

## Stage two: application form and business plan

### **Congratulations on being invited to stage two of the Coastal Communities Fund (CCF)**

Before you start completing the form, please make sure you read the guidance notes in Section one, together with the help notes which contain programme rules and timetables, the Q&A which deals with common questions, and the CCF guidance on measuring economic outcomes - all available on [our website](#).

If your project involves complex capital work of over £100,000 involving land, buildings or other construction related works we will also have sent you a separate publication called **Stage two: capital delivery plan**. This includes additional guidance notes which you also need to read before you make a start on your stage two application. We'll also have sent you a **capital cost plan** spreadsheet.

### **How to contact us**

Our letter inviting you to stage two includes the name and contact details of a funding officer who you can contact if you have any questions. The best way to get in touch with them is by email. If you need us to communicate with you in a particular way, such as by text phone, let your funding officer know.

### **Sending us your stage two application**

Your stage two application will consist of:

- **this stage two application form**
- **a business plan for your project** (if the amount you are requesting is more than £500,000 or if your total project cost is more than £1 million)
- **the capital delivery plan and capital cost plan** (if your project involves capital works of over £100,000 involving land, buildings or other construction-related works)
- **an approved, signed and dated copy of your organisation's most recent financial statements** (or 12 month projection if you've been running less than 15 months).

You can only submit your application by email. Make sure you put the Project ID from your letter in the subject heading of the email. Please send your application by the deadline provided on your letter to the email address for the country in which your project will be delivered.

[ccfengland@bigfund.org.uk](mailto:ccfengland@bigfund.org.uk) (for applications for projects in England)

[ccfscotland@bigfund.org.uk](mailto:ccfscotland@bigfund.org.uk) (for applications for projects in Scotland)

[ccfwales@bigfund.org.uk](mailto:ccfwales@bigfund.org.uk) (for applications for projects in Wales)

[ccfnorthernireland@bigfund.org.uk](mailto:ccfnorthernireland@bigfund.org.uk) (for applications for projects in Northern Ireland)

Any supporting documents for your capital delivery plan (if relevant) should be submitted on a CD Rom, clearly labelled with your Project ID.

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## Section one: Guidance notes for all projects

### What happens when?

#### When is the deadline for stage two applications?

You must send us your stage two application by the date given in the letter inviting you to stage two. If you are submitting a CD Rom, this must also reach us by the application deadline.

#### What do we do with stage two applications once we have received them?

When we receive your stage two application, we will check that you have sent us everything we've asked for. If anything is missing, we will write to you asking for this information.

Once we have received your completed stage two application, we will look at the information you have sent to see whether your organisation and project still meet the programme requirements.

If your project remains eligible for funding under this programme, we'll assess your application and grade it against the following criteria:

- How well your project outcomes help to achieve the programme outcome.
- How well you can deliver the project and achieve your project outcomes.

We'll also assess whether your project would be able to fully spend all of your CCF funding by 31 December 2016.

As part of the assessment process a funding officer will contact you to discuss your stage two application.

Please be aware that the stage two assessment is competitive and not all applications will be successful in receiving funding.

#### When will funding decisions be announced?

We will aim to tell you our decision by the following dates:

For projects in England	February 2015
For projects in Scotland	December 2014
For projects in Wales	December 2014
For projects in Northern Ireland	December 2014

## Managing changes to your project

Some aspects of your project may have changed since your stage one application.

If any major changes are planned or have occurred since your stage one application, you should provide the details to your funding officer.

If there have been any major changes to the project since stage one, it may affect your chances of being offered funding. Major changes include:

- **changes to your charity registration**

If you are applying as a charity we can only fund registered charities under the CCF. If you are no longer a registered charity, contact your funding officer to discuss.

- **changes to legal status**

This change usually relates to where the active members and the scope of activities of your organisation remain, but your organisation is better placed as a different legal entity to deliver the organisation's activities. If you're unsure whether your organisation is or will soon undergo an organisational change which might affect its legal status, contact your funding officer to discuss.

- **changes to your project proposal**

In your stage one application form you told us how your project would meet the CCF outcome. If your project proposals have changed, you must let us know so we can check they still meet this outcome.

We would expect the substance of your project proposals to remain largely unchanged, but accept that you may have refined them. You should explain the changes in your application form or business plan. We may wish to discuss them with you.

- **changes to your project budget**

We understand that your budget may have changed since your stage one application. If the amount you are requesting has increased, you will need to contact your funding officer immediately with details of how much it has increased by and why. The programme has a fixed budget and, as such, we cannot guarantee that any increases in your budget will be accepted.

- **changes to your project timetable**

If there are any changes to the start or end dates of your project, or the dates for key decisions such as securing consents or any co-finance, or the title to any land/property required for the project, then you must let us know as this could affect whether your project will be achievable within CCF timescales.

- **other changes**

Other changes could include the organisations in your partnership, the types of beneficiary groups you are targeting, the land and buildings where your project will be located and the project timetable and management.

If you're not sure whether any changes to your project are "major", please contact your funding officer.

## **What happens if you are awarded funding?**

If your stage two application is successful we will send you an offer letter which you will have to sign and send back to us to accept the funding and agree to our terms and conditions. We will also send you a Guide to your grant pack, including our terms and conditions, with the offer letter.

If you are awarded funding for capital costs, you will also need to agree to our additional terms and conditions for capital funding (see Appendix B in the separate **Stage two: capital delivery plan** if this applies to you).

### **Starting your project**

If you are awarded funding you must accept our offer within one month of the date of the offer letter and will have to start the project and make a payment claim within a maximum of six months of accepting our offer. You need to be sure that you can do this. We will arrange a funding set-up telephone call with successful applicants to discuss our processes and requirements in more detail.

### **Completing your project**

You will have to spend all of your CCF funding by 31 December 2016.

Any spend falling beyond 31 December 2016 will need to be met from other funding.

Capital projects with 100% funding from CCF will be required to reach Practical Completion by November 2016, with the final claim submitted in December 2016. For capital projects with activity and other funding beyond December 2016, all CCF spend must be completed and claimed by the end of December 2016 and you must be contractually committed (via a building contract) to completing the project.

### **Monitoring your project**

We will expect you to monitor your activities and progress towards achieving your project's outcomes during the life of the funding, and beyond where appropriate. We also encourage you to monitor the overall performance of your project. Please see the CCF guidance on measuring economic outcomes on [our website](#).

We'll ask you to send us information on a regular basis so that we can find out about your project's progress, what difference CCF money has made and to ensure that it's being well spent. When we review your progress, we may ask you for extra information on particular areas. It is therefore important that your primary contact has a good understanding of how your project is progressing.

Projects that CCF funds will need to provide us with the following information:

- Once your funding is awarded, we will ask you to confirm what monitoring systems you have put in place and whether these are in line with your original application.

- If your project takes longer than a year, we will ask you to complete a more detailed report about your progress and a more thorough account of your project budget at the end of the first year.
- At the end of your project we will ask you to report on your progress in the final year as well as the overall success of the project.
- If your project involves capital works over £100,000, we will ask you to forecast and report against project spend on a monthly basis.
- We will ask you to report on your project's progress against the CCF outcome indicators (see question 2.4) at the end of each financial year.
- At various points throughout the life of the funding, we may contact you to discuss project progress, challenges and pick up any key issues detailed within your most recent report.
- We may make arrangements to visit your office to look at your project management and monitoring systems.

Your project partners should be aware of our reporting requirements. You and your partners should have budgeted enough resources for reporting to us when we need you to.

### Evaluating your project and sharing learning

If you are awarded funding, we want to be confident that your project makes a difference and identifies opportunities for improvement. It is important for your organisation to understand why certain approaches do, or do not work, to identify good practice, and to analyse how certain outcomes are being achieved. As such, evaluation forms an important part of business planning and management. We strongly encourage you to develop your own evaluation and dissemination plans, as well as collecting the routine information you need to satisfy our monitoring requirements.

