

## Play and Recreation Fund Application Form *(Version 26/11/10)*

### Guidance notes for the application form

This application form is an important document, as the information within it will be used to assess whether your project is eligible to bid for funding from the Play and Recreation Fund, whether it meets the necessary criteria and will be used to help determine any bid awards.

The aim of the Play and Recreation Fund is to protect and improve the quality of public open space, sport and recreation provision which has recreational value. With the understanding that investment in sports and leisure can be effective in tackling health inequalities amongst the population of Chorley, as well as getting people involved in their communities.

The Play and Recreation Fund can apply to of the following types of provision:

Type of Provision	Primary Purpose
Parks and gardens	Accessible, high quality opportunities for informal recreation and community events.
Provision for children and young people	Areas designed primarily for play and social interaction involving children and young people, such as equipped play areas, ball courts, skateboard areas and teenage shelters.
Allotments, community gardens and urban farms	Opportunities for those people who wish to do so to grow their own produce as part of the long term promotion of sustainability, health and social inclusion.
Natural and semi-natural greenspaces, including urban woodland	Wildlife conservation, biodiversity and environmental education and awareness.
Amenity greenspace	Opportunities for informal activities close to home or work or enhancement of the appearance of residential or other areas.
Green corridors	Walking, cycling or horse riding, whether for leisure purposes or travel, and opportunities for wildlife migration.
Outdoor sports facilities (pitch and non pitch)	Participation in outdoor sports, such as pitch sports, bowls and athletics.
Indoor sports facilities (built facilities)	Participation in indoor sports, such as badminton, swimming and gymnastics.

Please complete the application form using a black ballpoint pen or type, and ensure that you answer every question. **This application form is available electronically upon request.**

It is important that you keep a copy of the form for yourself, as you will need to refer to it when reporting on the progress of your project and filling in the application form.

When initially assessing the application form, the Play and Recreation Fund will consider the following:

- Does the project meet the associated Section 106 Agreement criteria?
- Have you given the figures for bid funding?
- How does the project benefit the population of Chorley?
- How does this project contribute to meeting the objectives and priorities the **Sustainable Community Strategy for Chorley 2007-2025**, in particular the key targets
  - Developing the character and feel of Chorley as a good place to live, work and play
  - Building Stronger Communities with improved access to and satisfaction with public services

If you have any queries please do not hesitate to contact us before completing the application form.

**For further information please contact:**

**Robert Rimmer, Bid Co-ordinator, Development Control, Chorley Council, Civic Offices, Union Street, Chorley PR7 1AL Tel: 01257 515221 E-Mail: [robert.rimmer@chorley.gov.uk](mailto:robert.rimmer@chorley.gov.uk)**

22/08/2011

## ORGANISATION DETAILS

<b>1. Project title</b>	
<b>2. Proposed start date</b>	
<b>3. Name of organisation</b>	
<b>4. Name of main contact</b>	
<b>5. Position held by main contact</b>	
<b>6. Address of organisation</b>	
<b>7. Telephone Number</b>	
<b>8. E-Mail address</b>	
<b>9. If a community group when were you established?</b>	
<b>10. List any other organisations helping to do the project</b>	

**Please include a site location plan of where the proposed works are to take place.**

## THE PROJECT

**11. Please describe exactly what the project will do as fully as possible.**  
**Where is the project going to happen?**  
**How long do you estimate it will take?**  
**Is there a particular time of year when the project needs to commence? e.g. Planting time**

**12. Do you know of any other related work already being undertaken in the area?**  
**If so what and where?**  
**Who is doing the other work?**  
**Does your project have links with what they are doing?**

**13. The Council will take responsibility to undertake the works required to execute successful bids, unless you indicate that the intention is for your organisation to carry out the works. e.g. Community projects where part of the bid is to include the contribution of volunteers. Do you have any such plans?**

**14. Does the project have local support?**  
**How does your project meet the aims and objectives of the Sustainable Community Strategy for Chorley 2007-2025?**  
**(We are looking for evidence of wider consultation in the Community rather than just with the people who will benefit; evidence of other community group involvement, surveys carried out, please include any additional supporting documentation.)**

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**15. Why is this level of funding required?**

**What would happen if it was not available, or available at reduced rate?  
(Would the project have to be put on hold?)**

**16. Is there an identifiable 'need' for the project?**

**(Please refer back to question 14 if necessary)**

**17. Do you require any form of consent from other parties in order for the project to proceed? e.g. planning permission, licensing, another landowner's consent**

**18. Who owns the proposed site? Is it rented, if so from whom? Is it on a lease, if so who is the leaseholder?**

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## BENEFITS

<p><b>17. Which groups will benefit? e.g. children &amp; young people, sports clubs, disabled etc.</b></p>	
<p><b>18. How many people will benefit? Please try to be specific rather than just “everyone in the area”</b> <i>(Is it a scheme that could benefit sports across the Borough for example)</i></p>	
<p><b>19. Are the beneficiaries specific to the locality or does it have appeal across the Borough?</b></p>	

## MANAGEMENT

<p><b>20. Who will make the project happen? (E.g. management committee, steering group, project manager).</b></p>
<p><b>21. What are the major impacts predicted?</b> <i>These may be things that take some time to have an effect as a result of your project. For example, “improvements to the play equipment or play-space will result in a wider choice of facilities for older children/teenagers in the area” or “the facility is now used more easily by disabled members of the community”.</i></p>
<p>a)</p>
<p>b)</p>
<p>c)</p>
<p><b>28. Milestones</b> <i>These are dates that you have set as deadlines for achieving certain activities during your project. Please list two or three milestones with projected dates</i></p>
<p>a)</p>
<p>b)</p>
<p>c)</p>

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**PROJECT MONITORING**

<b>29. How will you monitor your progress with the project? (For example, “we will use questionnaires to see if people are happy with the service we are providing”)</b>	
<b>30. Who will be monitoring progress with the project?</b>	
<b>32. Tell us how you will ensure that the people or organisation you are targeting will know that the project exists/will have access to your project and can use the facilities and services provided? (e.g. Newsletters, promotional work in schools or with sports groups).</b>	

# PROJECT FUNDING

*33. Please outline what you will be spending money on in your project and also how you intend to fund the project including the amount of grant you are requesting from the Public Open Space Grant Fund.*

*Please indicate if you are due to receive revenue from other bodies, or if you have already received funding from the Council for any earlier stage of the scheme.*

*Where appropriate, this application should be accompanied by professional estimates, tenders or quotations. VAT should not be included in these costs where it is recoverable*

VAT number (if applicable)

*My organisation/group can recover VAT*      Yes       No

Expenditure Item	Amount	% of Overall Project Expenditure
<b>TOTAL</b>		
Funding Source (please list all funding sources – including individual fundraising activity)	Amount	% of Overall Project Expenditure
<b>TOTAL</b>		
<b>Prices ex VAT</b>		

<i>Signature of applicant</i>		<i>Date</i>	
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**34. In order to help us improve our service, please comment on how easy you found this application form to complete. What would make it easier?**

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### **EQUALITY AND DIVERSITY**

**Does your project have the potential to impact negatively on any of the following groups? Please tick, and add a comment. Projects will still be considered even if negative impact is identified, however you will need to identify how you intend to minimise any potential negative impact.**

<b>Equality target group</b>	<b>Negative impact? (please <input type="checkbox"/>)</b>	<b>Explanation</b>
Age		
Gender		
Disability		
Faith		
Ethnicity		
Sexual Orientation		
Rurality		

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