

Application for a Grant: Project Description Form

1. PROJECT BACKGROUND

Project Name		Total Funding Requested	£
Where Will the Project Be Delivered?			
Name of Proposing Organisation			
Details about the Organisation			

Project Manager		Scheduled Start Date	
Contact Name (if different)		Scheduled End Date	
Contact Address			
Contact Phone No.		Contact e-mail address	
Date of completion of this form			

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(Please expand the necessary sections)

2. PROJECT STATEMENT

Please provide a brief, clear statement of what the project is and what needs it will meet, stating the main objectives. Can you provide any evidence of the need for these objectives to be met?

3. TARGET GROUP

Please state who the target group is, and where they are?

4. PROJECT OUTCOMES

Briefly describe the project activities and desirable outcomes that will meet the project objectives (outlined above in 2).

Also describe the expected changes among the target group (or in the target area) at the end of the project and how this project will allow the Council to acquire a good understanding of the area and any such policy implications.

5. LOCAL FIT

Briefly describe how the proposal adds value to the sustainable development of Oxfordshire as expressed by the Oxfordshire Economic Development Strategy (EDSO) 2006 – 2016 key objectives, and/or the Oxfordshire 2030 strategy.

How will the project align with one or all of the EDSO or Oxfordshire 2030 economy themed objectives? A copy of the EDSO can be viewed/ downloaded from <http://www.oep.org.uk/strategy/downloads.php>. The Oxfordshire 2030 is available from www.oxfordshirepartnership.org.uk.

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6. PROJECT OUTPUTS

Briefly describe the main outputs of the project. For example, the number of learning opportunities created, new jobs created, types of business supported and how, and any other outputs relevant to this application. (Please ensure the statement you develop is SMART – *Specific and sensitive to the project, Measurable, Achievable by the end of the funding period, Realistic given the inputs you are using, and Time bound*).

7. FINANCIAL SCHEDULE

Provide detail as to how the grant funding will be allocated, noting any match funding the project will be receiving, and an outline of expected efficiency savings e.g. partnership working.

8. EVALUATION

How will the delivery of outputs against initial objectives, the process used, and other incidental issues be assessed and monitored?

Please note:

The Council will require an evaluation/ summary report at the end of the project period, and also brief quarterly updates on progress throughout the project.

Completed by

Date: .../.../...

Name

Organisation