

Fens LeAP Leader+ - FastTrack Application Form

- Please read the **Fens LeAP LEADER+ Notes for Guidance** on FastTrack Funding carefully before completing this form. Please answer all questions and use **black ink or complete electronically**.
- Any enquiries on the completion of this form should be addressed to the Programme Manager at Fens LeAP Leader+
- When completed, this form and any supporting documentation should be submitted to **Fens LeAP Leader+ Local Action Group**

SEND COMPLETED FORMS TO:

Marianne Baker
Programme Manager
Fens LeAP Leader+
Cambridgeshire ACRE
32 Main Street
Littleport
ELY, CAMBS CB6 1PJ
Tel: 01353 865047
Email: marianne.baker@cambsacre.org.uk

1. Project Name:

■ Part A – Details about your group/organisation

2. Title Initials Surname (Lead Applicant on behalf of group applying)

3. Your role in Project (i.e. Manager)

4. Describe your organisation, are you a: (tick all that apply)

- Parish Council
- Non-Charitable Group
- Town Council
- other
- Registered Charity

If 'Other' please specify

5. Name of your Group or Organisation.

6. Contact Name
Full postal address

Telephone number (including national dialling code)

Fax number (including national dialling code)

E-mail address

dazcat@tiscali.co.uk

7. Contact name
(if different from question 2)
Person with authority to sign
contracts on your behalf of
your group

Mrs Sue Bell
Parish Clerk, Witcham

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Telephone number (including national dialling code)

01353 778 147

Fax number (including national dialling code)

N/A

E-mail address

N/A

Does your group have the following?: • A Constitution • A bank account

Part B – Location of the project

8. (a) Location and geographical coverage of the project (Please list all villages and towns to be served, if there is a specific location please indicate. NB Check the Fens LeAP Area)

The project will cover the parish of Witcham

(b) Does the project benefit areas inside the local action group area? (NB: Check Fens LeAP Map) YES NO

Part C – Project details

9. Is your proposed project?: *Tick one box*

A new project

An enhancement/improvement to an existing project

10. Which target group/s is your project aimed at? *Tick one box*

• Young people (11-25)

• Older people (55+)

• Whole Community but with reference to above age ranges

• Other (please specify)

11. How does the project relate to these target groups?

The project relates to the above groups in that the formulation of the Parish Plan will involve consultation and discussion with both young people and older members of the resident population.

20.6 % of the village population is over 60 whilst 17.7% are aged between 10-25. (Source census data 2001.)

A consultation exercise will initially take place at the annual village pea shooting competition which will be simple and colourful with balloons and sweets for children who participate. There are also plans for an afternoon tea event for the elderly/children's picnic event if these groups are not sufficiently represented at the pea shoot. A questionnaire for all households to complete will also

include a separate page to gauge the views of residents less than 18 years of age. The questionnaire will be distributed and collected by hand with assistance offered to elderly residents to complete the questions.

■ **Part C – Project details (continued)**

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12. How long will your project run? (Please use actual dates)

- estimated start date

7th July 06

- estimated end date (must be completed by November 2006)

30 November 06

13. Please give a brief description of your project idea.

The project focus is the formulation and delivery of a new five-year parish plan for the village of Witcham.

There will be one initial consultation event at the annual pea shooting competition followed by a household survey and one other community consultation event before the end of November 2006.

A steering group has been set up to help deliver the project, which consists of 11 core members. The group is currently meeting fortnightly with an average attendance of 7 people. It is hoped that four more residents will be recruited to the group by November 2006 in order to make the group sustainable for the life of the project.

The LEADER+ will fund the initial consultation (phase 1) and the formulation, delivery and analysis of the household questionnaire.

Cambs Acre funding which has already been secured will be used for the printing and distribution of the final report (phase 2), including a separate action plan.

14. Please indicate why you think your project is needed

The project is needed in that the current Parish Plan expires in 2006. Since the completion of the last village appraisal in 2001, there have been a number of changes including new residents moving into the village as a result of a small-scale housing development.

The Parish Plan needs to be renewed to demonstrate that the views of such residents are taken on board as well those that have been in the village for a longer period of time.

