

Where will your project take place?	
How many people will benefit from your project?	
Who will benefit from your project? Please detail your target audience	
Explain how you know that people in your community want this project. Is there is a need for this project? Please provide evidence of any data collected.	
What is the estimated start and finish date of the project?	
Who will be involved in the delivery of your project?	
Number of employees / volunteers required for project delivery	
List the main goals of your project and expected outcomes	
How will success be measured? e.g. quantitative / qualitative, frequency of evaluation	

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Health and Safety

Does your project involve working with children, young people or vulnerable adults?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please submit all relevant safeguarding policies with your application</i>	

Does your project require permission from a third party?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, has this been obtained?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please submit all relevant safeguarding policies with your application</i>	

Has a risk assessment been carried out for the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please submit a copy of this with your application</i>	

Does your project require insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please submit evidence that this has been obtained with your application</i>	

Budget and Funding

Total amount requested for this project	
Do you have match funding in place or have you applied for match funding?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'Yes' please provide details	
Please detail current / previous funders	

Expenditure breakdown

Expenditure	Cost

Are there any plans for funding from another organisation or the local council over the next two years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'Yes' please provide details	
If this application is for a fixed asset or repeat project please detail how are you intending to sustain this in the future	

Supporting Documents

Please ensure you have uploaded the following supporting documents if applicable

Safeguarding policies	<input type="checkbox"/>
Insurance documents	<input type="checkbox"/>
Risk assessments	<input type="checkbox"/>
Third party permissions	<input type="checkbox"/>
Quotes / Invoices	<input type="checkbox"/>
Testimonials / market research for project	<input type="checkbox"/>

Funding Agreement

By submitting this application, the applicant agrees to use any awarded funds exclusively for the purposes outlined in this application. The organisation / applicant commits to adhering to all applicable laws, regulations and terms set by the funding body. Upon completion of any project undertaken with the awarded funds, the organisation / individual agrees to participate in a comprehensive evaluation to assess the project's expenditure, outcomes and social impact.

Signed	
Date	

PLEASE SUBMIT YOUR APPLICATION FORM AND SUPPORTING DOCUMENTS TO –
COMMUNITY.ENGAGEMENT@RHP.ORG.UK