Self-evaluation is something that you are in charge of and can carry out in a variety of ways. You should work with people involved in your project (including beneficiaries) to identify the key questions you'd like to explore during the life of your project, how to investigate them, and what to do with the findings. You should fully develop and implement your evaluation plans at the start of the project. For further information about approaches to self-evaluation, please see the [Understanding self-evaluation](#) guidance. **Error! Hyperlink reference not valid.**

You may want your project staff to carry out self-evaluation activities, or to get support and advice from other agencies or consultants. We are happy for you to budget for this within your application under 'Monitoring and evaluation', as long as your plans are in proportion to the size of your project. Typically, we encourage applicants to set up to five per cent of their total project cost for monitoring and evaluation activities.

### Beneficiary monitoring

We want to find out about the people who have benefited from the projects CCF funds to understand the spread of funding. We also want to learn from projects and programmes about their success in reaching different types of people, to see if these approaches can be replicated elsewhere.

## **Public announcement and acknowledgement**

We are required by law to tell the wider public about the grants that we make and, as part of this process, we may want to publicise your project. However, when doing this we would make sure that confidentiality is not compromised.

## **Good governance**

Governance means the way your lead organisation and partnership are set up and run. It is about the procedures, policies, documents and management arrangements you have for the way you administer and control your organisations, including their finances and delivery of what they have been set up to achieve.

We have published a [Good governance guide](#) which also introduces you to our risk analysis process.

## **Partnerships**

We welcome applications from strong, cross-sector partnerships that will work together for the benefit of the community. A lead organisation should submit the application on behalf of the partnership and be accountable for the project and the funding.

It is not essential that partnership agreements are in place at stage one, but draft terms should be agreed for any application that progresses to stage two.

If any partners will provide goods or services for the project and will receive payment from CCF funding, we expect the lead organisation to follow its agreed procurement processes, show value for money and meet any relevant European laws.

Please see the Guidance for partnerships on [our website](#) which outlines what we will expect to see in a partnership agreement if your application is successful.

## Section two: Application form

Some of the questions in the stage two form repeat what we asked you at stage one. You should still complete a full response in this form as your project may have evolved since stage one and we need to know the most up to date details.

### Part one: About your project

#### 1.1 What would you like to call your project?

Give your project a short title, something we can use in publicity. You can write up to 70 characters (including spaces).

North Queensferry Harbour Tourist Transport Hub

#### 1.2 What is the aim of your project?

The aim is a brief statement of the overall purpose of your project. Try to keep your answer to one or two sentences. The aim should help focus everything that you plan to do and explain the changes your project will bring about to meet the needs you have identified.

Example: *“We aim to improve a coastal path through upgrading, re-routing and improving signage. The project will benefit 20 local businesses and create 32 jobs.”*

The project will result in the creation of a new Landing Platform at the Town Pier, North Queensferry. The overarching aim is to attract more visitors by waterborne means and to grow and sustain local economic infrastructure to support increased visitor numbers.



### 1.3 What does your project involve?

Summarise what you plan to do and the activities CCF funding will pay for. You can write up to 2,000 characters (about 300 words).

The project centres around the procurement and installation of a 'floating' landing platform and associated walkway at the Town Pier in North Queensferry. The platform (or pontoon) will be of sufficient scale to facilitate the berthing of both cruise ship 'tender' vessels and passenger ferries operating to regular timetables. The floating nature of the platform will ensure that vessels can be berthed at any time regardless of the status of local tides. The timing of this project is concurrent with the World Heritage Status Inscription bid for the Forth Rail Bridge which sits directly adjacent to the harbour area. It is anticipated, alongside Network Rail's proposal for a new Forth Bridge Visitor Centre in North Queensferry and Bridge Walk commencing in South Queensferry, that there will be a resultant, and significant, rise in the number of visitors to the Bridgehead area and North Queensferry in particular. Detailed designs and specification documents relating to all aspects of this project are included on the CD-rom which has been submitted in support of this application.

Funding will also support installation of six indoor ES40 'Digital Information Kiosks' at a number of high footfall coastal venues across Fife, including North Queensferry. This will build on the success of the current network of six touchscreen kiosks in Fife. The kiosks provide information for tourists about what to see and do not just in the local area but more broadly in Fife and across Scotland. They provide an excellent opportunity for local businesses to engage with potential customers by way of downloadable business information and QR codes enabling storage of information on mobile phones.

The funding will also enable delivery of a host of local environmental improvements, with work led by the Fife Coast and Countryside Trust, to the harbour and beach area which will host the landing platform and have a positive aesthetic impact on this conservation area both for tourists and the local population.

### 1.4 When are you planning to start and finish your project?

Make sure the dates you put fit with the CCF timescales in **Starting your project** and **Completing your project** at the beginning of this form and your start date is after the date when we'll confirm our decision. Please note that all CCF funding must be spent and drawn down by 31 December 2016. (If your project will extend beyond 31 December 2016 with other funding, please state your finish date as the date when the CCF-funded element will complete.)

Start date	Day	06	Month	April	Year	2015
Finish date	Day	30	Month	September	Year	2015

### 1.5 Where will your project take place?

Give the location of the places where your project will happen. You can enter up to five locations in the table.

- If your project will take place at (or be run from) a single location, enter its postcode, put 100 per cent and select it as the main location.
- If your project will take place at (or be run from) a number of locations, list the top five and estimate a percentage for each one. Then select one postcode as the main location.
- If your project will be delivered across the UK and you cannot specify exact locations (or you have not identified these yet), please enter the project's correspondence address.
- If the location doesn't have a postcode, use one for a nearby building.

Please make sure you have selected a main location for this project and that totals add up to 100 per cent.

Building name (or number) and street	Postcode	% per location	Main location
North Queensferry Town Pier	KY11 1JG	94%	<input checked="" type="checkbox"/>
Digital Kiosk Venues x6 Fife-wide		6%	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

### 1.6 In which local authority ward(s) will your project activities take place?

Rosyth Ward as main location
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### 1.7 In which local authority area is your coastal community?

Fife
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## 1.8 Evidence base for your project

Please tell us about the evidence base for your project. We'd expect this to include: evidence on who will use the completed project (market demand), consultation with project beneficiaries, evaluation of comparable programmes, stakeholder/partner inputs in project development, examples of other similar projects and other published research. What gap(s) in existing facilities or provision does the project set out to address? How does it fit with/complement existing provision at a local or regional level? You can write up to 2,000 characters (about 300 words).

Fife Council commissioned EKOS consultants to undertake a full 'Economic Impact Analysis'. The full report (dated 16th September 2014) has been forwarded separately as a key supporting document to this application. EKOS presented the findings of their independent review based on a number of core assumptions including:

- the Forth Bridge is expected to be awarded World Heritage status in 2015
- Network Rail, owner of the Forth Bridge, will deliver proposals for a new Visitor Centre at North Queensferry and bridge walk experience commencing at South Queensferry - collectively known as the Forth Bridge Visitor Experience.
- Fife Council will seek CCF monies (through this application) to upgrade landing facilities at the Town Pier to re-establish the historic ferry crossing across the Forth, and also to allow its use by tender boats from the cruise liners that berth in the Forth.

Chapter 3 of the above report specifically focuses on 'Demand and Impact Analysis' and details the consultation methodology used with list of consultees at Appendix 1 stating that "Feedback from all of the stakeholder consultees was extremely positive with regard to benefits that would accrue through an upgrade of the Town Pier."

3 specific types of demand are expected to arise - from cruise ship tender boats, from day visitors and for local business services (primarily food, drink and retail). The report states that "a very conservative estimate" of cruise ship tender dockings will be 40 return journeys with 2,000 return passenger journeys per annum. "In total businesses estimated that they would add around 750 additional trips/stops at North Queensferry per annum, equating to passenger numbers of 31,000."

## 1.9 Strategic fit

Please tell us about how your project links and contributes to local and national strategies and priorities? You can write up to 2,000 characters (about 300 words).

