



# Breckland Community Funding Application Form

## Section 1 - About the organisation applying

### Organisation name and address details

Name of the organisation applying

The Wayland Partnership Development Trust

Address of your organisation

Street

Wayland House, High Street

Town/City

Watton

County

Norfolk

Postcode

IP25 6AR

Website

[www.wayland.org.uk](http://www.wayland.org.uk)

Telephone

01953 883915

Email address

[suzanne@wayland.org.uk](mailto:suzanne@wayland.org.uk)

### Main Contact Person

These are the details that will be used for correspondence purposes.

Title

Mrs

Surname

Rhind

Forename(s)

Suzanne

Position in organisation

Business & Community Development  
Manager

Daytime Phone  
01953 880204

Home Phone  
01953 681205

Mobile Phone  
07704 311068

Email  
suzanne@wayland.org.uk

Use organisation's address for correspondence

### Organisation Start Date

Please estimate if exact date is not known - please select earliest date if your organisation predates the options given.

Month	Year
11	1999

### What type of organisation are you?

Please select as many as appropriate. For companies, CICs and Social Enterprises, please note your constitution/ articles should show a clear social purpose, and information about how you distribute profit to fulfil these aims.

A registered charity 1081310

Company limited by guarantees 3869712

Unincorporated club or association

Community interest company

Other

### Purpose of organisation

Please briefly describe the overall aims and objectives of your organisation and the activities or services your organisation provides

Our aim is to promote the economic, social, cultural and environmental well-being of the Wayland area (the market town of Watton and 13 village parishes). We are based at Wayland House in Watton: a one-stop-shop for information and support and which includes offices for small businesses, a training room, a presence office which hosts a range of services and an Art Gallery and Visitor Centre. We develop projects to meet community needs and we work closely with a range of Community Partners including the Wayland Academy and primary cluster, the Chamber of Commerce, the Sports Centre and the Agricultural Society.

## Staffing and volunteers

How many of each of the following are involved in the organisation?

Full time staff / workers	0	Part time staff / workers	4
Volunteers (excluding management committee)	50		

Management committee

4

Members (excluding management committee)

15000

## Income of your organisation

Total income in the most recent accounting year

115114

What are your organisation's current unrestricted reserves?

30000

## Banking details

Please provide details of the organisation's bank account

Bank account name

The Wayland Partnership Development Trust

Bank account number

50718246

Bank sort code

20-28-20

How many signatures are required to authorise payments from the organisation's account?

2

Names of signatories, and their roles in the organisation

Mrs Jan Godfrey, Chair of Trustees

Mrs Bronwen Tyler, Trustee

Mr Roger Harrold, Trustee

## Second contact

Please provide details for a second contact who is willing to be contacted regarding this application if the main contact cannot be reached.

Title

Mrs

Forename/s

Jan

Surname

Godfrey

Position in organisation

Chair of Trustees

Daytime phone

01953 880202

Email

jan@wayland.org.uk

## Section 2 - About the project

### Which Fund are you applying to?

Tell us which Breckland Fund you are applying to (Match Funding Large grant, Match Funding Small grant or Pride Funding) - please make sure you have read the guidance for the Fund you have chosen.

Match Funding Large Grant

### Ownership and permissions

Please complete this section if you are applying for funds to carry out building or ground works, including repairs and improvements, or installing permanent fixtures such as play equipment.

Does your organisation own the building/ land in question?

Yes

If NO, please tell us who owns the site, and how your organisation has responsibility for it - for example if you hold a lease please tell us how long is remaining on the agreement

Does your project need any permissions to proceed? For example planning or change of use permissions, a faculty or similar - if YES please provide details below and send evidence that this is in place along with your completed application.

### Project Details

Project name

Wayland Community of Culture

Project / funding start date    Project / funding end date

02/10/2017

02/10/2018

What area will your project benefit?

Breckland

Which area (estate, town, village, borough) do most of the people who benefit come from?

Wayland - Watton and 13 surrounding parishes

Please provide a postcode which best represents the geographical area you will benefit.  
IP25 6AR

What is the grant required for? Please describe your planned project/ activity.

The project aims to develop quality new activities and products exploring the local heritage, food, environment and culture of Wayland to generate new visitors to the area, extend the tourism season and encourage visitors to stay longer whilst supporting existing activities to grow and flourish thus strengthening the local community as well as the cultural/tourism sector and the wider economy.

