

# **LIVEABILITY FUND**

## **GUIDANCE NOTES**

These notes are designed to guide you through the process of North Dorset's Liveability Fund proposal form. If you have difficulty in completing the form please contact the person named overleaf to discuss any problems.

### **HOW YOUR PROPOSAL WILL BE ASSESSED**

#### **All projects must :**

- Fit the Council's corporate priorities
- Fit the Liveability Fund guidelines
- Support the development of projects in the Shaftesbury and Blandford areas OR deliver a district wide project.
- Be completed by December 2007.

#### **In addition you will need to :**

- Provide evidence of need
- Provide evidence of community support
- Demonstrate value for money
- Provide measurable benefits
- Indicate how Council services will be improved

#### **The following will be considered:**

- Sustainability
- Equal opportunities
- Quality of management, monitoring and evaluation
- Realism of cost calculations and project timetable

#### **Please note :**

**All decisions made on the outcome of your proposal will be final and binding.**

**There is no right of appeal.**

**PLEASE ENSURE YOU READ THE GUIDANCE NOTES BEFORE COMPLETING THE FORM.**

**ALL PROJECT PROPOSERS MUST READ AND WILL BE ASKED TO ACCEPT THE  
CONDITIONS OUTLINED IN AN OFFER LETTER IF A GRANT OFFER IS MADE**

### **PROJECT SUMMARY**

1. Enter the total amount applied for from the Liveability Fund. Where there is other funding involved in the project, you are expected to provide a budget breakdown or a spreadsheet highlighting all other funding amounts for the project.
2. Enter the name of the project.
3. Please provide the details of the person we should contact about the proposal and any communication needs they will require.
4. Please ensure you give the full details of the project location including the postcode.
5. Please complete the project description with a maximum of 100 words which summarises your project, who it will benefit and why the project is needed. Please include the key objectives for the project.
6. If the project is approved, please give the anticipated start date and completion date.

### **PROJECT APPRAISAL**

1. The Council's corporate plan is available on its website at [www.north-dorset.gov.uk](http://www.north-dorset.gov.uk). Please refer to these and consider which priorities your project would support.
2. Please consider the issues the Liveability Fund is trying to address. Tell us how your project helps us work towards those issues. If you would like any copies of any of the other strategies referred to in the Liveability Fund strategy document, please contact one of the Liveability Fund staff.
3. Please outline what consultation has been undertaken on your project and if you have discussed your project with the relevant community partnerships/forums in your area. If you would like to discuss it with them, please refer to the enclosed list for contact details. We are trying to encourage communication between groups and the community partnerships/forums to ensure they have awareness of proposals in their area and to encourage a comprehensive approach.
4. Where possible, please indicate how many people will benefit from your project. Eg. Number of people likely to use a facility, or the population of the area who would potentially use your project.

5. You will be expected to put appropriate monitoring and evaluation arrangements in place in order to provide effective management of your project.

Ultimately you will be asked to provide a report on your project including information on publicity, participants, evaluation and a final budget breakdown. Advice on monitoring and evaluation can be provided if required. Evidence of expenditure will be required.

6. The Council is committed to providing opportunities for all. Please ensure you give full details of how you will meet this criteria.
8. Please enter the total amount of funding required.
9. In order to get best value for money, we would like to know what % of funding Liveability Fund will be, as part of the total project cost. If the project requires additional funding, or if you have secured or aim to secure other capital funding, please indicate the amounts of funding you have applied for, and the potential funder.

Please indicate the status of any application for other funds, and the anticipated dates when this funding may be approved.

10. If your project requires revenue support, please indicate from where this money will be drawn and whether or not this funding is currently in place or being sought including the length of time it will be available. The Council is interested in the exit strategy and the sustainability of your project. A list of sustainability criteria is enclosed. Please indicate how your project will be sustained beyond the life of the Liveability Fund, including any income likely to be generated by the project.

**PLEASE READ THE CONDITIONS OVERLEAF BEFORE SIGNING YOUR PROPOSAL FORM**

## **LIVEABILITY FUND GRANT CONDITIONS**

All grants will be made subject to the following conditions : -

- Grants are available from January 2007 and the project must be substantially completed before December 2007.
- The grant must be acknowledged in relevant publicity, including reference to North Dorset District Council's Liveability Fund.
- The organisation receiving the funding must provide evidence that the grant has been used for the purpose intended.
- The organisation receiving funding should keep a photographic record of the project for purposes of evidence and publicity.
- The Council reserves the right to recover the grant if the organisation ceases to operate, or if the grant is not used for the purposes specified in the application.
- Organisations are required to comply with the Council's Equalities Policies in undertaking the project for which the grant has been given. Details of the policies are available.
- Recipients are required to arrange adequate insurance to cover the range of services provided if their application is successful.
- Grants are made subject to all information supplied being correct.
- Payments for projects up to £2500 will be made on receipt of an invoice from the project proposer. Larger projects will be paid in staged payments which will be agreed with the project proposer after the formal appraisal of the project. Successful applicants must agree to these and any other specific conditions set out in the offer letter.
- Please submit **4** copies of your full proposal form.

Signed .....

Date .....

### **PLEASE RETURN THE FORM TO : -**

JAN TEMPLETON  
RURAL REGENERATION CAPITAL PROGRAMME MANAGER  
LIVEABILITY FUND  
STURMINSTER HOUSE  
MARKET PLACE  
STURMINSTER NEWTON  
DORSET  
DT10 1AS

**IF YOU HAVE ANY QUERIES PLEASE CALL JAN TEMPLETON ON 07748 525052.**