

## Guide to Completing the Sense of Place Fund Application Form

This guide is designed to help you complete the Sense of Place Application Form.

We've tried to keep the form as simple as possible and it shouldn't take long to complete, we don't expect lengthy answers. Each question on the form is explained below and we've included some sample answers.

### Frequently Asked Questions:

#### ***What if I am not at a stage ready to submit an application but feel my project might fit the criteria?***

We'd still like to hear about your idea and may be able to help you set it up. Ideally you should contact your landlord tenant involvement officer to discuss, but you can ask us direct – [support@gmprocure.com](mailto:support@gmprocure.com) or 0303 030 0030

#### ***What if I'm ready to submit an application but can't answer some questions?***

If you don't have an answer at this point please leave the answer blank.

#### ***What should I do when I've completed the application form?***

You can return the form by either post or e-mail.

The postal address is:

Sense of Place Application  
GM Procure Ltd  
Duckworth House  
Lancastrian Office Centre  
Talbot Road  
Old Trafford  
Manchester  
M32 0FP

The e-mail address is [support@gmprocure.com](mailto:support@gmprocure.com)

#### ***What happens after I submit the application?***

We'll let you know as soon as we receive your application form and will advise you how long it will take to review and when you can expect us to be in touch.

### Question and Answer Guide

What is the name of the project?	This is the name that we will refer to and use in all records. It helps us identify your project.
Who is the main contact?	This is the person that we will liaise with refer to.
What are the contact details?	Full contact details are required here – postal address, telephone numbers and e-mail addresses if you have one. You can specify which method you prefer but we will always put fund information in writing by post or e-mail. This means we both have copies of anything that’s been agreed.
Which landlord is sponsoring this application?	This is the landlord who is responsible for the community where the project is based. You should already have been in contact with them and have their support to apply.
What is the name and details of the contact at the landlord?	This is the person who you have spoken to at the landlord, most likely to be your tenant involvement officer (TLO) but it can be anyone that can act on behalf of the organisation.

### **Section 1: Matching Objectives**

Please describe the project	This is a brief description of what the project is for, why it has been created and what it sets out to do.
<p><b>Sample:</b></p> <p><i>At our last community group meeting we discussed the piece of unused land outside a sheltered housing scheme owned by our landlord and it was suggested that it be turned into an activity area for elderly residents living in the scheme and local area. This involves clearing the land which is currently just overgrown and used as a rubbish area and then landscaping it, then building the activities on it. Our landlord is keen to take feedback from us and help to develop the area.</i></p>	

<p>Please indicate how the project will impact on GM Procure's aims</p>	<p>GM Procure is committed to re-investing volume cost savings directly back into local businesses, employment and training. Specifically:</p> <ul style="list-style-type: none"> <li>• 2 trainees taken on per £1million of labour contract value</li> <li>• 30% of trainees from a non-traditional route (e.g. minority ethnic, female, ex-offenders etc)</li> <li>• 3 non-traditional contractors supported each year</li> <li>• 1 community enterprise created and supported each year</li> </ul> <p>GM Procure also has wider regeneration aims and is keen to impact positively on the environment.</p>
<p><b>Sample:</b></p> <p><i>We have surveyed the land with our landlord and think it would take approximately four weeks to clear it and put in the activity area, depending on the number of people working on it. We could advertise and use local people interested in this area of work. There is also a local high school which has a lot of diversity amongst pupils, some of whom may be interested in the project and could get involved at many levels. Many of the residents in the scheme itself are active and interested in helping out.</i></p> <p><i>Some of the materials can be sourced from recycled material.</i></p>	
<p>How will the project benefit the community and meet community priorities?</p>	<p>This is an opportunity for you to tell us what the wider benefits are for the people living in the community. Take a moment to think about the 'not so obvious' benefits and also what the community is currently concerned about.</p>
<p><b>Sample:</b></p> <p><i>There are health and social benefits around the activity area. It can be used by the whole community and not just the elderly residents, to help with exercise and the impact this has on health (physical and mental). It will improve the look and feel of the area by getting rid of a local eyesore which will make it a nicer area to live in. The land will be more productive in use.</i></p>	

*It will improve community atmosphere as a meeting place for all. Our community is concerned about safety and petty crime and a use for the land would be better.*

What are the short, medium and long term outputs of the project?

This is to review the benefits in stages. In some instances there will be very different benefits at each stage, in others the benefits may be the same throughout.

**Sample:**

Short term:            *reduce isolation  
                                 provide work*

Medium Term:        *improve area  
                                 improve health  
                                 reduce crime*

Long term:            *increase sense of community, people will want to live there  
                                 as above*

**Section 2: Capacity**

How much is required to fund the project (the budget). Do you need this all in one go or in instalments?

This may be an estimated figure or a planned budget detailing costs of each element.

**Sample:**

*£75,000 is the estimated total cost. This is broken down to:*

- *£10,000 to clear the land*
- *£10,000 to landscape*
- *£32,000 to build the activity area*
- *£8,000 to buy the activity items*
- *£2,000 to hold a launch event and do local press*
- *£13,000 contingency*

*It will be needed in one lump sum as the project will be completed in one time period and paid for in one payment.*

How much is the project applying for from the Sense of Place fund?

This is the amount that the application is for.

<p><b>Sample:</b></p> <p>£25,000</p>	
<p>What other funding has been secured and from whom?</p>	<p>The Sense of Place fund is not designed to fully fund a project. As a general rule it will seek to fund no more than a quarter of the total amount required.</p>
<p><b>Sample:</b></p> <p><i>£50,000 has been committed by our Landlord £25,000 has been raised by the community group via the last years fundraising.</i></p>	
<p>Has the project secured any resources other than money and from whom?</p>	<p>This is to indicate if there are other resources which have been offered as the project is not all about monetary funding.</p>
<p><b>Sample:</b></p> <p><i>There is a Bank in the area and they have offered to send a team of volunteers for a day to help clear the land. A local business has offered to sponsor the upkeep of the area in the future (planting and grass cutting etc) – they will have a small sign made and erected as well.</i></p>	
<p>What are the risks to the project? What is the proposed management of these risks?</p>	<p>This is the opportunity to evaluate the potential challenges likely to be faced by the project and what plans are in place to overcome them.</p>
<p><b>Sample:</b></p> <p><i>The main risks are around health and safety – we want to ensure that the work itself is carried out properly, especially as volunteers will be involved, and then the ongoing safety of the site. Another problem is management and liaising with all the parties involved. We will need some support in this. We will identify a leader for the project and have regular meetings. There is a small risk that the costs will increase but this should be resolved if we can get a full survey and quotations for work completed before the start.</i></p>	

What will signify the completion of the project and what happens afterwards?

This is to indicate how to close the project successfully and make sure that it remains a success in the future if additional maintenance is required.

***Sample:***

*The project will be finished when the work is completed and we are going to hold a launch, hopefully with all the residents and the local council (suggestions for a barbeque). We will then review the budget and any discuss any monies not spent at the next monthly meeting of the community group. As mentioned before, a local business has agreed to sponsor the land for groundwork. Our landlord has agreed to carry out annual maintenance and safety checks on the activity area.*