**Sample Application:**

**Name:** John Smith

**Telephone:** This is the best contact number for your organisation

**Email:** johnsmith@johnsmith.com

**Organisation Name:** This should be the official name for the organisation

**Tell us briefly what your organisation does:** Please let us know on a day to day basis what your organisation does e.g. provides activities for young people three nights a week

**Describe any current projects and how they are funded:**

This is so we can see what other projects you are working on at the moment and any other sources of funding you may be accessing. This could include lottery funding, charitable donations etc

**Which theme does your project fit under (please tick as many as applicable):**

This is needed so we can see which category the Officer and Member Board should judge your application against.

* Community Leadership
* Community Cohesion and pride in your community
* Environment and Greening
* Young People

**Tell us about the project including which a full breakdown of how the money will be spent:**

We are looking for an explanation on what will be delivered and how the funds, will be spent on delivering the project. For example:

This project will provide after school activities for young people three nights a week. The activities will include sports, crafts and cooking. These will be run by 1 full time member of staff and three volunteers. The costs are listed below:

£xxx – sports equipment

£xxx – craft equipment

£xxx – cooking ingredients

£xxx – staff costs

£xxx – venue hire

£xxx - publicity

**Who will benefit from this project (show how it will improve communities in Westminster and include which wards you are intending to work across)?:**

We are looking for who will benefit directly from the project e.g. attendees or service users. Please also let us know which areas/wards you think beneficiaries will come from. Each project must include beneficiaries from at least three wards.

**What are your aims and how will you measure success (please try and make your outcomes as specific as possible including targets where applicable)?:**

What will service users learn/achieve from the project. We are looking for some measurable outcomes which could include:

* Numbers of attendees/users of a service
* Percentage increase in participation/satisfaction with a service/area
* Possibly attendees gaining qualifications/certificates

**How will the project be managed and who will be in charge (eg governance and oversight)?:**

Who will be responsible for running the project; who will look after the funds; do you have a Board/Steering Group that oversee your organisation, will they have any responsibility?

**When do you expect the project to start and finish (it must end before March 2020)?:** Projects can run for as short a time as you need i.e. this could be for a one day event. Start dates should be after funding has been awarded; all projects must end by 31 March 2020.