The Parish Plan is also needed to provide some strategic direction to the work of the Parish Council over the next five years in that it will highlight the social, economic and environmental issues that Witcham residents would like to see addressed.

The Parish also needs to position itself with regard to the new Local Development Framework for East Cambridgeshire, which sets out the key housing and employment land allocations for the District between 2006-2021. Witcham, although a small village is in close proximity to a large employment land allocation (The Elean Business Park). It is also currently designated as an infill only settlement with conservation area status. As such it has an important function to play in the LDF debate in order to protect the current quality of life for residents.

■ Part C – Project details (continued)

15(a). **Project Outcome:** Please indicate what your project will achieve using the FastTrack funding. The outputs below are LEADER+ PROGRAMME SPECIFIC you will need to achieve at least one of these targets:.

Theme	Outputs/Outcomes	How Many?	Date Achieved
ACCESS	Assist/Develop a Transport initiative (O16)		
	<i>Increase/Decrease in the number of journeys per year (FL/R01)</i>		
	<i>Increase in the number of people using local services (R24)</i>		
	Assist/Establish a community service (O17)		
	<i>Number of people expressing satisfaction with assisted services (FL/R02)</i>		
	Number of community facilities set up/improved (O22)		
	<i>Number of local people accessing new/improved community facilities (O17)</i>		
	<i>Number of people expressing satisfaction with community facilities</i>		
ASPIRATIONS	Partner Organisation engaged in community activity (O25) (Cambs ACRE)	1	July 06
	<i>Increase in the number of people involved in the management of the community group/organisation (R37) (new people on steering group)</i>	4	Nov 06
	Community Consultation/Appraisal/Parish Plan taken place (O24)	2	Nov 06
	Youth Forum/Citizen Juries/Steering Groups Established (O24)	1	July 06
	<i>Number of participants in local consultation events (FL/R05)</i>	75	Nov 06
	<i>Number of joint initiatives undertaken (R35)</i>		
	Number of Community Events held to identify community need (O26)	2	Oct 06
	<i>Number of participants involved in community events (FL/R04)</i>	11	Oct 06
	Number of Households involved in consultation/village survey/appraisals/parish plans (FL/OB01)	178	Oct 06

	% Response rate to community consultation (FL/R06)	80%	Oct 06
	Community Group/Trusts/Organisations formed or assisted (O23) (Parish CI)	1	Nov 06
	No of people involved in community activity more than 1 per year (R32)	11	Nov 06
	A network of Community Groups established/assisted (O29)		
	No of Community initiatives developed and managed by local residents (R41)	2	Nov 06
	Number of Community Groups abilities/skills improved (FL/RO03)	1	Nov 06
COMMUNICATIONS	Community ICT (Information Communications & Technology) Initiative established/assisted (FL/OB04)		
	Number of people using assisted services (training) (R24)		
	ICT (Computer Skills) Training Places Filled (O20)		
	% of people expressing satisfaction with training (FL/R07)		

15(b). Please add your own specific project targets that you are aiming to achieve with this project in the table below:

Specific Project Outputs/Outcomes	How Many?	Date Achieved

16. How will you measure the difference your project makes?(i.e. targets, outputs, questionnaires) and how will you measure progress against the targets above?. The programme team can assist you further with helpful hints for Project Monitoring and Evaluation.

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The project will be assessed by the key outputs stipulated in part C. It will also be evaluated by comparing the results of the % of households consulted on the Parish Plan in 2001 compared to 2006. The baseline figure for questionnaire returns in 2001 was 77%. It is hoped that the consultation process for 2006 can improve on this figure.

■ **Part C – Project details (continued)**

17. Will your project continue after FastTrack funding comes to an end?..... YES NO

18. If **NO** to Question 17 please explain the long-term benefits to your local community

19. How will the project address equality of opportunity issues i.e. have you got an equal opportunities policy?

The steering group membership includes the chair of the Parish Council (Ashley Balmforth) and the Parish Clerk (Sue Bell). The Parish Council currently operates an equal opportunities policy and this will be incorporated into the Parish Plan Steering Group.

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20. How will your project contribute towards the protection of the environment?

