

Neighbourhood Forum Project Funding Expression of Interest form

Neighbourhood Forum	
Lead Partner	
Lead Contact	
Phone Number & Email Address	
Project Name	

Brief description of project, programme or initiative

What will be the outcomes of your proposed work? Please indicate which Neighbourhood Plan key Issues and actions the project will help to achieve.

Please identify the expected outputs of your proposed work and who will benefit

Please list the partners involved in delivering the project, programme or initiative

What is the expected overall cost for the project?	Do you intend to seek match funding? If yes please outline.

Please set out the approximate grant being sought split by capital and revenue.				
	2011/12	2012/13	2013/14	Total
Capital				
Revenue				
Total				

Ensuring Sustainability
If the project will not complete by March 2014 you must state below how you intend to fund and sustain it past that date. For purely capital projects please state how you intend to fund any associated running costs. Also please state if your project will generate income and become all or partially self-financing as this will help ongoing sustainability

Signed by Neighbourhood Forum member on behalf of the lead partner

X

Please return completed form to:

Email: communitiesteam@rossendalebc.gov.uk

Post: *The Communities Team, Rossendale Borough Council, Stubblee Hall, Bacup, OL13 0DE.*

For more information about completing this form, please contact the communities team on Tel: 01706 252552 or Email communitiesteam@rossendalebc.gov.uk

**Neighbourhood Forum Project Funding
BUSINESS CASE**

Basic Information

Neighbourhood Forum	
Lead Partner and Lead Contact	
Phone Number & Email Address	
Project Name	
Project Start/End Date	

Project Description

1. Description of project

2. Reason Neighbourhood Forum project funding is needed

**3. Justification for the project (Is there a need for the project; refer to any evidence)
Have all other options been considered?**

**4. Describe any linkages this project will have with other schemes and initiatives both
within the area and wider?**

Full Financial Profile of proposed project

5. Funding Requested from Neighbourhood Forum	2011/12	2012/13	2013/14	Total
Capital				
Revenue				
Other Committed Funds (please list)				
TOTAL				

6. Total Projected Costs (please insert 'o' against any figures that are non-Neighbourhood Forum funded)					
CAPITAL	Detail	2011/12	2012/13	2013/14	Total
REVENUE	Detail	2011/12	2012/13	2013/14	Total
				Overall Total	

7. Please provide details of any projected spend beyond 2013-14:

8. Contingency plans for capital/revenue overruns

9. Financial Essentials vs. Desirables

Based on financial profile, which elements are optional, which could be scaled back to reduce costs?
Clarify essentials vs. desirables.

Outcomes and Outputs

10. Please state the projected outputs / outcomes

Output / outcome	2011/12	2012/13	2013/14	Total
e.g. Number of jobs created	1	-	-	1
e.g. Number of young people attending substance misuse sessions	50	80	100	230

*'Outputs' are the quantifiable activities that your project/service has carried out in order to meet the outcomes

11. Explanation of how outputs have been calculated?

12. Provide details of additional non-quantified benefits

Narrowing the Gap

13. How does your project target on improving outcomes in the most deprived neighbourhoods?*

*Worsley, Irwell, Longholme, Stacksteads, Greensclough & Healey and Whitworth have lower super output areas classified in the bottom 20% most deprived in England.

Value for Money

14. How does the project represent value for money?

Effectiveness – likelihood of achieving intended outcomes

Economy – can the same benefits be achieved for less

Efficiency – unit cost analysis compared with benchmarks where possible

PROJECT PLAN

15. High Level Action/Milestone	Who	Due Date

RISK ASSESSMENT

16. Risk Log	Risk (low, medium, high)	Probability (low, medium, high)

17. For any risks identified as medium to high, what actions will be carried out to minimise these risks

18. Organisations involved and their commitments to the project:

19. Demonstrate how you feel your organisation is competent and has capacity to satisfactorily deliver the proposed work

MONITORING

20. Confirm that the lead officer is accountable for implementation and monitoring. If no, please give details:

21. Explain how you will monitor the performance of your work against the project plan and expected outputs. (You will be required to provide quarterly progress reports to the Neighbourhood Forum)

FORWARD STRATEGY

22. Ensuring Sustainability

Please state below how you intend to fund and sustain the project. For purely capital projects please state how you intend to fund any associated running costs. Also please state if your project will generate income and become all or partially self-financing as this will help ongoing sustainability

23. NOTES – please include any other information that you feel is important

Signatures

Signature of Neighbourhood Forum Chair:

Name:

Signature:

Date:

Signature of lead officer

Name:

Signature:

Date: