

## CEF Application Form Guidance

This guidance is designed to support you with completing the application for funding from your local CEF area.

### Funding criteria:

Before completing this form, please ensure the project or grant request you are seeking funding for meets the following criteria:

- It must be within the Community Engagement Forum area you are applying to.
- It cannot be for general fundraising or cash donations to a charity.
- It is not retrospective in nature or the project, work or event has started or has already taken place.
- If it is for essential running costs, please be specific and provide a detailed budget breakdown.
- Is not political - direct or implied support for the campaigning for a political party.
- Is not specifically for the furtherance of a religion; however a religious organisation that apply for funding for a non-religious purpose will be considered e.g. a church hall that holds community meetings or is used by non-religious groups could apply for funding for building improvement projects.
- Is not from a public body, where the support is intended to replace statutory funding or staffing.
- Is not an animal charity (with the exception of those that work with animals for the benefit of the disadvantaged).

Please provide as much relevant information as you can, including any breakdown of costs for items requested. This will help us make an assessment and agree the type of support. You can include supporting documents if you feel they will add value to your application. For more information please see the accompanying guidance note.

This is an application only and will be subject to an assessment process – we cannot guarantee support. The Community Engagement Forum Partnership Board will consider every application received.

Please see the decision making flowchart to understand the process your application will go through.

### What type of funding to apply for:

There are two types of funding that can be applied for. There are Small Grants (up to £1000) and Project funding (unlimited) there are slightly different requirements and processes for each type of funding. Please read the funding framework to ensure you are applying for the right type of funding.

## **How to complete this form**

Everybody needs to complete sections 1 and 3 of the application form and then section 2 is either a grant information form or a project brief.

When you're typing your form, use 12 point font size and if you're printing it out, use black ink.

Use the checklist at the end of the form to help you gather any additional information that you need to send with your application and to make sure you've done everything you need to do.

If you're not sure how to answer any questions, the community delivery partner will be happy to help. Please contact us below for further details.

**Email us at [cefadmin@selby.gov.uk](mailto:cefadmin@selby.gov.uk)**

We'll send you an acknowledgement email to confirm that we have received your application.

If you do not have access to a computer, write your form using black ink and send it to:

**CEF Admin  
Selby District Council  
Civic Centre  
Doncaster Road  
Selby District Council  
YO8 9FT**

You only need to send extra information if we specifically ask you to.

Make sure that you complete your application form in full so that it is not rejected due to insufficient information.

## **Application questions**

### **Q1.1 Organisation Name**

Please list the full name of your organisation. If your organisation is also known by different name in your day-to-day work, please put this in brackets. For example: The Baron Neighbourhood Association (known as 'BNA'). Please check this – if the full name is incorrect, it may delay your application.

### **Q1.2 Organisation Address**

Please list the full address of the organisation and provide contact details as requested.

### **Q1.3 Main Contact Details**

Please list the main contact for your organisation.

## **Q1.4 Organisation type**

Your organisation will not be eligible for funding if your organisation is any of the following:

- A parish council that raises its own precept
- A school – (parent–teacher associations (PTAs) are eligible to apply)
- A commercial organisation generating a profit
- Another statutory or public service – (funding will not be granted to another statutory or public service to assist it to carry out its statutory duties. i.e Where the funding is intended to replace statutory funding. However, the CEF may fund a grant/project if the statutory or public service was providing a service outside of its statutory remit)

Give the date when your organisation was created. If you don't know the exact day or month, please give us an approximate date.

## **Q1.5 Reference or registration numbers**

Does your organisation have a charity, company or other reference or registration number? If so, please write it below. If your organisation is unincorporated and not registered as a charity, please tick the box provided.

## **Q1.6 VAT Registration**

Please state if your organisation is VAT registered.

## **Q1.7 Other Funding**

Please list here all other bodies that you have, or plan to apply to for funding for your project, including other CEFs.

## **Q2.1 Application Title**

Please list the title of your grant application. If your application is a project, please complete the project brief.

## **Q2.2 Application Details (500 word limit)**

Please outline the details of your application. Please include as much information as possible for the Partnership Board to consider your application

## **Q2.3 Date for Application**

Please outline if your applications needs to be funded by a specific date.

**Q2.4 Which two objectives in the Community Development Plan will your project meet? (250 word limit)**

Outline how your application will meet at least two objectives of the area's Community Development Plan (CDP). Please refer to the specific CDP and outline how you help achieve the objective.

**Q2.5 Who will benefit from and why is there a need for your application? (500 word limit)**

Please outline how your application will benefit the residents and/or the specific CEF area. Please list as much benefits as possible.

Please also outline why you think there is a need for your application in the respective CEF area. In providing this information, you may wish to list:

- the success of any previous work you've done in other areas
- any consultation you or others doing similar work have carried out with the people who would benefit
- research you or others have completed to show that there are gaps in provision or a need to enhance existing services.

**Q2.6 How much funding do you require**

Please list how much funding you require and a breakdown of the different costs. These could include:

- Capital costs include buying equipment, vehicles, constructing a building, altering a building, buying land or landscaping.
- Revenue costs include things like training, salaries, travel, running costs, venue hire, and volunteer.

Please ensure you can evidence how you have obtained value for money.

Make sure you include:

- funding from other sources that you need to deliver your project
- VAT costs even if you can recover VAT.

**Q3 Declaration**

Please sign the declaration.

**Q3.1 Bank Account**

Please confirm your organisation has a UK based bank account or building society.

**Q3.2 Organisation's Accounts**

Please provide details of your organisation's account.