



# Essex Local Delivery Pilot

Micro Grant Form

**For investment up to £2,500**



Please ensure you have read the guidance notes before completing this application. If you would like any support with your application, please get in touch with one of the team.

## 1. Delivery Lead information

<b>Full name of organisation</b>	
<b>Address, including postcode</b>	
<b>Full name of Contact Person</b>	
<b>Contact Person Address, including postcode: (if different from above)</b>	
<b>Contact Phone Number</b>	
<b>Email Address</b>	
<b>Social media handles: (website, Facebook, Twitter, Instagram)</b>	

## 2. Your Organisation/Group history and status

<b>Date established</b>	
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## 3. Please tick status of organisation

<b>Voluntary or Community group (constituted)</b>	<input type="checkbox"/>	<b>Faith Centre</b>	<input type="checkbox"/>
<b>Social Enterprise</b>	<input type="checkbox"/>	<b>Statutory Body (NHS, Local Authority)</b>	<input type="checkbox"/>
<b>Business/sole trader</b>	<input type="checkbox"/>	<b>Registered Charity (please provide Charity number)</b>	<input type="checkbox"/>
<b>Community Interest Company</b>	<input type="checkbox"/>	<b>School, College, Preschool, Playgroup</b>	<input type="checkbox"/>

If the delivery organisation/individual does not fall in to any of the above, then please provide full name and contact details for the Constituted Group you are linked with including their legal status:

### 4. What are you planning to do?

This is where you tell us about your idea and what it aims to achieve.

Name of idea:

Which of our target audiences will your idea work with? please tick all appropriate

Older people	<input type="checkbox"/>	Mental health	<input type="checkbox"/>	Families with dependent children	<input type="checkbox"/>
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Planned start and end dates (please remember you will not receive money for at least 30 days if you are successful):

**In a few sentences please tell us what your idea is?**

**Will you be working with residents in Basildon, Colchester or Tendring?**

**How has your community been involved in developing your idea?**

**Please provide the location address for your idea:**

**What (apart from money) will help make it happen, and do you have this already?** *E.g. volunteers, donated professional time, free use of space, donated equipment or materials, matched funding.*

**How will this make a difference to your local community?** *E.g. people might develop skills, volunteer, more physically active, less lonely/isolated, feel healthier or meet up together.*

**Are there any other groups or people helping to make the idea happen?** *If yes, please provide brief details.*

## 5. Budget and Financial Information (please continue on separate sheet if required)

Idea <i>(e.g. venue hire, equipment, materials, sessional staff, volunteer expenses)</i>	Cost breakdown <i>(e.g. @ £15 x 2 hrs x 5 sessions = £150)</i>	Amount required from Essex Local Delivery Fund

<p><b>Please tell us what will happen to the idea when funding finishes, i.e. participants will be charged, further funding will be required, activity will stop, linked to other activities.</b></p>	
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## 6. Supporting documentation

<p><i>Please tick the box if your organisation/group has these documents. You maybe be required to show the documents.</i></p>	
<p><b>Governing Document <i>(if relevant)</i></b></p>	
<p><b>Safeguarding policy <i>(if relevant)</i></b></p>	
<p><b>Equal opportunities policy <i>(if relevant)</i></b></p>	
<p><b>If explanation is required, please specify here:</b></p>	

## 7. Declaration and Signatures

(this section must be completed for all proposals)

Full name	
Position in Organisation/Group	
Date	
Signature	

Essex Local Delivery Pilot (ELDP) will only use the information contained in this development plan to monitor progress of activities over the funding and necessary reporting period. The information will be kept for three years following the end of the funding scheme, after which it will be destroyed/deleted (as appropriate). The data will not be shared wider than ELDP Network. If any information in this document changes please inform ELDP Team as soon as possible to ensure all data is accurate and up to date. The information will be kept securely in accordance with GDPR.

Please tick to confirm that you consent to this information being held by ELDP for these purposes.

If your activity is successful in receiving funding, the Essex Local Delivery Pilot will expect you to share with us real life stories, learnings and challenges. This can be in the form of photographs, video, press coverage, social media or a visit. You will also be required to collect some participant data.

Please tick to confirm that you consent to sharing data with the ELDP team.

### Further information

If you are successful, we will make payment via bank transfer. Please note this process can take 30 working days. You will be required to sign a simple agreement with us prior to funding being sent which includes giving your bank details. The agreement can be found within the pack.

**What are the best ways for ELDP to communicate with you?**

LinkedIn Group	<input type="checkbox"/>	Facebook Group	<input type="checkbox"/>
SMS messaging	<input type="checkbox"/>	Monthly podcast	<input type="checkbox"/>
Monthly email newsletter	<input type="checkbox"/>	Quarterly physical magazine	<input type="checkbox"/>
Other (please specify)			

LDP / Active Essex Contact name	
Date	
Signature	



## Contact us

### Basildon

- **Main contact: Gurnam Kasbia**  
E: gurnam.kasbia4@activeessex.org

### Other contacts

- **Grant Taylor**  
E: grant.taylor@basildon.gov.uk
- **Rhiannon Vigor**  
E: rhiannon.vigor@basildon.gov.uk
- **Jason Fergus**  
E: Jason.fergus@activeessex.org

### Tendring

- **Main contact: Cheryl Lomas**  
E: cheryl.lomas@activeessex.org

### Other contacts

- **John Fox**  
E: jfox@tendringdc.gov.uk
- **Jeanette Thomasson**  
E: jthomasson@tendringdc.gov.uk
- **Kerry McDonald**  
E: kerry.mcdonald@activeessex.org

### Colchester

- **Main contact: Sarah Stokes**  
E: sarah.stokes@activeessex.org

### Other contacts

- **Emma Regan**  
E: emma.regan@colchester.gov.uk
- **Rob Hayne**  
E: rob.hayne@activeessex.org

### County, Regional and National Enquiries

- **Neil Coggins and Kelly Harman**  
E: neil.coggins@essex.gov.uk  
E: kelly.harman@activeessex.org  
E: ELDP@activeessex.org

### Website and Social Media

[www.activeessex.org/essex-local-delivery-pilot](http://www.activeessex.org/essex-local-delivery-pilot)

Follow our story and engage with #EssexLDP on Active Essex social media

