# Special Project Application Guidance Notes:

* Please note this application form is for charities and organisations only. It is not intended for use with individual applications for support.
* Special Project funding is designed to provide help for local charities and organisations to deliver essential community improving projects, focusing on areas such as:
* Promoting community cohesion & empowerment
* Improving community safety
* Improving the local environment & sustainability
* Tackling domestic abuse and take safeguarding action
* Helping communities stay connected – reducing isolation and loneliness
* Tackling digital inclusion
* Promoting health & wellbeing
* The Wellbeing Fund team want to hear more about your application request, please complete the information below and return via email to: wellbeingfund@platformhg.com
* We aim to make a decision on your funding request within 28 days and we may be in touch to ask further questions or obtain evidence of estimated costs as well as customer feedback in support of the application.

 **Special Project Application Form**

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| **Organisation, lead contact name & job title.**  | **Organisation:** **Lead contact name:****Job Title:****Address of organisation:****Contact number:** |
| **Where would this project take place?**  | *Please include any additional information known about the area, such as gaps in existing provision.* |
| **Tell us about your proposal.**  | *Please also detail any costs associated, including potential new payees or where costs incurred could be paid to existing suppliers.*  |
| **What is the total value of the funding request proposed?**  | *Please also provide a breakdown of costs where necessary.***Total £****Breakdown of costs:** |
| **Will there be any ongoing maintenance or support required?**  | *Note, the Wellbeing fund is not a guaranteed source of ongoing funding. Please consider the long-term sustainability of your project or improvement.*  |

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| **Please select how your project supports the aims and objectives of the Wellbeing Fund**  | **Please all that apply with an X:*** Community cohesion & empowerment
* Community safety
* The local environment & sustainability
* Staying connected – reducing isolation and loneliness
* Digital inclusion
* Health & wellbeing
* Skills & employability
 |
| **What are the key outcomes that the project should deliver?**  |  1.  2.  3.    |
| **How will these be measured?**  | 1.  2. 3. |
| **Please provide an estimate of how many Platform customers will benefit from this project.** **Include the wider community benefits where possible also.**  |         |
| **Have you given residents who will be directly affected by the project, the opportunity to have their say/shape this proposal?**  | *Please ensure you attach evidence of this when sending this form to wellbeingfund@platformhg.com.*  |
| **What are the timescales for implementation?**  | *Please include all key timescales.*  |

**You must sign the disclaimer below before submitting your application.**

To process your Special Project application, Platform Housing need to collect, use, and retain information. We are also keen to hear about the benefit the support has provided and may contact you for your feedback.

I understand the information I provide will be managed in accordance with Data Protection legislation and the Platform Housing privacy notice which is available on our website [www.platformhg.com/privacy-notice](http://www.platformhg.com/privacy-notice).

I declare that all of the information I have given is correct and complete to the best of my knowledge.

I understand that payments from the Wellbeing Fund are benevolent in purpose and are issued on the premise that nothing further is owed or due in return.

I understand that the Platform Housing should not be relied upon as a guaranteed source of income, and I cannot normally expect to receive repeat funding.

**Signed:**

**On behalf of (group/organisation):**

**Date:**

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Thank you for completing this application.

Please email a copy to: wellbeingfund@platformhg.com ensuring any evidence has been attached in support of your funding request.