This will be achieved in the following way:

1. Set up a steering group linking key local businesses and organisations with an interest in tourism and the local economy;
2. Develop a strong brand identity for Wayland in the Brecks;
3. Establish Wayland as a 'Community of Culture' by co-ordinating a year of activity to put the spotlight on Wayland and what it offers to increase footfall in the town and benefit the local economy;
4. As a part of this set up 2 new festivals to extend the tourist season - one linked to heritage/culture/food (October), the other a Walking & Cycling festival (March);
5. Support existing events (the Wayland Show, Wayland Festival, Watton Carnival, Christmas Market, and Fireworks as well as smaller parish events) to maximise opportunities through training, recruiting volunteers, co-ordinated advertising, networking and offering new activities;
6. Improve our online marketing presence with e-newsletter, online booking system and a video;
7. Develop and enhance complementary craft workshop programme in Wayland Dragonfly Gallery;
8. Set up a Food & Drink competition to establish new Wayland products (Pingo Pie/Wayland Wanger) to improve brand recognition;
9. Offer Welcome Host business/community training to ensure new visitors receive a great welcome and then return;
10. Design a Wayland marque highlighting quality of service, local distinctiveness or community commitment.

These activities will address a number of problems and opportunities for the Wayland area by using tourism as a tool to regenerate a deprived rural area and declining market town. This project has been developed with partners to put Watton and Wayland 'on the map' as a destination by building on our organisational track record, to explore under-developed local USPs such as local history, the Babes in the Wood legend, and our special local environment within the Brecks, to build on our geographical location within Norfolk being within 1 hour of established tourism destinations, and to foster a new sense of pride in the community following recent changes in local demographics.

Who will benefit from this project and how?

The aim of the project is to regenerate the Wayland area through tourism, which is widely recognised as an agent of change. Tourism as a focus allows us to develop a project that enhances the Wayland area as a place to visit, work or live. The benefits of tourism cut across all sectors of the community as it has the power to unite different cultures and different ages. This project will benefit different sections of the Wayland community in the following ways:

#### Businesses

- a. The project will have a direct effect on businesses that get involved in areas such as marketing, catering or event management.
- b. It will have an indirect benefit on a number of other business types such as accommodation providers, retailers and food outlets that will see an increase in the number of customers due to increased footfall in the town centre and new visitors to the area.
- c. New opportunities will be provided to undertake training to improve marketing and customer service, areas that are very important for small businesses.
- d. Opportunities to develop new products, i.e. local food and to recognise existing quality of product or service
- e. A vibrant, active community can be a positive factor in encouraging new businesses to locate to the area.

#### Residents

- a. By establishing new cultural events and supporting existing events to flourish we will improve wellbeing by encouraging the community to come together increasing community spirit and integration.
- b. The project will ensure a better understanding of Wayland culture and heritage leading to increased pride in the community.
- c. There will be increased opportunities for affordable, local social activities and greater opportunities to get active in the local environment improving mental and physical health and wellbeing.
- d. There will also be opportunities for people to volunteer in the project and access training to increase skills and confidence to enable career and personal development.

#### Voluntary & Community Sector

- a. The project will support the sustainability of the Wayland Partnership which runs a multi-purpose community building. This hosts a gallery, Tourist Information Centre, and drop-in offering community advice and business support, enabling us to do more to support the wellbeing of our community now and in the future.
- b. By supporting established organisations/events through training, marketing etc. we can help sustain the vital role that volunteers play in providing social, cultural, and tourism activities for residents and visitors in Wayland.

How do you know this project is needed, and that people want it?

The project was identified during a five month consultation phase in 2016 with our 18 partner organisations to develop a 10 year action plan for the Wayland area. Out of a portfolio of projects put forward, the need to develop a project focusing on tourism was considered to be the top priority due to its cross-cutting ability to have an impact on the economic, social and environmental wellbeing of the Wayland community.

We have also consulted with a number of additional key stakeholders to gauge need and support. This included a Tourism Conference which we held in October 2016. The Conference was attended by 17 businesses as well as a number of support agencies who spent the day discussing the needs of the local area and co-producing project ideas which we have built into this bid.

During consultation with the community in 2016, 46% of respondents rated Wayland as poor to OK as a place to work (29% good to excellent), 56% rated Wayland as poor to OK to visit (42% good to excellent) and 58% rated it as poor or OK to socialise (36% good to excellent). 38% of respondents felt that the Wayland area had got worse in the last 3 years, with 32% saying it had stayed the same and 19% saying it had improved. These statistics highlight the feelings of local people, which are reflected in comments received at our office and with partners. There is a general feeling of decline in the town, a corresponding lack of pride and the sense that Watton and Wayland is forgotten.

