

## Worcester City Council – Community Grants

List of questions an applicant will be asked to complete:

#	Question	Help Box ('I' Box)
1.	Name of your organisation	-
2.	Contact email	-
3.	Post Code	-
4.	First line of address	-
5.	Second line of address	-
6.	Town/City	-
7.	County	-
8.	Are you applying on behalf of a voluntary group, community group or charitable organisation?	-
9.	Do you have a UK registered bank account with two signatories in the name of the organisation?	-
10.	Is your organisation's annual income below £2,000,000?	-
11.	Does your organisation produce annual accounts?	-

#	Question	Help Box ('I' Box)
1.	Project name	-
2.	Project start date	-
3.	Project Summary	<i>Please describe your project using no more than 150 words.</i>
4.	Why is this project needed?	<i>How have you identified this need?</i>
5.	How many beneficiaries will there be from your project?	<i>You will need to be able to say who will benefit from the project and explain how this will be achieved. Your project must have clear and positive outcomes for people.</i>

6.	Have you consulted with local people and partner organisations?	<i>You will be required to consult with current partners and potential users to ensure that the project is required. Please provide evidence that this has taken place.</i>
7.	How does the project fit with the aims of the Worcester City Plan and the needs of the local community?	-
8.	What are the outcomes of the project and how will these be achieved?	-
9.	Does your project deliver outcomes towards any wider local plans or services?	-
10.	How will you measure the outcomes of your project and how will you know if the project has been successful?	<i>Please explain how you will record and assess the progress, achievements and impacts of the project.</i>
11.	How many people will be involved with the delivery of the project?	<i>Please explain who will be undertaking each role within the delivery of the project. What are the possibilities for the participation of local people and volunteers in the delivery of this project?</i>
12.	How does your project offer value for money?	
13.	Does your project have an exit plan, or do you intend to maintain the project long term?	<i>You should either (a) have a realistic plan for how activities will continue after the grant ends, or (b) explain why you think the project/activity will no longer be needed.</i>