This project, alongside World Heritage Inscription and proposed development of a visitor centre for the Forth Rail Bridge (with documents relating to both submitted on the CD-rom accompanying this application) will have a significant impact a broad range of national and local strategies.

It fits well with the Scottish Government's National Purpose of creating a more successful country, with opportunities for all of Scotland to flourish, through increasing sustainable economic growth and contributes to the objectives of the Government's National Economic Strategy in terms of developing a more resilient and adaptable economy. It will contribute to many objectives of the National Strategy 'Tourism Scotland 2020' and the National Indicator to 'Improve people's perceptions, attitudes and awareness of Scotland's reputation' as part of the Forth Bridge Visitor Experience.

At a local level it will contribute to the three high level outcomes set out in Fife's Community Plan 2011 – 2020; reducing inequalities, increasing employment and tackling climate change. In particular it will impact on 'reducing carbon emissions (including reducing energy use, more sustainable transport and less waste) and 'growing businesses and employment in key sectors (including investment in renewables and tourism).

It also ties well to the 3 Strategy Outcome Themes of the Fife Tourism Strategy (2010-2020): A first class visitor experience, the easiest place to do business and a sustainable destination. This is particularly in the context of Economic Sustainability through developing its businesses to understand their customers and their needs and environmental sustainability which, for Fife, is crucial with so many of our key tourism assets being outdoor destinations and protection of these is of paramount importance.

**1.10 Does your project involve works to improve protection against flooding and/or coastal erosion?**

If yes, does the relevant Flood Risk/Coastal Erosion Risk Management Authority (such as the Environment Agency or Coastal Protection Authority) support the proposal?

☐ Yes

☒ No

Please provide a brief description to support your response. We expect that the appropriate consents will have been secured from the relevant authorities, with the works themselves consistent with the agreed Shoreline Management Plan, where relevant.

You can write up to 1,000 characters (about 150 words).

not applicable.

## Part two: Project delivery

Use this section to tell us about your organisation, its aims and objectives, track record in project delivery, proposed delivery and any partnership arrangements to support the successful delivery of the project you're applying for funding for.

### 2.1 Your organisation

Tell us about your organisation's background, the services it currently provides and successes in project delivery relevant to the project you're applying for. You can write up to 2,000 characters (about 300 words).

Fife Council is the unitary authority delivering local government services for the people of Fife. It executes a key strategic and operational role within the Fife Partnership which has approved Fife's Community Plan 2011 - 2020. The Partnership brings together the public, voluntary and private sectors in Fife and channels their resources in order to strengthen Fife's future and make this a great place to live, work, visit and invest.

The delivery of Fife's Community Plan and the contribution that the Fife Partnership makes to the delivery of the Scottish Government's National Outcomes are detailed in the Single Outcome Agreement for Fife. The delivery of the Community Plan and the Single Outcome Agreement is underpinned by:

- Partnership strategies
- Partners' organisational strategies and plans
- Local community planning

Fundamental to the successful implementation of the project is the commitment to empower local people to have a direct influence on the delivery of services in their area. This is consistent with the recommendations of the Community Empowerment Bill (2014) and Fife Council has undertaken to more effectively decentralise and engage local communities in its decision-making structures and Local Community Plans for each of its 7 Area Committee geographies have been developed. This includes the South West Fife Committee Area within which North Queensferry sits and Council Officers will continue to ensure that local Elected Members and community representatives are kept abreast of developments relating to this application.

## 2.2 Your project delivery team

Tell us about the roles and responsibilities of your organisation's management team and particularly of the staff who will deliver your project. Tell us about their relevant skills, experience and expertise, and their current and future involvement in this project. You can write up to 2,000 characters (about 300 words).

The project delivery team will be lead by [REDACTED]

[REDACTED] with support from service staff with expertise in planning, archeology, strategic and tourism policy development, regeneration, town centres support, building standards and safety, sustainable transport and skills/employability support.

Project management and monitoring reports will be submitted to [REDACTED] Economy, Tourism and Town Centres Team with Issues and Highlights reports being disseminated to the EPPS Service Management Team and to relevant senior colleagues in Transportation and Environment Services.

The project team will also contain:

- key staff from Transportation and Environmental Services Harbours, Flood and Coast Team who have significant expertise in management, operation and maintenance of Fife Council's harbours, piers & maritime structures
- representatives of the Fife Coast and Countryside Trust who will be responsible for delivery of the identified environmental improvement works to the harbour and adjacent beach areas.

The project delivery team will also liaise closely with named contacts in Fife Council's Finance and Legal departments. Input will also be sought on an as required basis from any other key delivery partners/external consultants.

### 2.3 Partnership working

Tell us about any relevant partnership arrangements in place to deliver the project you're applying for. Please outline who is involved in the partnership, what their experience is and the benefits of working together on this project. Clearly state the role each partner will play in the project, how they have been chosen and any funding that they will receive from a CCF grant. We do not expect a full partnership agreement to be in place at this stage in your application, but we do expect you to tell us here who the proposed partners are and the services that they will deliver. You can write up to 2,000 characters (about 300 words).

For further guidance on what we will expect to see in a partnership agreement if your application is successful, and our requirements on procuring partners, see the Guidance for partnerships on [our website](#).

The environmental enhancement elements of this application will be delivered by the Fife Coast and Countryside Trust who are an independent environmental charity committed to conserving and enhancing the biodiversity and landscape of the coast and countryside of the Kingdom of Fife. They recently took over responsibility for a number of functions which previously sat with the local authority including management of beaches in Fife. They also manage the Fife Coastal Path which runs from the Forth Estuary in the south, to the Tay Estuary in the north and stretches for 117 miles.

Effective partnership working is central to the ethos of the Forth Bridges Forum which is an innovative partnership of major public sector bodies and infrastructure owners with common interests in the Forth Bridges and the connected local communities and which supports this bid. It comprises of Fife Council, Transport Scotland, Historic Scotland, Visit Scotland, Edinburgh City Council, West Lothian Council, Network Rail and the Forth Estuary Transport Authority.

All of the above partners, alongside local Elected Members and key officers from Fife Council attended a recent public consultation meeting in North Queensferry on the evening of the 10<sup>th</sup> September to update the local community and discuss opportunities and challenges relating to World Heritage Nomination and proposals from Network Rail for a Visitor Centre in North Queensferry. This was one of a series of such public engagements and over 100 members of the local community attended. Reference to the objectives of this funding bid were presented and warmly received by those present who recognise the extent to which waterborne tourist traffic into the village will mitigate against local concerns regarding limitations of the local road network and parking in the village.



## 2.4 How much difference will your project make and by when?

Use the table below to select the indicators that will demonstrate the success of your project in addressing the CCF programme outcome:

*Coastal communities will experience regeneration and economic growth through projects that directly or indirectly create sustainable jobs and safeguard existing jobs.*

We will ask you to report against these indicators during and after our funding. Indicators are signs that the change or difference is happening, and they help you to see whether your project is being effective. We need this information as it tells us how much change we could expect to get in return for any funding we award you.

As job creation is the key focus of the CCF programme you must complete the Jobs section of the table, as well as any other indicators relevant to your project. Job numbers should be entered as full-time equivalents (FTEs), i.e. minimum 30 hours per week. In the Results column, tell us the level of change you expect by the end of your project. For projects with co-finance beyond 31 December 2016, please use the end date for the total project, not just the CCF funding.

For further guidance on what we mean by direct and indirect jobs, and on forecasting and monitoring economic indicators for your project, see the CCF guidance on measuring economic outcomes on [our website](#).

(\* For Indirect jobs created, please use question 2.5 to tell us the expected timescale of any additional indirect job creation after the end of the funding period.)

