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Please ensure you have read and refer to the guidance notes before completing this application and complete the checklist below.

If you would like any support with your application, please get in touch with a member of the team.

**Checklist**

|  |  |
| --- | --- |
| **Is my idea:** | **Yes** |
| An idea that will get people who are usually inactive (30 minutes or less per week) moving more.  |  |
| Will attract people from our deprived communities. |  |
| Community led and driven, something local people have asked for or an idea they have suggested.  |  |
| Sustainable once funding has ended.  |  |
| Linking my organisation with other community organisations or groups, or with other initiatives.  |  |

1. **Delivery Lead information**

|  |  |
| --- | --- |
| **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) |  |
| **Full Name of Secondary Contact:** |  |
| **Secondary Contact Email Address:** |  |
| **Secondary Contact Phone Number:** |  |

1. **Your Organisation/Group History and Status**

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

1. **Please tick the status of your 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 into any of the above, then please provide the 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** - Please tell us about your idea and what you plan to do

**Idea name:**

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| --- |
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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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|  |

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

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

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

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**What (apart from money) will help make your idea 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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**What difference will this make to your local community?** *E.g. people might develop skills, volunteer, become more physically active, less lonely/isolated, feel healthier or meet up together.*

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**How and why do you think this will make a difference to your local community?**

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**Are there any other groups, people or match funding 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 how things are going, real life stories, learnings and challenges. This may be in the form of surveys, photographs, video, press coverage, social media or a visit. You will also be expected to collect 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  |[ ]   |

**Where did you hear about the LDP Micro Grant?**

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| --- |
|  |

**Contact us:**

**Basildon**

* Main contact: Nina Head (nina.head@activeessex.org)
* Other contacts:

Millie Downes (millie.downes@basildon.gov.uk)

Juliette Raison (juliette.raison@activeessex.org)

**Colchester**

* Main contact: Sarah Stokes (sarah.stokes@activeessex.org)
* Other contacts:

Cathy Doyle (Catherine.doyle@colchester.gov.uk)

Hayley Chapman (Hayley.chapman@activeessex.org)

**Tendring**

* Main contact: Cheryl Lomas (cheryl.lomas@activeessex.org)
* Other contacts:

Kerry McDonald (kerry.mcdonald@essex.gov.uk)

Hayley Chapman (Hayley.chapman@activeessex.org)

**County, Regional and National enquires**

* Main contacts: Neil Coggins (neil.coggins@essex.gov.uk)
* Kelly Harman (kelly.harman@activeessex.org)
* ELDP@activeessex.org

**Website and Social Media**

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

Follow our story and engage with #EssexLDP & #LDPFriday on Active Essex’s Social Media

***For Office Use Only***

**Local panel member comments**

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**Sport England comments**

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**Approval from Sport England**

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