Watton town centre has been experiencing a steady decline in recent years, resulting in an increase in the number of empty shop units including very recently the loss of a Budgens in a significant site in the town centre, a poor quality town centre environment with degrading shopfronts, untidy public spaces, lack of information, and declining footfall. In contrast we have seen an increase and diversification in the population. Also, Watton has moved into the most deprived quintile nationally for overall Indices of Multiple Deprivation.

The importance of thriving market towns is acknowledged in the Breckland Council Corporate Plan 2015-19 and the role of tourism as a driver in our economy is acknowledged in a number of strategies including the Brecks Local Development Strategy, the Norfolk Rural Development Strategy 2013-20 and the New Anglia Strategic Economic Plan.

If this is a large match funding application (over £5,000) please describe how your project will be financially and environmentally sustainable and maintained in the future

There are a number of ways in which this project tackles financial and environmental sustainability:

1. The project will generate an income from events and workshops
2. The Tourism Manager will be responsible for engaging, training and supporting volunteers to build a legacy that will enable some of the activity to be continued by members of the community at the end of the project. This approach has worked well with previous partnership projects, where we facilitate the setting up of groups and then work with them for a period of time before setting them up independently, for example Wayland Women in Business, Wayland Dementia Café and Wayland Men's Shed
3. The project will raise awareness of the Partnership and the services it offers leading to an increase in sales of products and room hire
4. The project will provide improved payment infrastructure for the Partnership by offering online and card payments which we are currently unable to accept, allowing us to increase turnover
5. This project aims to increase awareness of our special local environment through improving knowledge of the local landscape and how to access it and will work with key partners to ensure that this is done in an environmentally sensitive manner.
6. The project will provide more opportunities for residents to undertake leisure activities closer to home thus reducing the need to travel. It will encourage sustainable modes of transport such as cycling and walking.

Through these provisions the Partnership will be able to maintain income levels to continue to support a Tourism Manager who will be responsible for continuing to develop new income streams to sustain the post and its work.

What, if any safety issues are related to your project or activity? If your project is working with children, young people under the age of 18 or vulnerable adult, how will they be kept safe?

There will be a number of safety issues that will need to be considered in relation to the hosting of events, activities and workshops. It is difficult to say exactly what these will be until the events are planned, however the Wayland Partnership is experienced at organising events of all sizes for the whole community and holds appropriate insurance. We will also be working with other organisations in the community who have experience of such activities such as Watton Town Council. Risk assessments will be prepared for all activities. We have suitable policies and procedures in place. If activities are solely for young people under the age of 18 then consent forms will be provided for parents and guardians to complete. Training will be given to all volunteers involved with the project.

## Alignment with Breckland Council Objectives

Please explain how the project contributes towards the Breckland Council objectives you have identified

Support market towns in the district to be attractive to new businesses and visitors to the area, whilst meeting the needs of rural communities and businesses:

One of the principle aims of the Wayland Partnership is to develop and support the market town of Watton and its rural hinterland. This project was chosen as the first major project from the Partnership's new five year Action Plan because it uses tourism and culture as a tool to regenerate Watton, putting this in alignment with Breckland Council's own objective to support market towns.

Watton has seen a steady decline in recent years, with an increase in empty shop units, including the loss of a major supermarket in a prime town centre location, a decline in footfall, low business confidence and engagement, a poor standard of premises and mixture of retail offer, and an increase in litter and anti-social behaviour. Alongside this we have seen an increase in housing development and a growing diversity in population demographics. This has all led to a feeling of deprivation and decline and a lack of a sense of pride in the town.

By creating a focus on the culture and environment of the Wayland area through the introduction of two new festivals and support for existing events and activities the aim is to encourage greater awareness of and enthusiasm for, what the area has to offer for residents, day visitors, tourists and businesses alike. This will lead to more visitors to the area, using local businesses whilst they are here and therefore benefiting the local economy. It will also foster a greater sense of pride in the community as the project will provide opportunities for people and communities to come together, to learn about the local history, and to better appreciate the local environment. The project will also provide support for existing groups, allowing them to access new skills and ensure greater sustainability in the future, building the capacity of the local community to provide high quality events and activities for both residents and visitors.

