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**GUIDANCE NOTES**

Please read the following guidance when completing your application form. The guidance notes refer to the form by section:

**Section 1** – please complete all contact details and, wherever possible, provide an email address.

**Sections 2-6** – Please tell us about your organisation. If working with a sponsoring organisation, please ensure you have discussed your proposal with them and confirm they are happy to support your bid.

**Section 7** – this is a key question. Please provide as much information about your proposal as you can because it will help us to decide if it is a priority for funding.

**Section 8** – please think about what you will need to do to get the project up and running and provide a realistic time-line for delivering the project.

NB - for example, milestones could be:

* Recruit a trainer
* Purchase materials
* Publicise the project
* Project begins
* Project helps X number of people by Y date
* Project ends.

**Section 9** – let us know why there is a need for the project and what you hope to achieve. The impact/outcome can be quite simple, e.g. new experience for young people (such as a day trip to see a farm or historic buildings).

**Section 10** – CPP will expect you to evidence the number of beneficiaries you support so you will need to collect information on each person you work with.

You may want to prepare a signing-in sheet and capture names and addresses. Please note that to comply with data protection, you should inform all beneficiaries that you will be sharing their details with CPP (the project funder).

**Sections 11-13** – please estimate the number of people you expect to benefit from the project/activity. Also estimate the percentage you think will come from the Clapham park area (see map).

Finally, let us know who you will aim to benefit, e.g. young people/ elderly/anyone.

**Section 14** – please set out your costs and itemise these. Small items, i.e. under £10, can be grouped as sundries.

If you are getting funding from other sources to help meet your costs, please let us know and tell us who the funder is and how much they are putting towards the project costs.

**Section 15** – we would like to know if you plan to purchase any larger items of equipment, i.e. over £100.

**Section 16** – please give us the banking details of your organisation or those of your sponsoring organisation.

**Section 17** – please ensure you complete and sign this section. If sponsored, ensure your sponsoring organisation also signs and completes this section.

Once you have checked and completed your application, please email it to pjoseph@claphampark.org.uk or post it to:

Community Chest

Clapham Park Project

1-4 Brixton Hill Place

London SW2 1HJ.

If you want to discuss your application or get some advice please do not hesitate to contact us on 020 8678 5931 or email at pjoseph@claphampark.org.uk.