	Indicator	Count	Results	Timescale
<b>Jobs</b>	Direct jobs created	Number of FTEs	4	By April 2016
	Indirect jobs created (* see note)	Number of FTEs	11.5	By April 2017
	Construction jobs (Person Years)	Number of FTEs	4.5	By Jan 2016
	Safeguarded jobs (by end of CCF funding)	Number of FTEs	5	By April 2017
<b>Business</b>	Business supported	Number	10	By April 2016
	Increase in business sales	£ value	600,000	By April 2017
	New businesses started	Number		By [enter date]
	Social enterprises supported	Number		By [enter date]
<b>Tourism</b>	Increase in visitor numbers	Number	24,000	By April 2017
	New visitor expenditure	£ value	600,000	By April 2017
	New tourism facilities created	Number	1	By Jan 2016
	New tourism business started	Number		By [enter date]
	New tourism events supported	Number	3	By April 2017
	New marina berths created	Number		By [enter date]
<b>Skills</b>	Non vocational trainees	Number starting		By [enter date]
	Apprenticeships created	Number starting		By [enter date]
	Vocational trainees	Number starting		By [enter date]
	Trainees gaining qualifications	Number obtaining		By [enter date]
	Trainees gaining employment	Number obtaining		By [enter date]
<b>Infra-structure</b>	Brownfield land remediated/developed	Hectares		By [enter date]
	New or upgraded floorspace	Sq metres		By [enter date]

	Public Realm created or improved	Sq metres	YES	By Jan 2016
	Physical projects supported	Number	1	By Jan 2016
<b>Environ- mental</b>	Sustainable transport projects	Number	1	By April 2016
	Flood/coastal defence projects	Number		By [enter date]
	Renewable energy projects	Number		By [enter date]
<b>Capacity building</b>	Individuals supported	Number		By [enter date]
	Organisations supported	Number	1	By April 2016
	Community projects supported	Number		By [enter date]
<b>Leveraged funding</b>	Public sector funding	Value		By April 2016
	Private sector funding	Value		By [enter date]
	Third sector funding	Value		By [enter date]
<b>Other</b>  please specify				

## 2.5 Further information on your job creation calculations

Please give further information about how you calculated the number and nature of direct and indirect jobs your project will create and sustain. Please include the expected timescale for any indirect job creation after the end of the funding period.

Creating and safeguarding jobs is the single outcome for the CCF. It's crucial that you clearly show how the employment potential of the project has been calculated. Please detail all jobs that will be created or safeguarded, noting whether they are: new or safeguarded, full or part time, and permanent or seasonal/temporary. For any jobs that would be directly funded by CCF, please state how these would be sustained after the funding ends.

Direct jobs are those which are created as the immediate effects of the project, i.e. individuals employed directly as a result of the project. Indirect jobs are those that arise as a consequence of what the project delivers, i.e. a tourism or marketing project which attracts more visitors who spend money that will lead to job creation within the local economy. Please refer to the CCF guidance on measuring economic outcomes on [our website](#) for further detail and to ensure the rationale for your job creation figures is robust.

You can write up to 3,500 characters (about 500 words).

The table in section 2.4 relates only to the specific impacts of the project which is subject of this CCF application. It is anticipated that World Heritage Inscription for the Forth Bridge and Network Rail's proposal for a Visitor Centre adjacent to the North Queensferry harbour site will be significant catalysts for local investment. Network Rail have already estimated that these developments will result in up to 200 direct job opportunities and further local benefits through the establishment of a Community Development Fund.

The forecast job impacts in 2.4 have been calculated on the following basis:

- direct jobs created - consultation with boat operators identifies significant interest in running new services into North Queensferry, this includes two companies who advised that they would purchase new boats, requiring a minimum of two employees each, and others that would use existing craft to run more services; and
- indirect jobs created - consultation with local businesses (accommodation, food & drink, retail and visitor centre) shows high levels of confidence in the future economic prospects for North Queensferry. We collated total job impacts, using our professional judgement to attribute dependent on the type of business and the specific feedback provided by consultees. We have attributed 1 FTE job arising across other Fife towns as a result of the new digital information points.

All jobs impacts have been translated into FTEs, so actual numbers are likely to be higher as businesses will employ both full-and part time staff using permanent, temporary and seasonal contracts.

The 4 direct jobs are based on feedback from the boat operators - these jobs are not expected to be created in full until the World Heritage listing is secured and the Visitor Centre is established. All are attributed to the CCF investment as it is felt they cannot be secured without this.

The 11.5 indirect jobs have been calculated based on the following:

- the total increase in jobs forecast by local tourism focused businesses as a result of the combined Town Pier, World Heritage and Visitor Centre proposal equates to 17.5 FTEs -we have attributed 25% of these to the Town Pier project = 3.625 FTEs;
- we have estimated the likely impact on retail, food & drink, visitor attractions and accommodation across other towns as 8 FTEs in South Queensferry and 1FTE across other Fife towns (digital info points); and
- we have estimated that the project will safeguard 5 FTE jobs based on a proportion of off-site visitor spend helping to sustain existing activity.

**2.6 How will you measure and track your progress towards achieving the programme outcome?** Please refer to the CCF guidance on measuring economic outcomes on our website for help in planning how to measure the outcomes from your project. You can write up to 2,000 characters (about 300 words).

The outcomes relating to this project will be measured and tracked by the Programme Delivery Group referenced in 2.2 above as follows:

- monitoring direct jobs creation with the boat operators;
- monitor the performance of local businesses, and gather data from them on employment – a proportion of this will be attributed to the Town Pier project;
- monitor the total visitor numbers using the new leisure boat services and the cruise tender services;
- gather feedback from visitors – direct and via electronic media – to understand the impact that this project had on their overall decision to visit; and
- compile photo evidence of the progress with the physical project, and maintain records on payments to contractor for capital works.

The Project Delivery Group will also maintain focus on all of the indicators referred to in 2.4 above to ensure that all key outcomes from the project are captured as outputs and outcomes may be delivered which are not at this point foreseen.

## 2.7 Sustainability of project outcomes

The CCF is seeking to support projects that clearly demonstrate that their effects are sustainable. Please tell us how your project's outcomes will continue after CCF funding has finished and how the project activities will continue to be funded.

For projects whose sustainability and sustained job outcomes are dependent on revenue generation, please also provide a high level cash flow forecast for the period of CCF funding and at least two years beyond.

You can write up to 2,000 characters (about 300 words).

The outcomes will be sustainable after completion of works tied to the CCF grant. The project will deliver a fully functional landing platform which will support the berthing of both cruise ship tender vessels and smaller passenger ferries. The report by EKOS entitled 'North Queensferry Harbour: Economic Impact Analysis' presents a clear and robust evidence-based case for the long-term sustainability of the objectives of this project. This report is contained on the CD-rom related to this application and sent under separate cover. To further support this case a report entitled 'Forth Bridge World Heritage Nomination - Realising the Benefits' by Rebanks Consulting (widely respected experts in the area of World Heritage Inscription benefits) has been included.

Successfully attracting CCF funding for this project will have a significant positive impact on our proposed bid in 2015 for Townscape Heritage/Conservation Area Regeneration Scheme funds to repair sections of the Town Pier at North Queensferry. Detailed reports and designs from structural engineers have already been received. This work would result in stabilisation of the end 40m of the pier which is currently closed for public use. The pier is an A-listed structure and its repair and conservation is seen as crucial. These works would not impact on the section of pier required to host the landing stage referred to in this application and, indeed, revenue from landing fees etc would contribute towards the future pier reparation works.

The job outcomes are based on the direct and indirect impacts of the project i.e. boat operators using the pier to run new services – combination of purchasing new and using existing craft more often will create direct jobs. Indirect jobs will be sustained through the increased use of the pier by visitors who will generate sales in local businesses, thereby supporting jobs.

## 2.8 What are the most important activities you will deliver during your project?

Activities are the tasks, actions or services that will take place in your project to achieve the CCF outcome. They:

- specify **what** will be done, **how** it will be done, **who** will do it and **when**, in order to achieve success
- form the main content of your **business planning**
- determine the **resources and budget** that you need to run your project

Please provide a timetabled business plan of key activities or services, stating when they are due to happen. You must start your project within a maximum of six months of accepting our offer of funding and must then complete your project by 31 December 2016. Please indicate your likely dates for start and completion along with any major project milestones. We suggest listing no more than five activities a year and writing no more than 20 words for each.

