

Oadby and Wigston Borough Council



**Oadby & Wigston**  
BOROUGH COUNCIL

Project Funding Award Application Form

Project Title:
Contact Name:
Full Postal Address:
Postcode:
Email:
Telephone:

**Is your group a**

**Registered Charity**

Yes / No

If yes, please write the charity no:

**A voluntary organisation**

Yes / No

**A community interest group**

**Other type of group** *(please give details):*

Yes / No

Other(Please explain )

Project Activity

Tell us about what you want to do and how you will involve local people in the project? *Continue on an additional sheet of paper if necessary.*

If you are organising a public event, does your group/organisation have public liability insurance: **Yes / No** *(please give details)*

.....

Please describe how your project contributes and links to at least one of the Council's 5 **Corporate Priorities** and our vision, "A Stronger Borough Together."

**The 5 Corporate Priorities are:**

- An inclusive and Engaged Borough
- Effective Service Provision
- Balanced Economic Development
- Green and Safe Places and
- Wellbeing for All.

**What need is your project or activity addressing and how has this been identified?**

**Planned Outcomes and their benefit to the community**

Who will benefit from your proposal and what do you think the benefits (**outcomes**) will be to people residing in the area?

Approximately how many people will benefit from the project or activity?

How will you measure the success and impact of your project or activity on the local community?

When will your project or activity start and when will it be completed?

**Sustainability**

How will you ensure the local benefits of the project/activity continue in the future?

**How much will your proposal cost? State what you need to carry out your project and if you have to pay for this, what is the estimated cost?**

<b>Breakdown of costs:</b> <i>(e.g. Volunteers expenses, accommodation, materials)</i>	Amount
	£
	£
	£
	£
	£
	£
	£
	£
	£
<b>TOTAL</b>	£

Please identify any **“in kind”** support the project will receive-e.g; donations of funds, property, or professional expertise in order to support the project/activity.

Please give the **total** amount of funds you are requesting from the Council.

£:

*How will you fund the difference (if any)?*

**Declaration:**

I give permission for Oadby & Wigston Council to record my details and the Group/Organisation's details and to publicise successful funding applications. I declare the information provided within this application is correct to the best of my knowledge and will provide evaluation and monitoring information for the project.

Signed

Name (Block capitals)

Position in organisation/group

Date

**Fair Processing Information for Grant Application Forms**

Oadby & Wigston Council will use the information you provide on this form for the administration of funding. Your contact details will be added to a database held by the Council for the processing the funding and monitoring purposes. The Council may also use the information you provide to ensure that all its other information systems are up to date. The award of funding is reported publicly. All information held by the Council is liable to disclosure under the Freedom of Information Act and Data Protection Act unless it is exempt.

If you have any queries concerning the protection of personal privacy or publication of information please contact the Community Engagement Officer at Oadby and Wigston Borough Council or phone (0116) 2572648.

**Carbon Reduction**

## APPENDIX B

Applications are required to address good environmental standards and to actively seek to reduce carbon outputs. It should show awareness of the Council's position on carbon output emissions. (Greening the Borough Policy).

Please return a copy of your application to:

Oadby & Wigston Borough Council, Community Engagement Officer,

Corporate Services, Station Road, Wigston, Leicestershire, LE18 2DR or email it to

[veronika.quintyne@oadby-wigston.gov.uk](mailto:veronika.quintyne@oadby-wigston.gov.uk)

Office Use	✓ / x	Comments
Project Proposal Plan Received By:		
Date:		
Financial Information Provided:		
Appropriate Number of Quotes Provided as applicable:		