

# **Voluntary, Community and Faith Sector Infrastructure Grant Application Form**

## Introduction

Please complete all sections and answer each question as clearly as possible.

The closing date for applications is 30th November 2025

If you have any further questions, please contact hannah.turner@westmorlandandfurness.gov.uk

## Fund Criteria

Your application should:

* Outline your proposal clearly.
* Highlight how you work in partnership with other agencies to signpost and guide clients to the appropriate place.
* Have a focus on the sustainability of the project beyond the lifetime of the funding – explain how the funding will deliver longer-term benefits to the citizens of Westmorland and Furness rather than benefits only seen throughout the lifetime of the funding.
* Highlight any match funding. Although there are no requirements for match funding, those projects that can demonstrate an element of match/aligned funding will be prioritised.
* Detail a start and completion date. Monies must be fully spent, and projects delivered by 31st March 2029. The Council does not have the facility to support projects that go beyond this deadline.

## Funding Available

The total amount of this revenue grant is £379,680 over three years (1st March 2026-31st April 2029), £126,560 per annum.

The grant will support core overheads and core work equitably across Westmorland and Furness. This will be delivered through the following outcomes and provision of:

* Funding support for example; newsletters, 1:1 advice, sourcing and applying for funding, Funding Fairs and training
* Governance support through 1:1 advice and training
* Relevant training including Safeguarding Awareness
* Support to organisations with regards to volunteer recruitment; sharing best practise, training, networking, DBS support and brokerage
* Support to volunteers through the provision of Volunteer Fairs, recruitment sessions and a central reward event
* Communication regarding VCFS news; horizon scanning, funding opportunities, events etc
* Development of the organisation’s membership offer
* Leadership and advocacy of and with the VCF sector
* Events to strengthen the VCFS voice through participation and collaboration; bringing together VCF sector organisations with each other, Westmorland and Furness Council and other statutory partners

## Timescales

Any applicant commencing project work prior to receipt of any grant funding will do so wholly at their own risk.

All projects must be financially complete by **31st March 2029** with outputs and outcomes achieved by **31st March 2029**

Projects that anticipate delivery beyond this date will not be supported.

## Section 1: Contact Details

This section asks for the contact details of the applicant.

|  | **Required information** | **Contact details** |
| --- | --- | --- |
| **1.1**  | **Name of main contact**  | Click here to enter text.  |
| **1.2**  | **Email address**  | Click here to enter text.  |
| **1.3**  | **Contact number**  | Click here to enter text.  |
| **1.4**  | **Authorised Signatory and Title (e.g., Director, Trustee)**  | Click here to enter text.  |

## Section 2: Your Organisation

This section asks for the details of your organisation.

|  | **Required information** | **Organisation details** |
| --- | --- | --- |
| **2.1**  | **Full and correct name of your organisation**  | Click here to enter text.  |
| **2.2**   | **Organisation address including postcode.**  | Click here to enter text.  |
| **2.3**  | **Type of organisation**  | Click here to enter text.  |
| **2.4**  | **If “other” please add detail**  | Click here to enter text.  |
| **2.5**  | **Is your organisation VAT registered?**  | Click here to enter text.  |

If you are a Parish Council, please skip forward to Question 2.7

|  | **Required information** | **Organisation details** |
| --- | --- | --- |
| **2.6.1** | Charity registration number (if applicable)  | Click here to enter text.  |
| **2.6.2** | What does your organisation do?  (50 words maximum)  | Click here to enter text.  |
| **2.6.3** | How much is the yearly membership fee? (If applicable)  | Click here to enter text.  |

|  | **Required information** | **Organisation details** |
| --- | --- | --- |
| **2.7** | **Is your organisation the accountable body for the project?**  | Click here to enter text  |
| 2.7.1  | If no, who is the accountable body for the project?   | Click here to enter text.  |
| **2.8**  | **Will the project take place wholly within Westmorland and Furness?**  | Click here to enter text.  |
| 2.8.1  | If no, please give details   | Click here to enter text.  |
| **2.9**  | **Any declaration of interests?**  | Click here to enter text.  |