When	Activity	Proposed dates
Year one	<i>Example: We will upgrade and improve signage on 1,500m of coastal path within one year.</i>	<i>March 2015 - March 2016</i>
	Procure and install a floating landing platform (or pontoon) capable of supporting cruise ship tender and small passenger ferry traffic	April 2015 - September 2015 (inclusive)
	Installation of 6 interactive digital touch screen tourist information kiosks at high footfall locations in coastal communities across Fife including North Queensferry.	April 2015 - September 2015 (inclusive)
	Local environmental improvements to the harbour and beach area which will host the landing platform.	April 2015 - September 2015 (inclusive)
Year two		

## 2.9 Risks, liabilities and dependencies

It's important that you consider risks and liabilities relating to the initial project works and the ongoing liabilities that are created through the CCF funding. In appraising projects we need to understand who carries risks or liabilities, the likelihood and impact of risks arising, and how they will be minimised, offset and mitigated. Please tell us about any outstanding factors that your project depends upon to be delivered and achieve its outcomes and how these will be addressed.

You can write up to 2,000 characters (about 300 words).

A project manager will be allocated who will have overall responsibility for progress and will provide regular monitoring reports. This will include pro-active identification and close monitoring of known risks. They will ensure that the project's stated objectives are met. Key responsibilities include managing the key constraints of the project; cost, time, scope and quality. We have identified all the consents/permissions required for this project and have made contact with all the relevant consenting bodies and there are no 'in principle' objections to the proposed development with notes/letters confirming this contained on the CD-rom accompanying this application. Consents relate to planning permission, listed building consent, Harbour's Licence and Marine Licence. A Construction Risks log is also included on the CD-rom and the Capital Business Plan also contains a Risk Log.

The project will be delivered consistent with Fife Council procurement policy which follows strict rules in the way that it invites, evaluates and awards contracts. The purpose is to ensure openness and transparency in the way we do business with suppliers and to ensure the following:

- The proper use of public money
- That we meet our statutory duty to achieve best value through the procurement process
- Compliance with the law particularly the E.U. Consolidated Supplies and Services Directives
- Equity of treatment through the procurement process for all suppliers
- Probity through compliance with Council Standing Orders Scheme of Tender Procedures and Financial Regulations
- Accountability, openness and transparency through the audit process
- The protection of the Council and its employees from any legal challenge or allegation of impropriety in its business dealings

**2.10 (Projects in Wales only) How will you make sure that everyone who could benefit from your project will be able to do so in Welsh or English?**

If your project will be delivered in Wales, we'll expect you to provide a bilingual service to the public in Wales, so you'll need to ensure that:

- you promote your project in Welsh and English and produce bilingual versions of all publicity materials, including publications and websites
- all posts paid for by our funding are advertised bilingually and you consider whether the post needs to be filled by a Welsh speaker
- you consider the linguistic nature of the community in which you'll be working.

Explain how you've considered these requirements. To learn more about them visit [www.biglotteryfund.co.uk/welshlanguage](http://www.biglotteryfund.co.uk/welshlanguage)

You can write up to 2,000 characters (about 300 words).

Not applicable.



## Part three: Project costs

Any CCF funding awarded is inclusive of VAT. If you are registered for VAT, you can only apply to us for the cost of non-recoverable VAT. Organisations not registered for VAT should include VAT costs in their budget. If you later find that the costs of your project increase because you have made a mistake about your organisation's ability to recover VAT, we will not increase CCF funding to cover this.

Use question 3.3.2 to tell us any assumptions you have made about the costs which have been included in your budget. For example, we will expect to see how you have considered and included factors such as inflation.

If there are any discrepancies or changes in the costs since your stage one application, clear explanations for these changes will need to be provided in question 3.3.2 (and the relevant section of the business plan, if applicable).

### 3.1 Value Added Tax (VAT)

We will only pay VAT if you cannot claim it back from HM Revenue and Customs.

3.1.1 Is your organisation registered for VAT?

☒ Yes ☐ No

If yes, what is your VAT registration number?	663822326
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3.1.2 Have you got in touch with either your local VAT office or a VAT expert to find out how much VAT you can recover on the cost of your project, and do your budget costs reflect this?

☒ Yes

☐ No

If 'No' tell us what you have done to make sure that you will incur no extra costs as the result of non-recoverable VAT, as we cannot increase our grant at a later date. In case you incur extra costs due to non-recoverable VAT, how will you meet this cost? You can write up to 2,000 characters (about 300 words).

n/a

### 3.2 State Aid

Please provide an updated position on how your project will comply with State Aid rules, based on advice you have taken since our feedback at Stage one and any discussions with the CCF funding team. Give details of:

- any specialist legal advice you've received about how State Aid legislation impacts on your project
- how our funding would affect your competitive or financial position in relation to other organisations providing similar goods or services
- which exemption route you intend to use to cover your project (if we advised you at stage one that we think our funding could be classed as State Aid)
- the amount of funding you've received in the last three years that was classed as State Aid.

For more information about State Aid visit [www.gov.uk/state-aid](http://www.gov.uk/state-aid)

Applicants must complete this question. Failure to comply with State Aid rules will mean we cannot award funding.

You can write up to 2,000 characters (about 300 words).

Advice has been sought from Fife Council funding and projects experts which has confirmed that funding Fife Council to deliver this project would not be classed as State Aid.

### 3.3 How much will your project cost and how much would you like from CCF?

This section should be an updated and detailed breakdown of the budget that you provided in your stage one application. Your budget should be shown by 'Project years' - i.e. Year one starts when your project starts. (In Q3.5 we ask for your project spend by financial year.) The costs you can ask us for are explained in Appendix A of this form. Only include VAT in this table if you can't recover it from HM Revenue and Customs. For help in completing your budget and in working out your overheads please refer to [Full cost recovery](#) on our website.

Whilst funding from other sources is encouraged, it is not essential and the CCF can be the sole funder of your project. If your project has already secured funding from elsewhere, or those in your partnership wish to provide in-kind support, this should be included in the table. Any funding from other sources beyond the end of the CCF funding period should be included in the 'Year two / Total cost' column.

	Year one (£)		Year two (£)		Total (£)	
	Total Cost	Amount from CCF	Total Cost	Amount from CCF	Total Cost	Amount from CCF
<b>Revenue</b>						
Salaries, NI and pensions						
Freelance fees						
Recruitment						
Training						
Travel, volunteer costs and other						
Accommodation and utilities						
Monitoring, evaluation and learning						
Professional and legal fees						
Translation costs						
Other						
Other						
Other						
Other						
Other						
<b>Revenue total</b>						

	Year one (£)		Year two (£)		Total (£)	
	Total Cost	Amount from CCF	Total Cost	Amount from CCF	Total Cost	Amount from CCF
<b>Overheads</b>						
Staff						
Utilities						
Other						
Other						
<b>Overheads total</b>	0	0	0	0	0	0
<b>Capital</b>						
Equipment						
Refurbishment works						
Fixtures, fittings and equipment						
Land or building purchase						
Construction or refurbishment						
Survey fees						
Statutory fees	7,500	7,500	0	0	7,500	7,500
Inflation	26,409.60	26,409.60	0	0	26,409.60	26,409.60
Contingency	70,740	70,740	0	0	70,740	70,740
Vehicles						
IT and office equipment						
Other: Design Fees						
Other:						
Other:						
<b>Capital total</b>						
<b>Final total</b>	807,469.96	807,469.96	0	0	807,469.96	807,469.96



## Budget summary

When you've completed the previous table, add the VAT you expect to recover to this summary.

