

**Brighter Community Fund (BCF)**

**Guidance notes for Application Form**

**\*Please note during COVID-19, priority will be given to projects which support the pandemic.**

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| **Overall Summary** |

Contact details - Ensure all the correct details have been given to avoid a delay in contacting you.

* Organisations & Contact Name: The name of your organisation and the main point of contact
* Full address & postcode: The full registered address of the organisation
* Contact number: The best number to call for the main point of contact
* Email address: The best email to write to for the main point of contact
* Charity No.: If you are representing a Registered Charity, what is your registration number?

Project details

* Name of project: Provide a unique name for the project. If it doesn’t have a name please give a brief descriptive name e.g Garden sessions, estate improvement project
* Amount requested (up to £5,000): Tell us how much you are applying for from Raven Housing Trust.
* Overall project cost: Tell us how much the project costs in total, including funding from other organisations
* Source of funding: Tell us where you have sourced the additional funding and the amount.
* Theme: tell us which of the Raven themes your project will fit into. This can be more than one. If it doesn’t fit within one of these themes you are unlikely to be awarded funding.
* Target group: Give a description of who your project or service will be aimed at.

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| **Project details** |

Give a description on what the project is: Write a description of the project you are bidding for and try to be specific as you can when talking about what you aim to deliver, including figures where possible.

Scope of project: Explain how the project will affect the wider community. Give a description on how it will be managed and monitored.

Target audience: Explain how the project can specifically benefit Raven residents.

Expected outcomes: Describe the short and long tern benefits of the project, for both the participants and the community.

Measure success: Try and think about the measurable objectives to your project, and target figures.

Time plan: Please give the expected timescales for the project.

Quotes: Please include any quotes for the work to be carried out.

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| **Budget** |

Total budget breakdown: Please give an accurate breakdown of all costs involved for the project.

Source of additional funding: Please give details of the additional funding you may have got from elsewhere and the amount.

**Important information**

* Please note uncompleted forms may result in delays in funding decisions.
* Quotes need to come from the proposer but Raven can advise you of what contractors to approach
* Raven can offer advice on what consultation is needed and how you could collect it
* If more evidence is requested please provide it to the Resident Involvement Officer within 28 days
* All completed projects can be inspected by Raven via appointment.
* The funding will be used for the purpose set out in this form only!
* The funding is a one-off contribution and does not constitute an on-going funding commitment from Raven BCF.
* You will appreciate that this funding is paid from Raven’s rental income, which is subject to scrutiny. So please keep records of how the funding was used.
* Where possible the BCF funding will pay any invoices direct (payment will be discussed if proposal successful)

**All forms must be submitted for the attention of Raven’s Customer Engagement at Raven Housing Trust, Raven House, 29 Linkfield Lane, Redhill Surrey, RH1 1SS. Or email shuna.china@ravenht.org.uk or call 01737 272576.**

**Signed: …………………………………. Date:………………………**