Grow and encourage local opportunities and activities for business in the district:

The primary aim of the project is to regenerate the Wayland area through tourism, therefore by its very nature this project will grow and support local businesses. We have incorporated a number of elements that will directly and indirectly benefit Wayland businesses. These activities will address a number of problems and opportunities for the area. This project has been developed with partners to put Wayland 'on the map' as a destination by building on our organisational track record, to explore under-developed local USPs such as local history, the Babes in the Wood legend, and our special environment within the Brecks, to build on our geographical location within Norfolk being within 1 hour of established tourism destinations, and to foster a new sense of pride in the community following recent changes in local demographics.

Wayland Community of Culture will have a direct effect on local businesses that get involved in the delivery of the project in areas such as marketing, catering or event management. There will also be opportunities for local creative businesses to get involved in delivering arts, crafts or music activities. Businesses will also benefit from the provision of Welcome Host training to ensure that new visitors to the area receive a great welcome and then importantly, return. A further key part of the project is to set up a Food & Drink competition to establish new Wayland food products representative of the local area to improve brand recognition: a 'Pingo Pie' and a 'Wayland Wanger' have been suggested by local businesses, for example. We hope that this will engage, inspire and motivate local food producers and retailers to get involved to grow their businesses. The final direct benefit is in the form of a new Wayland marque highlighting quality of service, local distinctiveness or commitment to the community.

The project will have an indirect benefit on a number of other business types such as accommodation providers, retailers, food outlets that will see an increase in the number of customers due to increased footfall in the town centre and new visitors to the area. It is also felt that a vibrant, active community can be a positive factor in encouraging new businesses to locate to the area. It is expected that 20 businesses will have a direct benefit through the supply chain and 50 businesses will benefit indirectly.

## Project Budget

How much money are you applying for?

19972.6

What is the total cost of the project?

96189.68

Have you already secured other funding for this project?

Yes

If YES, how much has been raised so far?

2234

Please provide details of this other funding and/or details of applications to other grant schemes yet to be confirmed

Match funding as follows:

LEADER - £65,552 (Outline application submitted and approved to move to full application stage) Decision expected September but all match funding must be in place prior to this.

Watton Town Council - £3,000 (Decision expected end June)

Wayland Chamber of Commerce - £1,000 (confirmed 16.06.17)

Wayland Tourism Association - £1,000 (Decision expected end June)

Income - £4,430.56

Contribution from own funds (Wayland Parish Councils annual contribution) - £1,234 (Confirmed)

## Staff Costs - people who will be paid to help deliver your project

Requested amount	Breakdown
8828	Project Officer (18 hours per week plus oncosts) = £25,228.00
Total cost	Freelance Communications Officer (18 hours per week plus oncosts) = £18,912
44140	

## Volunteer Costs

For example, volunteer expenses and training

Requested amount	Breakdown
720	Volunteer Training = £1440
Total cost	
1440	

## Operational/activity costs

For example, hiring a venue or providing transport for participants

Requested amount	Breakdown
5210.16	Event Costs = £19200
Total cost	Food Competition = £600
25780.8	Card Payment System = £700.80
	Venue Hire = £1,200
	Staff Travel = £1,500
	Business Training = £1,440
	Consumables (printing, stationary) = £1140

## Office, overhead, premises costs

For example, paying for utilities or a contribution to administration / management support

Requested amount	Breakdown
3414.44	Contribution to Development Manager (2 hours per week) = £2,804.40
Total cost	Contribution to overheads (3% of total project costs) = £3424.48
6828.88	Office set-up = £600

## Capital costs

Things you will buy, for example materials or equipment, or cost of building works - please note quotes/ estimates should be provided

Requested amount	Breakdown
Total cost	

## Publicity costs

Costs of promoting your project, for example printing leaflets or posters

Requested amount	Breakdown
1800	Marketing/Branding = £15,000
Total cost	
18000	

## Other costs

Please specify any costs that have not been included under any of the headings above

Requested amount	Breakdown
Total cost	

## Section 3 - Impact: How your project will make a difference

Select a category from the drop down list below that best describes the impact that your project will have (the difference it will make).

Connect people with the arts, culture and heritage

Select the primary outcome for your project or activity - you may choose up to 3 if you wish using the boxes below

Increase opportunities for public to engage with culture and heritage

## Beneficiaries

How many people will benefit from this funding?