	Amount from CCF (£)	Amount from other sources (£)	Total cost excluding recoverable VAT (£)	VAT you can recover (£)	Total cost including VAT (£)
<b>Revenue</b>					
Salaries, NI and pensions					
Freelance fees					
Recruitment					
Training					
Travel, volunteer costs and other					
Accommodation and utilities					
Monitoring, evaluation and learning					
Professional and legal fees					
Translation costs					
Other					
Other					
Other					
Other					
Other					
<b>Revenue total</b>	0	0	0	0	0
<b>Overheads</b>					
Staff					
Utilities					
Other					
Other					
<b>Overheads total</b>					
<b>Capital</b>					
Equipment					
Refurbishment works					
Fixtures, fittings and equipment					
Land or building purchase					
Construction or refurbishment					
Survey fees					
Statutory fees	7,500			1,500	9,000
Inflation	26,409.60			5,281.92	31,691.52
Contingency	70,740			14,148	84,888
Vehicles					
IT and office equipment					
Other: Design Fees					
Other:					
Other:					
<b>Capital total</b>					
<b>Final total</b>	754,438.9			152,884.7	917,323.7

### 3.3.1 Overheads

If you are asking us to fund overheads, what percentage of your organisation's total overheads does this represent?

not applicable

### 3.3.2 How have you worked out your costs?

Please explain what your costs are based on, for example: quotes, estimates or what it has cost before. Tell us about any assumptions you've made in your costs, for example: about VAT or inflation. If you've included any 'in kind' contributions, explain how you have calculated these. Tell us here about any changes in the costs since your stage one application.

You can write up to 2,000 characters (about 300 words).

All costs are based on detailed quotes for products and services (included as supporting documents on the CD-rom sent under separate cover). In all cases these have been secured from individuals and organisations with the required high levels of experience and expertise in their field of activity.



### 3.4 Project funding

#### 3.4.1 How much funding will come from other sources?

Tell us where it will come from, how much it is and tick to confirm that it has been secured. Include any funding for in-kind support from your own organisation or organisations in your partnership.

Please note that CCF funding can only be awarded where all other funding has already been secured.

Source of any other funding	Amount per year			Total £	Secured	In kind
	Year 1 £	Year 2* £	1 January 2017 onwards			
Fife Council					<input type="checkbox"/>	<input checked="" type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>						

\*up until 31 December 2016 only.

3.4.2 If you have indicated that you (or any project partners) are contributing your own funds towards the project, please give us further details here. You should only include money which has been agreed and set aside for this purpose.

You can write up to 2,000 characters (about 300 words).

Fife Council intends to contribute the cost (in kind) of the staff resources required to deliver this project. This equates broadly to the figure of [REDACTED] identified in the Capital Business Plan. An additional capital contingency of £39k has been put in place by Fife Council and will be held, if necessary, for the lifespan of the project or until such time as it is required to be used. This additional contingency is not referenced in the Project Costs within the Capital Business Plan but has been approved by senior management within Enterprise, Planning and Protective Services.

### 3.5 Annual project spending by financial year

CCF funding will be awarded by financial year. Financial years run from 1 April to 31 March. Please indicate how your CCF funding will be split across each financial year, below. Once we agree the spend profile for your grant, there is no guarantee that any slippage from one financial year to another can be accommodated and you may lose any grant which you have not spent within the relevant financial year. Any spend falling beyond 31 December 2016 will need to be met from other funding.

	2014/15	2015/16	2016/17	Spending from 1 January 2017	Total
CCF revenue funding	0	0	0		0
CCF overheads funding	0	0	0		0
CCF capital funding	0	754,439	0		754,439
Other funding	0		0	0	
Total	0		0	0	

## Part four: Staff posts

Complete the table below to provide a breakdown of the staff and volunteers that will work on this project. If you are asking us to contribute towards any line management as part of your overheads, you should complete this table for these positions as well. We expect any new posts funded by CCF to be externally advertised and recruited.

For salaried posts you should include all relevant costs where applicable. For example: National Insurance, pension or redundancy contributions. You should express these pro rata for posts that will work part-time on this project. We expect to be able to see the figures you have set out here reflected in the relevant budget lines of your project budget. If you cannot fit all of your staff posts onto this table, you can copy the format below into a separate document and email it to us with your application.

Job title	Number required	Brief summary of what this person will do on the project	Is this a new or existing post?	How many hours, on average, will be worked on this project per week?	Are these posts voluntary, salaried or consultant?	Total cost to the project for these posts? (£)	How much of this are you expecting to come from CCF? (£)
	2	Will operationally manage/lead the project and the project board/team					0


## Part five: Who will benefit from your project?

There are no model answers to these questions. Your answers help us understand who benefits from our funding but we don't use them to decide if we will fund your project. For more information visit [www.biglotteryfund.org.uk/funding/funding-guidance/managing-your-funding/about-equalities](http://www.biglotteryfund.org.uk/funding/funding-guidance/managing-your-funding/about-equalities)

### 5.1 Will your project mostly benefit people from a particular ethnic background?

☐ Yes ☒ No

If yes, which ethnic background? You can select up to three.

#### White

- ☐ English / Scottish / Welsh / Northern Irish / UK
- ☐ Irish
- ☐ Gypsy or Irish Traveller
- ☐ Any other white background

#### Mixed / Multiple ethnic groups

- ☐ Mixed ethnic background (this refers to people whose parents are of a different ethnic background to each other).

#### Asian / Asian UK

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Indian      | <input type="checkbox"/> Chinese                    |
| <input type="checkbox"/> Pakistani   | <input type="checkbox"/> Any other Asian background |
| <input type="checkbox"/> Bangladeshi |   |

#### Black / African / Caribbean / Black UK

- ☐ African
- ☐ Caribbean
- ☐ Any other Black/African/Caribbean background

#### Other ethnic group

- ☐ Arab
- ☐ Any other

### 5.2 Will your project mostly benefit people of a particular gender?

☐ Yes ☒ No

If yes, which gender?

☐ Male ☐ Female

**5.3 Will your project mostly benefit people from a particular age group?**

☐ Yes ☒ No

If yes, which age group? You can select up to two.

☐ 0 - 24 years ☐ 25 - 64 years ☐ 65 + years

**5.4 Will your project mostly benefit disabled people?**

We use the definition from the Equality Act 2010, which defines a disabled person as someone who has a mental or physical impairment that has a substantial and long-term adverse effect on their ability to carry out normal day to day activity.

☐ Yes ☒ No

**5.5 Will your project mostly benefit people of a particular religion or belief?**

☐ Yes ☒ No

If yes, which religion or belief? You can select one.

☐ No religion ☐ Hindu ☐ Sikh  
☐ Christian ☐ Jewish ☐ Other  
☐ Buddhist ☐ Muslim

**5.6 Will your project mostly benefit lesbians, gay men or bisexual people?**

☐ Yes ☒ No

**5.7 Will your project benefit people in Wales?**

☐ Yes ☒ No

If yes, how many of the people who will benefit from your project speak Welsh?

☐ All ☐ Less than half  
☐ More than half ☐ None

**5.8 Will your project benefit people in Northern Ireland?**

☐ Yes ☒ No

If yes, which community do the people who will benefit from your project belong to?

☐ Both Catholic and Protestant ☐ Mainly Protestant (more than 60 per cent)  
☐ Mainly Catholic (more than 60 per cent) ☐ Neither Catholic nor Protestant

## Part six: About your organisation

Please provide us with details of your organisation.

### 6.1 What is the full legal name of your organisation, as shown on your governing document?

Fife Council

### 6.2 Does your organisation use a different name in your day to day work?

☐ Yes ☒ No

If yes, what other name do you use?

### 6.3 What is the main or registered address for your organisation?

Fife House, North Street, Glenrothes, Fife

Postcode

KY7 5LT

Telephone number one

Telephone number two or text relay

03451 55 00 00 (general enquiries)

### 6.4 What is the main email address for your organisation?

This should be the email address people use to contact your organisation.

fife.council@fife.gov.uk

### 6.5 Does your organisation have a website?

☒ Yes ☐ No

If yes, what is its address?

www.fifedirect.org.uk



## 6.6 What type of organisation are you?

Select your organisation type from at least one of these categories.

