

# City Centre Management Capital Grants

Capital Grants Application Form  
Ref No. CP \_\_\_\_\_



## About Your Group:

1. What is the name of your group? \_\_\_\_\_
2. Contact name for this application? \_\_\_\_\_
3. What is their position in the group? \_\_\_\_\_
4. Their address & daytime telephone no? \_\_\_\_\_  
\_\_\_\_\_
5. Please give the names of the chair, secretary & treasurer of the group if you have them:  
Chair \_\_\_\_\_ Secretary \_\_\_\_\_ Treasurer \_\_\_\_\_
6. What are the main aims of your group? \_\_\_\_\_  
\_\_\_\_\_
7. What is your group's main source of funding? \_\_\_\_\_  
*If your group has audited accounts, please send us a copy of the most up to date set.*

## The Project:

8. What is the name of the project you want us to fund? \_\_\_\_\_
9. What are the aims of the project? \_\_\_\_\_  
\_\_\_\_\_
10. Does this project have match funding available, if so how much? \_\_\_\_\_
11. Is this application a Cambridge City Council bid? \_\_\_\_\_
12. Where will the project be based? \_\_\_\_\_
13. Who will oversee the project? \_\_\_\_\_
14. How will it work? \_\_\_\_\_  
\_\_\_\_\_
15. Who is the project aimed at? \_\_\_\_\_
16. How many people will benefit, approximately? \_\_\_\_\_
17. Who will be your partners on the project? \_\_\_\_\_  
\_\_\_\_\_

## Funding:

18. Expected project start date? \_\_\_\_\_
19. Expected project finish date? \_\_\_\_\_

20. How will the project be wound up when it has finished? \_\_\_\_\_  
\_\_\_\_\_

21. If the project lasts for longer than one year, how will it be funded when Capital Grants funding ends?  
\_\_\_\_\_

22. If there will be any on-going costs once your project is finished, for example a maintenance contract on a piece of equipment, how will this be funded?  
\_\_\_\_\_

23. Costs of the project - please break these down into detail, tell us exactly what you want to buy, & include any 'extras' like installation costs etc.  
\_\_\_\_\_  
\_\_\_\_\_

24. Any other contributions to the project – for example money from another source, materials, work in kind etc.?  
\_\_\_\_\_  
\_\_\_\_\_

25. What will be the total cost of the scheme for the future? \_\_\_\_\_

26. How much are you applying for? \_\_\_\_\_

*NB: If the application is over £5,000 the decision must be referred to the relevant City Council Executive Member.*

Applications over £5,000; Yes/No

Monitoring:

27. Who have you consulted about the project? \_\_\_\_\_  
\_\_\_\_\_

28. What evidence of need have you collected? \_\_\_\_\_  
\_\_\_\_\_

29. How will you monitor the project? \_\_\_\_\_

30. How do you intend to provide evidence back to the Love Cambridge board and the City Council as to the success of this project?  
\_\_\_\_\_

31. And when will you do this by?

Date of application \_\_\_\_\_ Signature \_\_\_\_\_

*For office use only:*

Date application form received \_\_\_\_\_

Date application recommended for approval by the Love Cambridge Board:

Date Approved by City Council Director:

Date Approved by Executive Councillor (where appropriate):

Final Approval Date: \_\_\_\_\_

Reason for rejection \_\_\_\_\_