1000

Please tell us how you have estimated this figure - for example, it may be based on bookings, memberships, audiences or visitors to date

This figure is based on the following breakdown, based on our experience of running similar activities:

Volunteers receiving training

Voluntary groups receiving support

Businesses receiving training

Businesses increasing trade

Visitors and community members attending events and workshops

Primary Beneficiary - Select a single option to represent the primary beneficiary group for this grant

Local residents

Please list any other beneficiary groups who will benefit from your grant

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Black, Asian and minority ethnic     | <input type="checkbox"/> Carers  |
| <input checked="" type="checkbox"/> Children and young people            | <input type="checkbox"/> Ex-offenders/offenders/At risk of offending         |
| <input checked="" type="checkbox"/> Families/Parents/Lone parents        | <input type="checkbox"/> Homeless people                                     |
| <input type="checkbox"/> Lesbian, gay, bisexual and transgendered groups | <input type="checkbox"/> Long-term unemployed                                |
| <input checked="" type="checkbox"/> Men                                  | <input type="checkbox"/> Not in education, employment and training (NEET 16) |
| <input checked="" type="checkbox"/> Older people                         | <input type="checkbox"/> People in care or suffering serious illness         |
| <input type="checkbox"/> People living in poverty                        | <input type="checkbox"/> People with alcohol/drug addictions                 |
| <input type="checkbox"/> People with learning difficulties               | <input type="checkbox"/> People with low skill levels                        |
| <input type="checkbox"/> People with mental health issues                | <input type="checkbox"/> People with multiple disabilities                   |
| <input type="checkbox"/> People with physical difficulties               | <input type="checkbox"/> Refugees/asylum seekers /immigrants                 |
| <input type="checkbox"/> Victims of crime/violence/abuse                 | <input checked="" type="checkbox"/> Women                                    |

## Ethnicity

Primary ethnic group - select a single option to represent the primary ethnic group for this grant

White British

Please list any other ethnic groups who will benefit from your grant:

- |   |   |
|---|---|
| <input type="checkbox"/> African                        | <input type="checkbox"/> All ethnicities              |
| <input type="checkbox"/> Any other                      | <input type="checkbox"/> Asian and Asian British      |
| <input type="checkbox"/> Asian and White                | <input type="checkbox"/> Bangladeshi                  |
| <input type="checkbox"/> Black African and White        | <input type="checkbox"/> Black Caribbean and White    |
| <input type="checkbox"/> Black and Black British        | <input type="checkbox"/> Caribbean                    |
| <input type="checkbox"/> Chinese                        | <input type="checkbox"/> Chinese or other group       |
| <input type="checkbox"/> Indian                         | <input type="checkbox"/> Mixed                        |
| <input type="checkbox"/> Other Asian                    | <input type="checkbox"/> Other Black                  |
| <input type="checkbox"/> Other Mixed Ethnicity          | <input type="checkbox"/> Other White                  |
| <input type="checkbox"/> Pakistani                      | <input type="checkbox"/> White                        |
| <input checked="" type="checkbox"/> White East European | <input type="checkbox"/> White Gypsies and Travellers |
| <input type="checkbox"/> White Irish                    |   |

## Issues

Primary issue - select a single option to represent the primary issue that will be addressed by this grant  
Economy

Please list any other issues that will be addressed by this grant

- |   |  |
|---|--|
| <input type="checkbox"/> Anti-social behaviour                        | <input checked="" type="checkbox"/> Arts, culture and heritage                       |
| <input type="checkbox"/> Bullying                                     | <input type="checkbox"/> Caring responsibilities                                     |
| <input type="checkbox"/> Counselling/Advice/Mentoring                 | <input type="checkbox"/> Crime and safety  |
| <input type="checkbox"/> Disability and access issues                 | <input type="checkbox"/> Domestic violence   |
| <input type="checkbox"/> Education, learning and training             | <input type="checkbox"/> Emergency/Rescue services                                   |
| <input type="checkbox"/> Employment and labour                        | <input checked="" type="checkbox"/> Environment and improving surroundings           |
| <input type="checkbox"/> Financial exclusion and financial illiteracy | <input type="checkbox"/> Gangs   |
| <input type="checkbox"/> Harmful practice                             | <input type="checkbox"/> Health, wellbeing and serious illness                       |
| <input type="checkbox"/> Homelessness                                 | <input type="checkbox"/> Housing   |
| <input type="checkbox"/> IT / Technology                              | <input checked="" type="checkbox"/> Language, culture and racial integration         |
| <input type="checkbox"/> Mental health                                | <input type="checkbox"/> Offending/At risk of offending                              |
| <input type="checkbox"/> Poverty and disadvantage                     | <input type="checkbox"/> Refugees/Asylum/Immigration                                 |
| <input type="checkbox"/> Religion                                     | <input type="checkbox"/> Renewable energies and recycling                            |
| <input checked="" type="checkbox"/> Rural issues                      | <input type="checkbox"/> Sexual abuse  |
| <input checked="" type="checkbox"/> Social inclusion and fairness     | <input checked="" type="checkbox"/> Sport and recreation                             |
| <input type="checkbox"/> Stigma/Discrimination                        | <input checked="" type="checkbox"/> Stronger communities/Community support and devel |
| <input type="checkbox"/> Substance abuse and addiction                | <input type="checkbox"/> Supporting family life                                      |
| <input type="checkbox"/> Violence and Exploitation                    |  |