## Section 3: Your Project

This section asks for information about your project.

|  | **Required information** | **Project details** |
| --- | --- | --- |
| **3.1**  | **Project Title** **(15 words maximum)**  | Click here to enter text.  |
| **3.2**  | **Amount of grant requested**  | Click here to enter text.  |
| **3.3**  | **What is the full cost of your project?**  | Click here to enter text.  |
| **3.4**  | **Please describe precisely what your project will deliver, referring directly to each outcome listed below:**  | Click here to enter text.  |
| 3.4.1 | Funding support for example; newsletters, 1:1 advice, sourcing and applying for funding, Funding Fairs and training  | Click here to enter text.  |
| 3.4.2 | Governance support through 1:1 advice and training  | Click here to enter text.  |
| 3.4.3 | Relevant training including Safeguarding Awareness  | Click here to enter text.  |
| 3.4.4 | Support to organisations with regards to volunteer recruitment; sharing best practise, training, networking, DBS support and brokerage  | Click here to enter text.  |
| 3.4.5 | Support to volunteers through the provision of Volunteer Fairs, recruitment sessions and a central reward event | Click here to enter text.  |
| 3.4.6 | Communication regarding VCFS news; horizon scanning, funding opportunities, events etc | Click here to enter text.  |
| 3.4.7 | Development of the organisation’s membership offer | Click here to enter text.  |
| 3.4.8 | Leadership and advocacy of and with the VCF sector | Click here to enter text.  |
| 3.4.9 | Events to strengthen the VCFS voice through participation and collaboration; bringing together VCF sector organisations with each other, Westmorland and Furness Council and other statutory partners  | Click here to enter text.  |
| **3.5**  | **Why is this project needed?**  | Click here to enter text.  |
| **3.8**  | **How will low carbon and sustainability be built into the design and delivery of your project?** Detail the positive and negative impacts that your project will have on the environment (e.g., travel, energy, nature, waste). How will you mitigate any negative impacts?  | Click here to enter text.  |
| **3.9**  | **How will inclusivity and equality be built into the design and delivery of your project?** Please consider the following groups: Age, Disability, Gender reassignment, Marriage/civil partnership, Maternity/pregnancy, Race, Religion or belief, Sex, Sexual orientation, Armed forces families, People who are care experienced, Rurality, Socio-economic inequality | Click here to enter text. Click here to enter text.  |

| **3.10**  | **What are the main risks to the project?** | **Risks** | **Mitigations** | **Notes** |
| --- | --- | --- | --- | --- |
| 3.10.1 | Click here to enter text.  | Click here to enter text.  | Click here to enter text.  | Click here to enter text.  |
| 3.10.2 | Click here to enter text.  | Click here to enter text.  | Click here to enter text.  | Click here to enter text.  |
| 3.10.3 | Click here to enter text.  | Click here to enter text.  | Click here to enter text.  | Click here to enter text.  |

| **3.11**  | **What other sources of funding have you applied for this project?** Please state if they have been successful and be clear which funding is match funding for this project  | **Source of funding**  | **Amount applied for**  | **Successful, unsuccessful, or pending**  | **If pending, please provide decision date**  |
| --- | --- | --- | --- | --- | --- |
| 3.11.1 | Click here to enter text.  | Click here to enter text.  | Click here to enter text.  | Click here to enter text  | Click here to enter a date.  |
| 3.11.2 | Click here to enter text.  | Click here to enter text.  | Click here to enter text.  | Click here to enter text  | Click here to enter a date.  |
| 3.11.3 | Click here to enter text.  | Click here to enter text.  | Click here to enter text.  | Click here to enter text  | Click here to enter a date.  |

## Section 4: Priorities

This section asks how your project will support and contribute to our funding priorities.