<b>Charity</b>	<input type="checkbox"/> Registered Charity	<input type="checkbox"/> Exempt Charity
	<input type="checkbox"/> Charitable Incorporated Organisation	<input type="checkbox"/> Excepted Charity
	<input type="checkbox"/> Charity (Royal Charter or Act of Parliament)	<input type="checkbox"/> Charitable Trust
<b>Company or mutual society</b>	<input type="checkbox"/> Company - Limited by Shares	<input type="checkbox"/> Limited Liability Partnership
	<input type="checkbox"/> Company - Limited by Guarantee	<input type="checkbox"/> Industrial and Provident Society
	<input type="checkbox"/> Company - Listed Publicly	<input type="checkbox"/> Co-operative
	<input type="checkbox"/> Community Interest Company - Limited by Shares	
	<input type="checkbox"/> Community Interest Company - Limited by Guarantee	
	<input type="checkbox"/> Community Interest Company - Listed Publicly	
<b>Public sector</b>	<input checked="" type="checkbox"/> Local Authority	<input type="checkbox"/> Town Council
	<input type="checkbox"/> Community Council	<input type="checkbox"/> Non-Departmental Public Body
	<input type="checkbox"/> Parish Council	<input type="checkbox"/> Other
<b>Other</b>	<input type="checkbox"/> Parochial Church Council	<input type="checkbox"/> Partnership
	<input type="checkbox"/> Church-based faith organisation	<input type="checkbox"/> Other
	<input type="checkbox"/> Further or higher education	

Give any reference or registration numbers you have.

<b>Charity Commission for England and Wales</b>	
<b>Charity Commission for Northern Ireland</b>	
<b>Office of the Scottish Charity Regulator</b>	
<b>Companies House</b>	
<b>Financial Conduct Authority</b>	
<b>Other reference number (please specify)</b>	

### 6.7 When was your organisation set up?

Give the date when your organisation adopted its current legal status:

Day	01	Month	04	Year	1996
-----	----	-------	----	------	------

### 6.8 Is your organisation independent, or a branch or department of a larger organisation?

☒ Independent ☐ Branch or department

If you are a branch or department, what is the name and address of the larger organisation?

Postcode	

### 6.9 How many people are on the board or committee that runs your organisation?

78 Cllrs

### 6.10 Are there any restrictions on who can join your organisation?

☐ Yes ☒ No

If yes, what restrictions are they and why do you have them?

- If your organisation has a membership we expect this to be open to all and that anyone can join, unless you can provide a good reason why not.
- We will usually consider proposing and seconding to be unacceptable and we expect there to be the right of appeal for anyone refused membership.

You can write up to 400 characters with spaces (about 50 words).

--

### 6.11 What is your organisation's current financial position?

Select one option and fill in the amounts from your accounts or projection.

- ☐ Information from the latest accounts approved by your organisation
- ☐ 12 month projection because you've been running less than 15 months

Accounting year ending:	Day		Month		Year	
-------------------------	-----	--	-------	--	------	--

Total income for the year:	£	
----------------------------	---	--

Total expenditure for the year:	£	
---------------------------------	---	--

Surplus or deficit at the yearend:	£	
------------------------------------	---	--

Total savings or reserves at the yearend:	£	
---	---	--

### 6.12 Where can we find your latest accounts?

- ☐ You already have our latest accounts.
- ☐ We're attaching our accounts to this form, or a projection if we've been running less than 15 months.

### 6.13 Have your accounts been independently audited?

- ☒ Yes      ☐ No

If yes, what is the name and address of your auditor?

CCF have already confirmed that as a local authority we are not required to submit any organisational financial information.	
Postcode	

## 6.14 Primary contact

Who should we contact if we have questions about your application?

They must be someone who runs or works for your organisation. We need their date of birth and home address for our standard fraud prevention checks.

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss
-------	-----------------------------	------------------------------	-----------------------------	-------------------------------

Forenames	Surname
<div></div>	

Job title or position	Date of Birth
<div></div>	

Day time phone	<div></div>
Evening phone	
Mobile phone	
Email*	

\*This email address should be the one they use for your organisation. We'll use this whenever we get in touch about your project.

Home address	
<div></div>	
Postcode	<div></div>

Have they lived at this address for the last three years?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

If no, give their previous home address:

<div></div>	
Postcode	<div></div>



Tell us about any particular communication needs this contact has. This might include text relay, sign language, large print, audiotape or Braille.

For applications for projects in Wales, which language would you like us to use whenever we get in touch with this contact?

- ☐ Welsh
- ☐ English

**What address should we use for any correspondence?**

Write 'As above' if this is the same as the organisation's registered address.

as above

**Postcode**

We'd like to send your primary contact information about Big Lottery Fund and other Lottery good causes. Tick this box if you don't want to receive this information.

We'd like you to help us improve our customer service by taking part in market research, surveys, or product testing. This may involve passing your details to other organisations who do this work for us. Tick this box if you don't want to take part in these activities.

## 6.15 Legally responsible contact

### Who in your organisation will be legally responsible for the funding?

- For companies they should be a director or the company secretary.
- For local authorities and other public sector organisations they should be your chief executive or a director.
- For town, parish or community councils they should be the clerk to the council (or office bearer).
- For all other types of organisations they should your chair, vice chair or treasurer.

They must be over 18 years old and can't be same the person we should contact if we have questions about your application. We need their date of birth and home address for our standard fraud prevention checks.

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss
-------	-----------------------------	------------------------------	-----------------------------	-------------------------------

Forenames	Surname
<input type="text"/>	<input type="text"/>

Job title or position	Date of Birth
<input type="text"/>	<input type="text"/>

Day time phone	<input type="text"/>
<input type="text"/>	
Evening phone	
<input type="text"/>	
Mobile phone	<input type="text"/>
<input type="text"/>	
Email*	<input type="text"/>

\*This email address should be the one they use for your organisation. We'll use this whenever we get in touch about your project.

Home address
<input type="text"/>

Postcode

Have they lived at this address for the last three years?

☐

Yes

☐

No

If no, give their previous home address:

Postcode

Tell us about any particular communication needs this contact has. This might include text relay, sign language, large print, audiotape or Braille.

For applications for projects in Wales, which language would you like us to use whenever we get in touch with this contact?

☐

Welsh

☐

English



## **Part seven: Finishing your application form**

## 7.1 Declaration

Check the box to confirm that:

- the information you have given is accurate and true
- your application has been authorised by the governing body of your organisation
- your organisation has the legal power to deliver the project you have described in this form
- you understand that if you make misleading statements or withhold information at any point, your application will be invalid and you will be liable to repay any money you have received
- you will be able to meet our Standard Terms and Conditions, and (if you are awarded funding for work involving land, buildings or other construction-related works ) our Additional Terms and Conditions for Capital Grants
- you agree we may use the information you have provided for the purposes described under Data Protection below
- you accept that if information about this application is requested under the Freedom of Information Act we will release it in line with our Freedom of Information Policy
- you acknowledge and accept the confidential nature of information relating to the Coastal Communities Fund and agree that this information is not to be disclosed to anyone except those in your organisation who need to know it for the purposes of the project and those external advisors who need to know it will be required to acknowledge in writing their duty of confidentiality to you and to us
- you understand that the Big Lottery Fund may commission an evaluation of the programme. You confirm that you will co-operate with any evaluation related activities which are required of you by the Big Lottery Fund and further confirm that the Big Lottery Fund may use any part of your application for evaluation or research purposes.

<input checked="checked" type="checkbox"/>	I agree	Name of legally responsible person	
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## Data protection

The information you provide will be held and used by the Big Lottery Fund in accordance with the Data Protection Act 1998.

