**Essex Local Delivery Pilot Micro Grant**

Please ensure you have read and refer to 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**

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| **Full name of Organisation:** |  |
| **Address, including postcode:** |  |
| **Full name of Contact Person:** |  |
| **Contact Person Address, including postcode: (if different from above)** |  |
| **Contact Phone Number:** |  |
| **Email Address:** |  |
| **Social media handles: (website, Facebook, Twitter, Instagram)** |  |

1. **Your Organisation/Group history and status**

|  |  |
| --- | --- |
| **Date established:** |  |

1. **Please tick status of organisation:**

|  |  |  |  |
| --- | --- | --- | --- |
| Voluntary or Community group *(constituted)* |  | Social Enterprise |  |
| Business/sole trader |  | Community Interest Company |  |
| Faith Centre |  | Statutory Body *(NHS, Local Authority)* |  |
| Registered Charity *(please provide Charity number)* |  | School, College, Preschool, Playgroup |  |

**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:**

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1. **About your Idea**

This is where you tell us about your idea and what you plan to do.

**Idea name:**

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**Planned start and end dates** *(please remember you will not receive the money for at least 30 days if you are successful)***:**

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

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**Which of our target audiences will your idea work with?** *Please tick all relevant.*

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| --- | --- |
| Older People |  |
| Families with dependent children |  |
| Mental health |  |

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

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

**Please provide the location address/es of your idea:**

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**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, match funding*

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**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.*

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

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1. **Budget and Financial Information** (*please continue on separate sheet if required)*

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| --- | --- | --- |
| Item or Activity  (e.g. venue hire, equipment, materials, sessional staff, volunteer expenses) | Cost breakdown  (e.g. @ £15 x 2 hrs x 5 sessions = £150) | Amount required from Essex Local Delivery Fund |
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| **Total cost applying for** |  |

**Please tell us what will happen to the activities when funding finishes, *i.e. participants will be*** *charged, further funding will be required, activity will stop, linked to other activities.*

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1. **Supporting documentation**

Please tick the box if your organisation/group has these documents. You maybe be required to show the documents.

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| --- | --- |
| Governing Document (*if relevant)* |  |
| Safeguarding policy (*if relevant)* |  |
| Equal opportunities policy (*if relevant*) |  |
| *If explanation is required, please specify here:* | | |

**Declaration and Signatures (*this section must be completed for all proposals)***

|  |  |
| --- | --- |
| **Full name** |  |
| **Position in Organisation/Group** |  |
| **Date** |  |
| **Signature** |  |
| **Did anyone from ELDP or Active Essex help produce this application? If yes, please provide their full name.** |  |

*Essex Local Delivery Pilot (ELDP) will only use the information contained in this development plan to monitor progress of the activity/event/project 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.*

**Further information**

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; further details can be found within the guidance notes.

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| Please tick this box to confirm you are happy to provide |  |

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 Essex Local Delivery Pilot to communicate with you?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Linkedin Group |  | SMS messaging |  | Face to face events |  |
| Facebook Group |  | Monthly podcast |  | Monthly email newsletter |  |
| Quarterly physical magazine |  | Other |  |  | |

**Contact us**

**Basildon**

* Main contact: Gurnam Kasbia, Email: Gurnam.Kasbia4@ActiveEssex.org
* Other contacts:

Grant Taylor, Email: Grant.Taylor@basildon.gov.uk

Rhiannon Vigor, Email: Rhiannon.vigor@basildon.gov.uk

Jason Fergus, Email: Jason.fergus@activeessex.org

**Colchester**

* Main contact: Sarah Stokes, Email: Sarah.stokes@ActiveEssex.org
* Other contacts:

Emma Regan, Email: Emma.regan@colchester.gov.uk

Rob Hayne, Email: Rob.hayne@activeessex.org

**Tendring**

* Main contact: Cheryl Lomas, Email: Cheryl.lomas@ActiveEssex.org
* Other contacts:

Jeanette Thomasson, Email: jthomasson@tendringdc.gov.uk

John Fox, Email: Jfox@tendringdc.gov.uk

Kerry McDonald, Email: Kerry.mcdonald@activeessex.org

**County, Regional and National enquires**

* Main contacts: Neil Coggins, Email: Neil.coggins@essex.gov.uk and

Kelly Harman, Email: Kelly.harman@activeessex.org

ELDP@activeessex.org

**Website and Social Media**

www.activeessex.org/essex-local-delivery-pilot

Follow our story and engage with #EssexLDP on Active Essex Social Media