|  | **Required information** | **Priorities** |
| --- | --- | --- |
| **4.1** | Confident, empowered, resilient communities: effective local representation and a thriving voluntary and VCF Sector. | Click here to enter text.  |
| **4.2**  | Supporting people in need and reducing inequality. | Click here to enter text.  |
| **4.3** | Supporting active, healthy happy lives for young and old. | Click here to enter text.  |

## Section 5: Work Plan

If your bid is successful, the information that you provide here will be used in a legal agreement with Westmorland and Furness Council.

|  | **Required information** | **Project plan details** |
| --- | --- | --- |
| **5.1**  | **If awarded, what exactly will the grant pay for?**   | Click here to enter text.  |

|  | **How will you evaluate and demonstrate that your project has been successful?**  The council will monitor project performance during the project, and you will be asked to provide more information after the project has completed. |
| --- | --- |
| **5.1** | Click here to enter text.  |

## Section 6: Anti-Fraud and Corruption Policy

Westmorland and Furness Anti-Fraud and Corruption Policy can be viewed here. <https://www.westmorlandandfurness.gov.uk/your-council/data-protection-and-privacy/privacy-notice/how-we-use-data>

We expect those organisations that have been awarded grants to have similar standards in place to create an anti-fraud culture and maintain high ethical standards in the administration of public funds.

| **Anti-Fraud and Corruption Policy** | **Please tick one** |
| --- | --- |
| Our organisation is aware of the contents of Westmorland and Furness Anti-Fraud and Corruption Policy and adopts similar standards.  |  Yes ☐ No☐ |

## Section 7: Bank Details

The below details will be used for grant payment purposes if your application is successful, subject to a legal agreement.

| **Required information** | **Bank details** |
| --- | --- |
| Account Name  | Click here to enter text.  |
| Account Number  | Click here to enter text.  |
| Sort Code  | Click here to enter text.  |

## Section 8: Essential Information and Attachments

This section is a reminder to attach all essential documents to the application.

|  | **Essential information and attachments** | Please tick |
| --- | --- | --- |
| **8.1**  | **Please attach your organisation’s annual accounts and bank statement**  | ☐  |
| **8.2**  | **Please attach proof of your organisation’s public/ employee liability and or professional indemnity insurance**  | ☐  |
| **8.3**  | **Please attach your organisation’s equality policy or statement**  | ☐  |
| **8.4**  | **Please attach your organisation’s safeguarding policy or statement**  | ☐  |
| **8.5**  | **Please attach your organisation’s constitution, terms of reference, or proof of a formalised structure**  | ☐  |
| **8.6**  | **I confirm that the applicant organisation has the following policies in place: Health and Safety, Equality, and Data Protection (as appropriate).**  | ☐  |

## Section 9: Agreement

Westmorland and Furness Council takes its responsibilities under the UK General Data Protection Regulation (UKGDPR)/Data Protection Act 2018 seriously.   Any personal or sensitive data provided on this application form will be:

* used for clearly identified legal/business purposes.
* stored securely.
* disposed of in accordance with Section 8.1.18/8.1.19 of the council’s Retention and Disposal Schedule: <https://www.cumbria.gov.uk/eLibrary/Content/Internet/536/647/1964/3974110512.xlsx>

Further information can be found in the Council’s Privacy Notice: <https://www.westmorlandandfurness.gov.uk/your-council/data-protection-and-privacy/privacy-notice>

| **Section 9: Agreement**  |
| --- |
| Signed:    Click here to enter text.   Date:     Click here to enter a date.   Name in block capitals:    Click here to enter text.   Position in Organisation:    Click here to enter text.  |

## Section 10: Returning Your Application

| **Section 10: Returning your application**  |
| --- |
| **Closing Date:** Please ensure your application is received by the **30th November 2025.** Applications received after this date **cannot** be considered for grant funding.   **Please email your completed application form with supporting papers to:** hannah.turner@westmorlandandfurness.gov.ukor post to:Hannah Turner, Westmorland and Furness Council, South Lakeland House, Lowther Street, Kendal, Cumbria LA9 4DQ     |

**END OF FORM**