The Parish Plan consultation will highlight key environmental improvements that Witcham residents would like to see over the next five years, including those related to recycling, limiting the use of private transport and projects associated with improving wildlife/the natural environment within the village.

21. How will your project make use of ICT (Information Communication Technology)?

Wherever possible, communication between steering group members will take place via e-mail to limit the use of paper. Notes and minutes will also be available on the Witcham website www.witcham.org.uk for other residents to have access to.

The results of the main parish plan consultation will be assessed by an IT statistical package.

22. Please use the space below to provide us with any further details in support of your application, including any research undertaken.

The Parish of Witcham has a population of just 434 (source Census data 2001). As such it is one of the smallest Parishes within the district of East Cambridgeshire. As a result of this, it is more difficult to find resource within the local community to compile a detailed document such as a Parish Plan. The additional funding sought for this project will enable the key consultation method (household survey) to be outsourced and will provide an independent assessment of the current and future wishes of Witcham residents.

In addition, analysis of the census data for 2001 for Witcham reveal a number of key issues that need to be addressed;

14.7 % of residents have a limiting long-term illness

28.5 % of households have no-one in employment

78.8% of the working population travel to work by private transport

30% of the 16-74 population do not have any qualifications.

It is hoped that the new Parish Plan will highlight the above and recommend key initiatives and projects to improve in these areas over the next five years.

■ Part D – Estimated project cost

23. Please outline below the estimated total project cost by calendar year, January to December. Remember we can fund up to £3000.

(a) Revenue costs

Details of item/activity	Total
<i>For Example: Venue Hire</i>	
Venue Hire	£360
Stationery	£120
Production (printing and distribution) + analysis costs for questionnaire	£900
Peashoot consultation	£50
Additional consultation event (coffee morning/children's picnic)	£70
	£
	£
	£
	£
	£
	£
Sub Total	£1500

To create a new line press tab in bottom right hand cell

(b) Capital costs

Details of item/activity	Total
	£
	£
Sub Total	£

TOTAL (a) + (b)	£
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■ Part E – Funding

24. Please list all other grants you have applied for in relation with the project, which will be used as match funding (if exceeding £3000) and any income generated by your project:

Details of item/activity	Total	%
Match Funding Source:		
List Here		
DEFRA Grant	£1500	46.5%
Contribution from Parish Council	£225	7.0%
FastTrack Grant Requested	£1500	46.5%
Funding total (should tally with totals in 23)	£3225	100%

Part F – Supporting documentation

25. Please list any enclosed information with this application:
(Constitution, surveys, letters of support)

Copy of Witcham Village appraisal 2001.

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Part G – Declaration and undertaking

- The declaration below must be signed by the applicant named at question 2.
- If there is anything in this application form which you do not understand, please get in touch with the Programme Manager at Fens LeAP Leader+ before you sign.

I/We declare that:

- I/we have read and understood the guidance given in the Notes for Guidance;
- The details provided in this form and in the attached project proposal, are correct and I/we accept full responsibility for them;
- I/we agree to any disclosure or exchange of information about this application (including the content of any declaration or undertaking) to or with other organisations or consultants which the Department or the local action group considers appropriate for the administration, evaluation and monitoring of the LEADER+ Programme;
- I/we have received no previous financial support for the measures proposed in this application.

I/We undertake that, if admitted to the LEADER+ Programme,

- fulfil the obligations required of us as a result of our participation in LEADER+ as set out in the relevant scheme literature;
- provide any further information as may be required by the Department;
- allow access to any land or premises to which the application relates to any authorised person for the purpose of carrying out an inspection in order to verify the accuracy of any information provided and any declaration made to the Department and to ensure compliance with this undertaking;
- co-operate with, or take part in, any economic, environmental or other monitoring and evaluation of LEADER+ (including any research or development studies) conducted by the Department or by anyone appointed by it for that purpose;
- notify the Department in writing or by electronic communication of any change to the details provided in this or supplemental form(s) within three months of its occurrence.

Signature

Date

NB: To help the programme staff to process your application more rapidly:

If you have completed this application form electronically please post a signed original to the address on the front of this form and also email to marianne.baker@cambsacre.org.uk.