page on the application form). If you are not able to pass the Eligibility Check, then you will not be eligible for support from this fund. If you need to speak with us regarding any of these points, please contact [lcf@nottsc.gov.uk](mailto:lcf@nottsc.gov.uk) and a member of our team will be able to assist you.
- Once passed the Eligibility Check, you will be automatically taken to the application form. At the top of the form, you will find all the sections that need to be completed. Please make sure you complete each section before moving on the next section.

 This form allows you to save your progress using the 'Save' button at the bottom of the page.

Step 1 of 6

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Required Documentati...						

## Local Communities Fund: Capital 2025/26

- During this phase of the fund, councillor endorsements will be collected through a dedicated form embedded within the application process. Councillors will be required to complete a brief form for each project they choose to endorse. Please ensure that you have sent the [Councillor Endorsement Form](#) to your councillor and have requested an endorsement for your project. Projects that do not have an endorsement will not be eligible for support from the fund. This must be submitted by the closing date of the application window.
- To ensure a smooth submission process, please have the following documents ready to upload with your application:
  - The organisation's constitution or governing document
  - A quote for the cost of any works for the proposed project (required for capital projects only)
  - The organisation's most recent financial accounts
  - Public liability insurance documentation
  - Any required permissions for your project (e.g. planning permission)

- To upload documents to your application form, please click on the blue 'Uploads' button at the bottom of the form.



- From this page you can 'Browse' your files and select which you would like to upload, or you can 'Drag and drop' your files into the upload field (highlighted in red in the image below). Remember to name your file by using the 'File name' field (highlighted in blue in the image below).

Once you are happy with your file name, click the 'Upload File' button (highlighted in green in the image below)

You will be able to see all your uploaded files at the bottom of the page.

Upload Documents
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**Your files are in safe hands!**  
 All uploads are encrypted and stored using industry-standard safeguards.

Choose a file to upload

File Name (optional)

Your Uploaded Files

Quote 1  
 FB\_IMG\_1654680424375.jpg – 50.9 KB

Quote 2  
 FB\_IMG\_1669313012847.jpg – 59.7 KB

- To save your progress and complete the form at a later date, you can click on the 'Save' button at the bottom of the screen. You will be asked to complete a security question, once this is done you will be given a link. You can save this link either in your documents, your web browser, have it sent to you via email or download it.  
When you want to continue editing your form you can click on the link, and your form will reopen for you.
- If you have any questions or a facing difficulty completing your application form then please contact [LCF@nottscc.gov.uk](mailto:LCF@nottscc.gov.uk) and a member of the team will be able to assist you.