

# LOCAL PRIORITIES PROJECTS

## Contact and Assessment Form - Part A

Before applying for this funding, please email [locality-services@buckscc.gov.uk](mailto:locality-services@buckscc.gov.uk) to check how much funding has already been awarded in this financial year for the Local Area you are contacting us about (see pages 6-7 of the accompanying 'The local priorities for each Local Area' booklet for more information on the areas).

This is the first section of a two-part Contact and Assessment Form. If your initial contact (Part A) is assessed and approved to go forward to the Local Area Forum, you will be invited to complete Part B.

Please note that funding is subject to retrospective payment, on completion of the project, unless staged, or other forms of payment, have been agreed in advance.

### Contact details

Name of group/organisation			
Address of group/organisation			
		Postcode	
Main contact		Position	
Daytime tel		Evening tel	
Email address		Mobile	
If you have any specific communication needs (eg sign language), please tell us what they are			

### Project details

Project title	
Local Area <small>See pages 6-7 of accompanying 'The local priorities for each Local Area booklet'</small>	
Project location	
Parishes served by this project	
Description of the project <small>What projects/activities will take place</small>	
Please list the Local Area priorities met by this project	Priority:
	Priority:
	Priority:
	Priority:
	Priority:
Please outline how this project contributes to these priorities <small>If the Local Area Plan has already identified a preferred solution, please address this in your response</small>	

<p><b>Why is this project being proposed?</b> Does it meet an unfilled community need? How has this need been identified? What difference do you hope this will make?</p>	
<p><b>Does this project link with others in the area?</b> Please outline the links with other projects and how the relevant stakeholders are working together</p>	
<p><b>How will you know that the project has been successful?</b> How will you evaluate the outcome of the project?</p>	
<p><b>What measures are being put in place to ensure the long-term sustainability of the project?</b></p>	
<p><b>How long will the project run?</b></p>	

## Project costs and contributions

What is the cost of your project? Please give a breakdown on costs.

Item or activity	Total cost £	Funding requested from the Local Area Forum
<b>Total:</b>		
<p>If the total cost of the project is higher than the funding request, please tell us where the rest of the funding will come from Including match-funding and other financial contributions from partners</p>		
<p>Is evidence of match-funding supplied?</p>	<p>No evidence</p>	<input type="checkbox"/> Evidence of complete funding with financial and in-kind contributions
	<p>Evidence of some confirmed funding, but package incomplete</p>	<input type="checkbox"/> Provision of business plan addressing funding issues
<p><b>What contribution is being made by other partners and what contribution are you making?</b> This can include financial resources, in-kind support, fundraising, volunteer time, etc.</p>		

What are the risks to the funding not being spent in the timeframe?

Please note that the Local Priorities budget must be allocated and spent in this financial year ending March 2012

## About your organisation

What year was your organisation formed?

When does your financial year end?

## Signatures

### Signature of main contact

I confirm that, to the best of my knowledge and belief, all the information in this contact form is true and correct. I understand that you may ask for additional information at any stage of the application process.

This must be the signature of the person named at the beginning of this form and not the same person who signs as second contact below.

Signed

Date:

### Signature of senior contact

One of your organisation's bank account signatories

Signed

Date:

Second signatory name

Position/job title

Contact address

Email address/telephone number

### Please post this application to:

Heather-Joy Garrett, Locality Services  
G14, County Hall, AylesburyBucks HP20 1UZ  
Email: [locality-services@buckscc.gov.uk](mailto:locality-services@buckscc.gov.uk)

### Please note:

Please ensure that prior to mailing the application you check the remainder of funding available in this financial year for the relevant Local Area. Please note that funding is paid on completion of schemes.