

Completing the Application Form

We have prepared the following guidance to help you when completing your application form.

- Please answer all of the questions on the application form as fully as possible.
- If there is not enough space on the form then attach additional sheets putting the number of the question that you are answering **and** your organisation's name at the top of each additional sheet.
- If you are completing the form on a computer, boxes should expand to fit any amount of text.
- Be sure to include all of the supporting information that is required.
- Applications can't be made for costs or activities that have already taken place or started.
- For more information or assistance please contact us or visit our website:

www.cvsfalkirk.org.uk/changefund

SECTION ONE – About your organisation/group	
1	Give the name of your organisation (or the lead organisation if you are proposing a partnership project) as shown in your constitution/governing document. If the organisation/group is known by any other name please include this in brackets.
2	Main contact address for your organisation. It is important that you include the postcode.
3	This contact should be the person who completed the application or knows about this application. We may contact this person for further information about the application.
4	Please give us the names of all your committee/board members.
5	Give the number of people who give their time (volunteer) for your group. Don't include those people who are on your committee/board and who you have named in 4 above.
6	If you have any paid staff, please give the total number here.
7	Tell us when your group first started meeting, running activities or delivering projects.
8	Please supply your Charity number if your organisation is a registered charity.
9	Please supply your company number if your organisation is a limited company.
10	Tell us what the purpose of your group is, what your group does and what its main activities are.
11	Who are the main beneficiaries or recipients of your work/activities? Tell us how they benefit. Include how many people benefit, providing a best estimate if exact figures are not available.
12	Tell us in what geographical area(s) your organisation delivers its activities.
13	This is your opportunity to tell us if you need any additional help with your group or organisation. CVS Falkirk and District and Volunteer Centre Falkirk can help your group with a wide range of support. Please contact us if you want to know more about how we might be able to help you or your organisation.

SECTION TWO – About the project/activity you want us to fund

14	Give the name that you want this particular activity or project to be known by.
15	Tell us as much as you can about this activity/project. Explain what you plan to do and how you plan to do it. Include such things as who will be involved, how you will manage it, when it will start and end, what resources (money, equipment, people etc.) that you will need to make this activity/project happen. It is important to state when you expect the project to start and end.
16	Specify the month and year when the project will begin and when it will finish (month and year).
17	Tell us who is going to be involved in your activity/project and explain how they will be involved. In particular, please tell us about how older people and their families/carers/support workers will be involved. Explain how you will involve them and how you will tackle any barriers they may face in becoming involved.
18	Tell us in what geographical areas this activity/project will take place or will make a difference. Tell us why you chose that area.
19	Tell us what sort of change or difference you want to make through your activity/project, i.e. your outcomes. Tell us why you want to do this activity and how you know there is a need for it. It is important that you are clear about the relevance to the outcomes stated in the Falkirk Change Plan (can be downloaded at www.cvsfalkirk.org.uk/changefund)
20	Tell us, in narrative, how you will know if you have been successful in making the change or difference (your answer to Q19). Tell us when you will know if you have been successful.
21	This is closely linked to Q20 but here we seek succinct performance indicators which will allow people to tell, at a glance, if the project is working towards the stated outcomes. It is important to make reference to the performance indicators stated in the Falkirk Change Plan (also repeated in the Partnership Innovation Fund Guidance Information document). For example: 1. No. of people aged 80+ attending exercise classes, currently: 0, target for year: 20, or 1. To increase the number of people aged 80+ attending exercise classes by 50% over 6 months

SECTION THREE – Funding and support

22	Complete this table with the full list of all the items that you will need for this activity/project. Place a “YES” or a tick against those items that you are looking to pay for from the Partnership Innovation Fund. You do not need to find funding from other sources, depending upon the nature of your request and whether sufficient funds are still available, the Partnership Innovation Fund may be able to contribute towards the full cost of your activity/project. In-kind contributions and/or match funding would be good to see.
23	If you are applying to other funding bodies for some of the costs in 22 above, please give details here. Tell us if you have applied and when you expect to hear if you have been successful. If you are paying for some of the items out of your own resources, then give details here.
24	Tell us if you are making any in-kind contribution to this activity and tell us what this contribution is. For example, it may be time spent on the activity by volunteers.

25	Tell us if you have spoken to anyone about your application. For example, you may have discussed it with some other third sector organisations, independent/private sector companies or public sector partners in your area to find out if they see a need for this activity or to find out if they would help you with the activity. Tell us who you have spoken with and why. Please also attach written endorsements (a print out of an e-mail would be sufficient) to demonstrate support received.
26	We will be organising a series of information sessions, workshops and networking sessions to help organisations to develop their ideas, access support and make the most of the Change Fund. We want to find out if somebody from your organisation has attended any of these sessions.

SECTION FOUR – Banking details

27	Please double check the sort code and account number information you supply in this section.
28	Tell us how many people have to sign each cheque for your group/organisation’s bank account.

SECTION FIVE – Referee

29	This should be someone who has known your group for at least 12 months and can tell us about your group and this application.
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SECTION SIX – Signatures

30	Please get two members of your committee/board of directors to sign this form and complete all of the boxes, including contact telephone numbers.
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SECTION SEVEN – Feedback

31	We wish to make the application process as straightforward as possible. We therefore welcome any suggestions or comments about the application form or guidance information we have produced.
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SECTION EIGHT – Checking your application

We have included this section at the end of the application form to help you to check that you have included everything with the form.

Submitting your application

Please return your completed form and extra material to us at the following address:

CVS Falkirk and District, Unit 6, Callendar Business Park, Callendar Road, FALKIRK, FK1 1XR

You can e-mail your application to us but we must also receive a signed, original copy, including any supporting information, by post or hand to the address above as soon after the e-mailed copy as you can reasonably manage. E-mail it to: change fund@cvsfalkirk.org.uk

Help or support with applying to the Partnership Innovation Fund

Please contact us if you have any queries or would like help to complete the form:

Phone: **01324 692000** E-mail: change fund@cvsfalkirk.org.uk