We will use the information you give us during assessment and during the life of your grant (if awarded) to administer and analyse grants and for our own research purposes. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, administering the programme, monitoring grants and evaluating funding processes and impacts. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.

We may share information with organisations and individuals with a legitimate interest in Lottery applications and grants or specific funding programmes. We have a duty to protect public funds and for that reason we may also share information with other Lottery distributors, government departments, organisations providing matched funding or for the prevention and detection of crime.

Your information may be transferred to an IT service provider based outside the European Economic Area (EEA). If your information is transferred outside the EEA, we will ensure it is sufficiently protected.

We might use personal information provided by you in order to conduct appropriate identity

checks. Personal information that you provide may be disclosed to a credit reference or fraud prevention agency, which may keep a record of that information.

If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will provide details to fraud prevention agencies, to prevent fraud and money laundering. You can obtain further details explaining how the information held by fraud prevention agencies may be used from our Customer Services, by emailing [dataprotection@biglotteryfund.org.uk](mailto:dataprotection@biglotteryfund.org.uk) or by telephoning our advice line on 0845 4 10 20 30, or by writing to: Customer Services, Big Lottery Fund, 2 St James Gate, Newcastle upon Tyne, NE1 4BE.

We might use the data you provide for research purposes. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

### **Freedom of Information Act**

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may choose to consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

## 7.2 Completeness checklist

Please tick the following boxes to confirm that:

**Yes**

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | your legally responsible contact has checked the declaration box at the start of Part seven   |
| <input checked="" type="checkbox"/> | you have completed all the relevant questions of this form  |
| <input type="checkbox"/>            | you are emailing us the most recent annual accounts for your organisation (or 12 month projection if you've been running less than 15 months) |

**Yes**

**N/A**

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | you are emailing us three months of consecutive bank statements if you are a new organisation running for less than 12 months  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | you are emailing us a high level cash flow forecast for the period of CCF funding and at least two years beyond (if requesting funding for a project where sustained jobs/outcomes depend on revenue generation)                                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | you are emailing us an up to date business plan for your project, or relevant excerpts (mandatory if requesting funding over £500,000 or if your total project cost is over £1 million; optional if you think this would support your application) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | you are emailing us a complete and up to date capital delivery plan and capital cost plan (if requesting capital funding over £100,000)  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | you are posting us a CD Rom clearly labelled with your Project ID with documents to support your capital delivery plan   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | you are emailing us with details of additional staff posts, over and above those listed in Part four (if relevant)   |

## **Appendix A: What we can fund**

We will pay for all the eligible costs of the project you want us to fund. These can include revenue and capital costs.

The following lists give you an idea of the type of spending that we can and cannot pay for. They are not exhaustive and when we assess your application we may want to discuss this in detail, or include or exclude some items.

### **Direct revenue and capital costs**

By direct revenue and capital costs we mean the costs of employees, volunteers, equipment, space or activity used only in the project.

#### **Eligible revenue expenditure includes:**

- salaries of project workers, including any extra costs, such as pensions, National Insurance and redundancy
- salaries of management staff who only supervise project staff, including any extra costs, such as pensions, National Insurance and redundancy (if applicable)
- sessional workers - those who work as and when required to run activities or to carry out community development or outreach work that will increase long-term community use of an amenity
- recruitment of staff who will work on the project
- expenses of project staff and volunteers, including travel, accommodation, phone bills and stationery
- rent, heating, lighting, maintenance and insurance for office space and buildings only used for this project
- venue hire
- purchase of single items of equipment or materials with a value below £1,000 that do not have a depreciable value
- routine repairs and maintenance for project equipment and vehicles
- training of staff and volunteers working on the project
- monitoring and evaluation of the project
- translation costs
- fundraising for the project for the duration of the funding and for its continuation
- marketing and publicity for the project
- website connection
- website content design and development (including the use of consultants or designers)
- software
- professional and legal fees associated with revenue expenditure on the project

- provision for legal costs you may incur for executing a legal opinion.

**Ineligible revenue expenditure includes:**

- costs incurred or expenditure committed before you are given funding
- any costs which someone else is paying for, whether in cash or in kind
- items that are not needed to deliver the CCF outcome
- travel outside the UK
- funds to build up a reserve or surplus, whether distributable or not
- loans or loan repayments
- contributions to general appeals
- general improvements to public areas unless they are essential to the overall project
- personal equipment not essential to delivering the project
- maintenance equipment, fixed or loose equipment or office equipment which is not essential to the project
- recoverable VAT.

**Eligible capital expenditure includes:**

- buying freehold or leasehold land and buildings
- building works (construction, new build, extension, refurbishment, modernisation or conversion) required for delivering the project
- improvements to land and other forms of landscaping
- improvements to access (except when the project is only to meet the requirements of the Equalities Act 2010 (Disability Discrimination Act in Northern Ireland))
- purchase of single items of equipment with a depreciable value, or with a value over £1,000, necessary for running the project
- the purchase of vehicles and/or equipment necessary for delivering the project
- professional, legal (including costs for providing legal documents) and statutory fees associated with capital spending on the project.

**Ineligible capital expenditure includes:**

- costs incurred or spending committed before you are awarded funding
- any costs which someone else is paying for, whether in cash or in kind
- routine repairs and maintenance
- general improvements to public areas unless they are essential to the project
- personal equipment not essential to delivering the project
- maintenance equipment, fixed or loose equipment or office equipment which is not essential to the project.

## **Overheads**

By overheads, we mean the costs of employees, volunteers, equipment, space and services that partly support the project you want us to fund, but also support your other work.

We can make a contribution towards your overheads. You should explain how you have calculated your overheads on your application form. For help in working out your overheads please refer to [Full cost recovery](#) on our website.

### **Eligible overheads include:**

- salaries of human resources, finance, IT and other staff supporting the project (for example, running payroll and servicing computers used by the project)
- salaries of staff, including managers, working on the project, but not exclusively
- salaries of senior management overseeing the project
- meetings of the trustees or management committee
- audit and other legal fees associated with running your organisation
- rent, heating, lighting, maintenance and insurance for office space your project requires or shares with other projects
- rent, heating, lighting, maintenance and insurance for office space used by staff who run your project
- professional fees associated with strategic planning
- training staff
- networking and attendance at conferences or partnership work that benefits the project you want us to fund.

### **Ineligible overheads include:**

- costs incurred or expenditure committed before you are awarded funding
- any costs which someone else is paying for, whether in cash or in kind
- any costs not associated with the running of, or supporting the running of, this project.

## Appendix B: Business plan guidance

### Your business plan

A. If you're requesting more than £500,000 from CCF, or if your total project cost is over £1 million, we would expect you to have written a business plan as part of your project development. This should be submitted with your stage two application form and should include the following sections:

1. Executive summary
2. Organisation summary
3. Project background
4. Strategic context
5. Project delivery
6. Project resources
7. Project costs
8. Joint funding, in-kind funding and other sources of finance
9. Financial appraisal
10. Marketing, communications and sales
11. Monitoring and evaluation frameworks
12. Risk analysis
13. Supporting information

Ideally, the business plan will be no more than 30 sides of A4 in at least 12-point font.

Please make sure that the information contained within your business plan is up-to-date and relevant to your project. It should be a business plan for your project, not your organisation.

The business plan should be typed and the pages numbered.

For guidance on what would typically be included in each section of a business plan, please see our Guidance on writing a business plan on the [CCF website](#).

B. If you do not already have a business plan for your project, please send us the following information in addition to your stage two application:

- Market analysis
- Marketing strategy
- Cash flow forecast for the period of CCF funding and at least two years beyond (for projects dependent on revenue generation to sustain the jobs created or safeguarded)
- Risk log
- Organisation management structure
- Draft terms for any partnership agreements
- Monitoring and evaluation frameworks

C. If your project is for less than the amounts stated above and you have a business plan that you think would help give us a fuller understanding of your project, please feel free to submit this along with your application.



Please note that in all cases you are required to provide full answers to all questions in the stage two application form, whether or not you submit a business plan.