



Community Space Improvement Project

Application Form

This application form should be completed by the **main contact** for the project. Before filling in the application form, please make sure that you have read the **guidance notes**.

1. You and Your Group

Name of your group/organisation:	
Name of your project:	

Name of main contact:	
Address:	
Telephone number:	
e-mail address:	
Name of second contact:	
Second contact telephone number:	
Second contact e-mail address:	



2. Your Community Space Project –Project Details

a. Project address including postcode (this should be the address of the community space you want to improve).
b. How big is the space you will improve? (m2)
c. Who owns the land?
d. Does your project require permission from the Landowner? (please tick)
Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>
e. If you answered yes to 2d, has the landowner given permission for your project to go ahead?
Yes <input type="checkbox"/> No <input type="checkbox"/>
f. Does your project require planning Consent(please tick)
Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>
g. Does your project involve work with children, young people under the age of 18 or vulnerable adults?
Yes <input type="checkbox"/> No <input type="checkbox"/>
h. If you answered yes to 2g, please refer to the Guidance Notes (5.) and confirm your group can meet the conditions of this scheme.
Yes <input type="checkbox"/> No <input type="checkbox"/>

3. Your Community Space Project – Impact and Benefit

a. Briefly describe your community space now (you can supply photos if it helps).

b. What will the end result of your project be? What difference will your project make? Tell us how the community space will be improved and what the community benefit will be (see guidance notes 3.1).

c. How many people do you expect to benefit from your project?

	Estimated number	Please tell us how you estimated these numbers
Children (U11)		
Young people (11-17)		
Adults (18+)		
Older people (65+)		
Will your community space benefit any specific groups of people e.g. groups with disabilities,		



groups in particular locations etc? If so, please explain:

4. Your Community Space Project – Local Support

a. Have you consulted with local residents and community groups about your project?
Yes <input type="checkbox"/> No <input type="checkbox"/>
b. If yes, how did you consult them and what did they tell you about why the project is needed and what problem it will help to solve?
c. Is there anything else you would like to tell us about local support or need for the project? If so please use the space below.





5. Your Community Space Project - Planning

Please outline the timescale for your project and, if necessary, any specific dates that particular elements would need to be delivered by

6. Your Community Space Project - Volunteers

How many volunteers will be involved in the delivery of the specific project for which you are submitting this application i.e. the improvement of the community space?

	Target	Evidence of this e.g. sign in sheets, photos
<i>Number of volunteers</i>		
<i>Number of volunteering hours</i>		
<i>Number of volunteering events</i>		



7. The Support You Require

a. What kind of materials do you need to improve your community space?

Materials	Y/N	Estimated amount / details	Estimated date required
Timber			
Hard core (e.g. gravel, shingle)			
Sand			
Cement			
Top soil			
Paving slabs			
Decking			
Ironmongery			
Electrical supplies			
Mulching material (e.g. bark)			
Turf			
Bricks / building blocks			
Fencing			
Other: Including Plants – please list below			



b. If staff could be made available, would you welcome practical volunteering support from Carillion Morgan Sindall (CMS)?

Yes No

c. If you answered yes to 7b, what sort of tasks do you need help with?

Task	Y/N	Task Details	Estimated date required
Joinery / Carpentry			
Landscaping			
Design			
Event Management			
Electrician services			
Plumbing services			
General labouring			
Other (please specify below):			



8. Your Community Space Project – value for money

a. Have you raised any funding for your project so far?

Yes No

b. If you answered yes to 8a, please use this table to tell us where it will come from and whether you have managed to secure it yet.

Source of match funding	What you will spend it on	Amount	Secured (yes/no & date of expected decision)	Date funding needs to be spent by if applicable

c. Please tell us about any in-kind support you will receive towards making your project happen? Refer to guidance notes (3.5) for details of how you should calculate value

In-kind contribution	Value £
Volunteers	
Help from Partner Organisations	
Rooms or equipment made available to you at no charge	
Other (please list below)	

d. If you are successful in securing support from CMS do you need to do any more fundraising to make your project happen?

Yes No



If the answer to Q8b is yes how do you expect to source any shortfall?	
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9. Your Community Space Project – sustainability

a. Have you made plans for how your community space will be maintained & managed once it has been improved?
Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes. Please tell us about your plans using the guidance notes (3.2) to help you

b. Is there any other help you need for your group, or to make your project sustainable?

Help we need	Y/N
Support to establish a formal community group	
Support to develop our community group further	
Support in finding funding	
Support to know how to manage funding	
Support in thinking about consultation	
Support to develop consultation skills	
Support to complete and sustain our project	





Support to plan a community event	
Support in how to publicise	
Support to develop an art installation	
Support in maintaining our site	
Support to manage risk	

<p>If your project is successful, how will you help raise awareness of Carillion Morgan Sindall's support? E.g. advertising boards, signage, flyers, press etc...</p>

10. Checks and Declarations

If your project is accepted on the Carillion Morgan Sindall Community Space Support Programme, we will need to check some things with you electronically:

- that you have the appropriate insurance cover for your project activities
- that you have adequate safeguarding policies and procedures and that the people delivering your project will have been vetted by the Disclosure and Barring Service (DBS) (if working with children or vulnerable adults)
- that you have the relevant written permissions from the landowner in place and planning permission if necessary





Pecuniary Interests:

To the best of your knowledge, is a member or close relative of your group part of Carillion Morgan Sindall? If so, please provide details of the relationship:

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Marketing Check:

How did you hear about the Carillion Morgan Sindall Community Space Support Programme?

- Direct contact from Carillion Morgan Sindall
- Poster/flyer in my community
- A6 Relief Route/Semms web-site
- Twitter / Facebook
- Local authority contact
- Housing association
- Other (please specify)

Declaration:

We have read and understood the terms and criteria of the Carillion Morgan Sindall Community Space Support Programme

We declare that the information provided in our application is true.

If granted support, we will provide proof of all relevant insurance, safeguarding, and permission to undertake the project if required.





We will keep records and evidence of our project's achievements as described in this form. We will submit this evidence along with a monitoring form to the Programme Administrator within 6 weeks of completing the project described.

If our group is dissolved, any capital items will become the property of the landowner.

Main contact:

Signed Print name

Position in group

Date

Second contact:

Signed Print name

Position in group

Date





Please note the closing date for applications is

5pm, Sunday 5th March 2017

Please forward your completed application and any additional supporting information you wish to submit to:

**Helen Sheldon
Carillion Morgan Sindall
Chester Road Offices
Poynton
Stockport
SK12 1DS**

You can also email your application to:
semms.relief.road@stockport.gov.uk

Before submitting your application; please ensure that you have enclosed:

- A completed, signed application form with answers to every question
- Any additional information you wish to supply which helps answer any of the questions

