

## APPLICATION GUIDELINES COMMUNITY RESERVE SITES

These guidelines have been designed to assist you with the completion of your Community Reserve Site application to MK Community Foundation. Should you require any further clarifications please do not hesitate to contact a member of the grants team on 01908 690276 or via [info@mkcommunityfoundation.co.uk](mailto:info@mkcommunityfoundation.co.uk). **Please note that groups can only submit a full application form if they have been invited to do so, after submitting an Expression of Interest form and meeting with Foundation Representatives.**

### 1. Contact Information

This information will be used for all correspondence regarding the application, including the acknowledgement letter, queries, decision letter and monitoring correspondence should the application be successful. We may need to contact you via telephone or email if the grants staff require further information during the assessment stage, so please ensure that you provide contact details for daytime use.

### 2. Charity Registration

You need to be a registered charity to apply for a Community Reserve Site or a local authority group, with the capacity to undertake a building project.

If the applicant is a national charity, the application must show clearly how the development of the site will benefit the people of Milton Keynes. Local authority groups must show that the project will provide added value to existing statutory facilities.

### 3. Site Requested

Please complete this section with the reference number of the site that you have identified for your project.

### 4. Proposed Development and Action Plan

This section should include a clear overview of the proposed build.

Please ensure that you include information on (a) the proposed building (b) aims (c) timescales (d) people, groups or organisations you will be working with, and (e) any other information that will bring the project to life.

### 6. Assessing Need

You will need to show that your proposed project will be meeting a need in the local area. Please include the reasons why this project has come about and describe how you think it will make a difference to the Milton Keynes community.

## **7. The Involvement of Users in Projects**

This section refers to the users of your organisation's services. For example, should you work with children and young people, you need to consider if they will be involved in managing or delivering the project. Please explain how they will be involved – for example, will they be a part of decision meetings regarding the project, or will they choose any of the project's activities?

For some projects, it may not be appropriate for users to be involved in managing the projects. Please complete (7b) should this be the case.

## **8. Beneficiaries**

All projects and services must be benefiting people within the Milton Keynes Unitary Authority. Please give us a realistic estimate of how many people the project will benefit or serve.

Whilst some projects may draw users from all over Milton Keynes, others may be area-specific. In this section, please list the Milton Keynes areas or estates from which you anticipate the majority of users coming.

## **12. Current Budget for Organisation**

Please ensure that the information provided in this section relates to the current year, i.e. since the last audited accounts of the organisation.

This section will show the expenditure and income of the organisation to date, against the forecast expenditure and income for the entire year. Please provide as much information as possible.

In the relevant section, please provide a realistic reserves figure for your group. Ensure that funds that are allocated to ongoing costs of the group for that financial year, or project funds that the group has received in advance are listed under the appropriate heading.

## **13. Project Budget**

Please provide a detailed breakdown of all project costs, supported by the relevant quotes on suppliers' letterheads as far as possible.

Should the application be successful, the project's final expenditure will be assessed against the information provided in this section through our monitoring process.

## **14. Raising Other Funds for the Project**

You will need to illustrate how you intend to secure the outstanding balance for the capital costs of the project. Please include details of all sources of funding which you have secured or for which you intend to apply.

## **15. Bank Details**

It is essential that groups have at least 3 signatories arranged on their bank account, and that each cheque requires 2 signatures.

## **16. The Sustainability of the Project**

Please explain how you intend to deliver the ongoing services of the project or meet the running costs after the completion of the build.

## **17. Alternative Contact Details**

This section will only apply if queries on the application should be directed to someone other than the contact named on the cover sheet of the application. Again, please ensure that daytime numbers are provided so that we can contact you with any queries or clarifications.

## **19. Checklist, Supporting Information and the Decision Process**

Please check carefully that all the required information is submitted with your form to assist with the processing of the application.

Following the submission of the application, the Foundation will send out a letter acknowledging receipt and informing you of the decision date.

Our Property Committee of experienced and impartial Trustees decides applications. Prior to the meeting, grants staff will assess your application, checking that all the required information has been submitted. Should any further information or clarifications be required prior to a decision meeting, a member of the grants team will contact you by telephone or email. Applicants will be notified of the decision in writing within 5 working days of the decision meeting.

Should an application be successful, the project would be subject to monitoring and evaluation by the Foundation. Evaluation forms must be completed every 6 months throughout the build process and Foundation staff will undertake a series of monitoring visits following the first 6 months of service delivery after the build. We welcome submission of photographs and other information to show how the subsidised plot has assisted a group's work as the Foundation aims to have an ongoing relationship with organisations that build on Community Reserve Sites for the benefit of the local community.

An unsuccessful application does not in any way disadvantage groups from reapplying for future projects or grants.

PLEASE NOTE: The details of any successful applicants who are invited to reserve a site will be made public by MKCommunity Foundation. This will include posting the groups name and detail of the project on both the Acorn House and Milton Keynes Community Foundation websites.

**Should you have any queries that are not answered in this guidance note, please contact us on 01908 690276.**

**Remember if you need help with your application then please contact the Grants Team on 01908 690276 or e mail [info@mkcommunityfoundation.co.uk](mailto:info@mkcommunityfoundation.co.uk)**