

Derwent London plc  
Fitzrovia Community Investment Initiative  
Large-scale project funding

For official use only - application no: .....

**LARGE-SCALE PROJECT FUNDING APPLICATION FORM**

Please ensure that you fill in ALL sections of this form as we cannot assess incomplete applications.

The application will need to be submitted by 5pm on THURSDAY 20th JUNE 2013 to Soundings. This can be emailed to fitzrovia@soundingsoffice.com or posted to:

FITZROVIA TEAM  
SOUNDINGS  
FIRST FLOOR  
148 CURTAIN ROAD  
LONDON EC2A 3AT

We would recommend posting applications via recorded delivery.

**Part A: information about the applicant**

1. Name of group: .....

Address line 1: .....

Address line 2: .....

Address line 3: .....

Postcode: .....

**2. Contact details**

Please provide contact details for two representatives from your group. These individuals may be contacted if we require clarification or more information on the project.

Main contact:

First name: ..... Second name: .....

Tel: ..... Mobile: .....

Email: .....

Secondary contact:

First name: ..... Second name: .....

Tel: ..... Mobile: .....

Email: .....

**Part B: Information about the project**

1. Name of project .....

2. Provide a brief summary of your project describing what you are applying for. (Approximately 80 words)

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3. What are the key objectives of the project? (Approximately 50 words)

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4. What are the main activities involved? (Approximately 50 words)

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5. What outcomes will the project deliver? (Approximately 50 words)

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6. Who will the main beneficiaries of the project be and how will they benefit? (Approximately 30-50 words)

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7. Tell us how you think the project will benefit the local area? (Approximately 30-50 words)

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8. When will the project start and finish? (Approximately 20 words)

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9. Where will the project activities take place? (Approximately 30 words)

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10. If you would like to provide any additional information, please do so here. (If you do not wish to add anything further you can leave this question blank) (Approximately 50 words)

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**Part C: Budget breakdown**

Please provide a breakdown of the project costs, listing ALL the costs you will be using the funding for. To help us assess your application accurately please include as much detail as possible.

1. Project fees

Please attach a table/spreadsheet including the following information:

Person and role/Task/ Day rate/ Days required/Total

2. Project expenses

Please attach a table/spreadsheet including the following information:

Description of item/ Quantity/ Best price per unit /Total

3. Grand total: .....

**Part D: Additional information**

Please enclose the following with your application:

1. Governing document for the group
2. Most recent annual accounts for the group
3. A safeguarding policy where applicable

If you are unable to enclose any of the above documents please explain why here:

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**Part E: Data Protection**

The content of this application will only be used under the strict controls of the Data Protection Act 1998. Information gathered on this form will be shared with the funder, Derwent London, and where necessary with external assessors to help us assess the projects. We will only share your groups' contact details with Derwent London.

Please indicate whether you are happy for us to share the information as described above: Yes  No

**Part F: Declaration**

On behalf of the applicant group I confirm that the information given on this application form is accurate.

Signature: .....

Name: .....

Position in group: .....

Date: .....