## Age Groups

Please indicate the primary age group that will benefit from this grant  
All ages

Please list any other applicable age groups for your grant.

- |   |   |
|---|---|
| <input type="checkbox"/> Adults (26-65)       | <input type="checkbox"/> Children (5-12)      |
| <input type="checkbox"/> Early years (0-4)    | <input type="checkbox"/> Seniors (65+)        |
| <input type="checkbox"/> Young adults (19-25) | <input type="checkbox"/> Young people (13-18) |

## Section 4 - Supporting information and Declaration

### Supporting Documents

**To complete your application, you are required to submit supporting information that provides evidence of how your organisation is set up, and details of your project.**

**Along with your online application we also require you to submit copies of the following:**

A copy of your constitution of governing document

A copy of your most recent annual accounts (or current financial statement if your organisation has been operating for less than 1 year)

A copy of a recent bank statement

Evidence that you have consulted with the community

Evidence of match funding

A copy of relevant safeguarding policies if your project involves work with children or vulnerable adults

Copies of quotes, estimates or other evidence of costs if applying for funds to pay for equipment, building works, services or similar (preferably three for each service/product)

For projects involving building works or installations of e.g. of sports/play equipment - evidence that planning permission/ other relevant permissions are in place or that they are not required

A location map (for projects involving building works or installations of e.g. of sports/play equipment)

A business plan (for projects with a total cost of over £50,000)

A copy of your equal opportunities policy/statement

Evidence of support from your Breckland Council ward member - they can send this direct to Norfolk Community Foundation.

**If you have electronic copies available, these documents can be uploaded by following the 'Add Document' link below which will guide you to the Attachments upload function at the end of this form. Please then upload the documents as prompted.**

**If you prefer to send some or all of these documents separately by post or email, please check the box below, and ensure that all the information required is submitted to Norfolk Community Foundation clearly stating the name of the organisation and the Fund you are applying for.**

**If you do not have all of the documents listed above, or are able to provide a link to view some of your evidence online, please provide details in the box below.**

**If you have provided documents such as the constitution and policies to Norfolk Community Foundation with previous applications and no changes have been made, there is no need to provide further copies - where this is the case please also note in the box below. Please note this only applies to documents that are not updated regularly.**

**If you have any questions about the supporting information required, please contact the Grants Team on 01603 623958 or email [grants@norfolkfoundation.com](mailto:grants@norfolkfoundation.com)**

Documents to follow in post to Norfolk Community Foundation, St James Mill, Whitefriars, Norwich NR3 1TN or by email to [grants@norfolkfoundation.com](mailto:grants@norfolkfoundation.com)

Yes

[Add document](#)

You can use this space to provide links to items you wish to purchase with your grant, or to enable us to view documents online. Also tell us if you believe we hold current copies of your organisation's constitution and policies.

NCF holds copies of the constitution and policies from previous applications - all other documents to follow in the post. Business Plan and 2016 Annual Accounts attached.

## Declaration

**Please enter your name and position below to confirm that you accept the following conditions:**

1. I am authorised to make the application on behalf of the above organisation.
2. I certify that the information in this application is correct.
3. If the information in the application changes in any way I will inform Norfolk Community Foundation immediately.
4. I give permission for Norfolk Community Foundation to record the information in this form electronically and to contact my organisation by phone, mail or email with information about its activities and about funding opportunities.
5. I agree to participate in monitoring, auditing and evaluation related to these funds - you can find out more about how Norfolk Community Foundation monitors grants at [www.norfolkfoundation.com/apply/funding-for-non-profits/monitoring/](http://www.norfolkfoundation.com/apply/funding-for-non-profits/monitoring/)

Norfolk Community Foundation would like to follow up on successful applicants and potentially feature them in our publicity. Please tick this box to confirm that, if your application is successful, you are willing to take part in publicity activities.

Yes

Declaration - Please enter your name

Suzanne Rhind

Position in organisation

Business &  
Community  
Development  
Manager