



**NEW ANGLIA LOCAL ENTERPRISE PARTNERSHIP COMMUNITY CHALLENGE**

**APPLICATION FORM**

**Section A – Organisation details** *Please ensure you have read the guidance carefully before completing this form*

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| **Lead organisation name:** | | |
| **If the organisation’s main office is outside of the LEP area, please provide local contact details within the LEP area (Norfolk or Suffolk):**  **Address:**  **Postcode:** | | |
| **Main contact name:** | | |
| **Main contact position:** | | |
| **Daytime phone:** | | **Mobile:** |
| **Contact email:** | | |
| **Website address (if applicable):** | | |
| **Legal status of the organisation** | **✓** | **Registration number:** |
| Registered Charity |  |  |
| CIC |  |  |
| Limited Company |  |  |
| Other (Please state) | | |
| **Purpose of organisation:** | | |
| **Current activities within the LEP area, and when delivery of these began:** | | |

**Section B – Project details** *Please note projects should be delivered between April 2016 – March 2017*

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| --- | --- | --- | --- |
| **Project name:** | | | |
| **Total cost for delivery of your project:**  *Please attach your project budget to your application* | **£** | | |
| **Amount requested:** | **£** | | |
| Winning proposals will include match funding – either financial or in-kind – of at least **£7,000**. This does not need to be present at the start of the project, but winning proposals will show clearly and convincingly how they will generate this funding or in-kind support over the 12 month project duration, ideally from the private sector. | | | |
| **Match funding (financial or value of in-kind)** | **£** | | |
| **How will this be generated? For in-kind match funding tell us how you have costed this support.** | | | |
| **Are you aiming to:** | | | |
| 1. **Get people work ready?** | **YES** | **NO** |  |
| 1. **Enable people to gain paid employment?** | **YES** | **NO** |  |
| **Project summary** *(250 words max.)***:** | | | |
| **Who are the direct beneficiaries of this project, and how will you engage them?** | | | |
| **Where will your project take place?** | | | |
| **Project start and end dates:** | | | |
| **Please give an overview of your project plan ie. how you will deliver your project:** Brief details are required at this stage – a more detailed delivery plan will be required from shortlisted applicants. | | | |
| **List the planned outcomes and outputs of your project – including the number of people you will support to become work ready and/ or the number you will support to gain employment:**  *Output – What will you do (example: deliver 12 weekly workshops for ….)*  *Outcome – What change has your project brought about (example: x people have gained employment….)* | | | |
| **Partner organisation(s) details :** Tell us briefly about who you will work with to deliver this project, including organisation name, area of operations, general organisation purpose and role within this project. | | | |
| **Tell us how you will measure the short, medium and long term effectiveness of your project:** | | | |

**Section C – How your project meets the judging criteria**

Please explain how your project meets the points below:

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| ***Correlation with Challenge Themes*** – Winning entries will need to show clearly how they match the key themes of increasing Skills and Jobs for people facing multiple challenges in less affluent neighbourhoods. |
| ***Innovation and sharing learning*** – The LEP is looking for new approaches, or ideas combined or implemented in new ways, designed to maximise impact and share learning. All entrants will need to demonstrate a willingness to share their experiences and learning to help establish a body of knowledge that can bring about a sustained change in the culture of giving and understanding between the Voluntary & Social Enterprise sector (VSE) and private sector in particular. |
| ***Need*** – Local need will have to be well defined and evidenced in winning proposals. |
| ***Giving and Engagement with Businesses*** – The LEP will be particularly keen to see engagement between the VSE sector and business; and the creation of opportunities for people and businesses to give time, skills and resources to develop the skills of multiple disadvantaged individuals in less affluent neighbourhoods. Match-funding, including in-kind support, will strengthen a proposal. |
| ***Measurable Impact*** – Winning proposals will need to show significant and measurable improvement in the development of disadvantaged people’s skills and opportunities for employment in less affluent neighbourhoods. |
| ***Collaborative Working*** – The LEP will be keen to see collaborative working between different organisations, with potential for joint applications encouraged where they are clearly appropriate. |
| ***Asset-based approach*** – Winning proposals will need to present an approach to their project that builds on the skills, knowledge, talents and ‘assets’ that people and communities have. |
| ***Potential for scaling up*** – The LEP is looking for proposals that can act as exemplars, and contain ideas that have further potential to grow and be replicated. By demonstrating successful approaches on a pilot basis, VSE organisations and partnerships will be better placed to secure other funding for extending their programme from different sources. |
| ***Sustainability*** – The LEP recognises that in austere financial times ALL projects will need to work very hard to prove the need for their continuance beyond the life of the prize. All winning proposals will need to show how the positive impacts for disadvantaged people can be sustained; it recognises that this will be challenging. |
| ***Organisational capacity and track record*** – Winning proposals will show clearly that they are led by organisations with strong track records and teams that have a wide range of appropriate skills. |

**An electronic copy of this form should be completed and sent by email to your local Community Foundation (contact details below) by 5pm on 4th November 2016 at the latest.**

**You should also include:**

* **Annual accounts for the last 2 financial years**
* **A copy of your governing document**
* **A budget for your proposed project, including all other funding sources**
* **Policies – Equal Opportunities (all applicants), plus safeguarding policies where relevant.**

**If you are not able to submit these documents electronically, please contact your local Community Foundation to make other arrangements.**

**Please note:** By submitting an application, you hereby consent to and acknowledge that Norfolk Community Foundation/ Suffolk Community Foundation may share information about the project and/or your organisation with the LEP and other partners involved in the LEP Community Challenge.

**Further guidance:**

The guidance for the fund can be viewed [here](http://suffolkcf.org.uk/grants/new-anglia-local-enterprise-partnership-community-challenge-fund/).

If you have any questions about the application process, please contact your local Community Foundation.

**Norfolk Community Foundation** – Tel 01603 623958 or email [grants@norfolkfoundation.com](mailto:grants@norfolkfoundation.com)

**Suffolk Community Foundation - Tel** 01473 786917/01473 786912 or email [grants@suffolkcf.org.uk](mailto:grants@suffolkcf.org.uk)