

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

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

**SMALL-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 **MONDAY 15th JULY 2013** to Derwent London. This can be emailed to [fitzrovia@derwentlondon.com](mailto:fitzrovia@derwentlondon.com) or posted to:

**SUSANNAH WOODGATE  
DERWENT LONDON PLC  
25 SAVILE ROW  
LONDON  
W1S 2ER**

We would recommend posting applications via recorded delivery.

**Part A: information about the applicant**

1. Name of group/individual: .....

Address line 1: .....

Address line 2: .....

Address line 3: .....

Postcode: .....

2. Contact details

Please provide contact details for the project. If we require clarification or more information on the project, we will contact the person/s identified below:

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 50 words)

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3. The amount you are applying for: .....

4. What are the key objectives of the project? (Approximately 30 words)

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5. What are the main activities involved? (Approximately 30 words)

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6. What outcomes will the project deliver? (Approximately 30 words)

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

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

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9. 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 30 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**

Where applicable, please enclose the following with your application:

1. A governing document for the group (Group applicant)
2. A safeguarding policy where applicable (Group applicant)
3. Proof of residential or business address e.g. utility bill or council tax bill (Individual applicant)
4. A short note on relevant experience - approx. 80 words (Individual applicant)
5. Contact details for a professional referee (Individual applicant)

Name: .....

Profession: ..... Tel: .....

Email: .....

Professional relationship to applicant:

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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**

I confirm that the information given on this application form is accurate.

Signature: .....

Name: .....

Position in group (where applicable): .....

Date: .....