Application Form

Please read the Guidance form before completing your application.

All general enquiries to [AccessFund@lancashire.gov.uk](mailto:AccessFund@lancashire.gov.uk)

PLEASE DO NOT CHANGE THE QUESTIONS ON THIS FORM

1. Fund applying for: **Let's Connect Communities (CEL/CRL)**

2. How did you hear about this funding?

|  |
| --- |
|  |

3. Name of your organisation and name of the main contact

**4. Contact details of organisation**

Address:

Postcode:

Email:

Telephone:

Website/Social media pages:

**5. Please describe the main activities of your organisation, who you help and approx. how many people per annum? (200 words max)**

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|  |

**6. What type of organisation are you? e.g., charity, club, CIC, group, church. Include your charity number if applicable.**

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**7. Which area of East Lancashire do you operate in?**

Where is your nearest train station and how far away are you?

£

**8. How much are you requesting? (max £2,000)**

**9. Tell us what you would like the money for, providing specific detail about why you need the funding (500 words max)**

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**10. Have you got any other funding to put towards the project? If so, who is it from and how much is it?**

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|  |

**11. Please provide a breakdown of costs**

|  |  |  |
| --- | --- | --- |
|  | Item/facility/resource/other (cost elements of your project or project cost breakdown) | Cost |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |

|  |
| --- |
| Additional Comments |

**12. Contact details**

|  |  |  |  |
| --- | --- | --- | --- |
| Main contact person | | Second contact person | |
| Title:  (please circle) | Miss/Ms/Mrs/Mr | Title:  (please circle) | Miss/Ms/Mrs/Mr |
| Name: |  | Name: |  |
| Position: |  | Position: |  |
| Telephone: |  | Telephone: |  |
| Mobile phone: |  | Mobile phone: |  |
| E-mail: |  | E-mail: |  |

**13. Declaration**

Please read this section carefully. We are unable to accept an application if this section has not been completed. It will give details of how we will use the information you have provided in this form, and how we will store it.

1. By signing you agree that you are making an application for funding and that the information that you have provided is correct to the best of your knowledge.
2. You accept that if any information changes prior to an award being made you will need to notify CEL at the earliest opportunity by emailing [AccessFund@lancashire.gov.uk](mailto:AccessFund@lancashire.gov.uk)
3. You understand that any funding awarded will only be made payable to the organisation which will benefit from the funding, unless there are exceptional circumstances
4. You understand that the funders will record the information contained on this application form so that we can make an informed decision of whether we can offer you support.
5. You understand that if you are successful in receiving funding, CEL will retain the information on this application form for 3 years. If you are not successful, the information will be retained for 1 year.
6. You understand that if more information is needed, CEL will contact you using the details you provided on the application and you consent to this contact.
7. You understand to ensure that the funding is used only for the purposes stated in the application and to return any surplus funding which is not used for the project applied for.
8. You understand that CEL and CRL may use information and images from the application form and follow up impact report for publicity purposes.
9. You understand that the decision of the outcome of your application is final.

**14. Authorised signature of applicant**

**Applicant**

|  |  |
| --- | --- |
| Signature  (electronic is acceptable) |  |
| Name  *please print or type* |  |
| Role in organisation |  |
| Date |  |

**15. Please provide the details of your bank account where, if successful, the funding should be paid: -**

Name of Bank

Account Name:

Sort Code:

Account number:

**16. Checklist:**

Please include the following (where applicable):

* Fully completed application form signed by 2 people
* You have fully read and understood the guidance

Please tick this box to confirm you have read, understood and agree to the guidance document

#### 17. What next?

To avoid any delay, please email your application to [AccessFund@lancashire.gov.uk](mailto:AccessFund@lancashire.gov.uk) with '***CEL/CRL funding application'*** in the subject line by 31st of January 2022 (late applications will not be considered).

We will acknowledge receipt within two working days and the outcome in June 2022.

For more information on Connecting East Lancashire go to [Connecting East Lancashire](http://www.bwdconnect.org.uk/) and for more information on Community Rail Lancashire go to [Community Rail Lancashire](http://www.communityraillancashire.co.uk/)