**Citizen Led Engagement Programme**

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**Application Form**

**2019/20**



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**Application Form 2019/20**

**Please complete this application form in full and email to community.engagement@london.gov.uk along with the required paperwork outlined in the due diligence section of this form by 12:00 noon Monday 4 March 2019.**

# Your organisation

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| --- | --- |
| **Name of Organisation** |  |
| **Name of Project Lead** |  |
| **Contact Number** |  |
| **Organisation Address** |  |
| **Website** |  |
| **Year established** |  |
| **Company/Charity number** |  |
| **VAT Number** |  |
| **Number of staff** | *Please include details of full time and part time staff* |
| **Number of volunteers** |  |

**1. Tell us about your group or organisation**

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# Project Details

1. **Describe your proposed Citizen Led Engagement project in max 500 words.**

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1. **How will your community benefit from getting involved in your proposed project?**

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1. **Tell us about the knowledge, skills and experience you’ll apply to the project. How will these ensure that you succeed?**

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1. **Who will you work with on this project? Tell us a little about what each partner and how they will contribute.**

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1. **How will you demonstrate the success of the project?**

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1. **How will you keep your project on track to make sure it makes a difference?**

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1. **What challenges do you expect to face? How will you address them?**

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1. **Where in London will your project take place?**

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1. **Please outline the timescale of the project – when will it start and end? Are there any other important milestones to consider?**

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# Budget

1. **Please provide details of your project budget below**

Organisations will be able to apply for grants of £12k to lead a community engagement pilot. There will only be one round of grant applications with eight grants available. Grants will be subject to standard GLA funding agreements and will be disbursed in tranches as follows:

50% upon satisfactory completion of due diligence and receipt of signed grant agreement

25% upon receipt of mid-project update

25% upon project completion and receipt of final research

**You may wish to attach your project budget in a separate excel sheet when you submit your application.**

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1. **How does this represent value for money?**

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# Due diligence

I can confirm that I have provided the following with my application form [please tick]:

* A copy of your organisation’s most recent signed set of Financial Statements/Accounts
* A statement of your organisation’s cash flow for the current year
* Evidence of public liability and employer's liability insurance
* Submission of budgeted allocation of funding (how you intend to spend the grant) ❑ Submission of your organisation’s Financial Regulations

# Signature and date

I confirm that the organisation named on this application has given me the authority to sign this application on their behalf.

Signature

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Name

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Date

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