

Innovation Fund Project Application Form



Please fill in the project application form below and then submit it to the address at the bottom of this form. You may wish to get some support or feedback from your keyworker or another member of LIRN staff with this process. Please contact us at lincolnshireacademy@doubleimpact.org.uk if you need support with this form.

Please ensure you read the 'Innovation Fund Guidance Notes' to help you complete this form.

1. Contact details

Your name:	
Name of group (if applicable):	
Address:	
County:	
Postal code:	
Email address of main contact:	
Main telephone number:	
Is it ok to contact you/ leave a message on this number?	

2. About the project

Project Title *Give your project a short title so it can be easily identified (Max 10 words)*

Project Summary *Provide details of your project – start with a summary of what it is about– then use the key words of Who, What, When, Where and Why to tell us about your project/activity (maximum 300 words)*

Project Theme/s - *How does your project meets the priorities of this fund and how exactly will people benefit? (maximum 150 words)*

How will you go about delivering your project/ idea? *What activities will be involved and who will carry these out? (maximum 100 words)*

How will you report back on progress / completion of your project/ idea? *Please describe how you plan to measure the progress and impact of your project? What methods and tools will you use? (maximum 100 words)*

Sustainability - What are your plans for making sure that the activity continues once the funding has run out, or that there is a lasting impact of the project?
(maximum 100 words)

Where will the project take place and where will the main beneficiaries come from?

What is the start date for the project and when would you expect it to be completed will it be completed?

Start date:

End date:

3. Project Budget

Breakdown by cost Activity (please see Guidance notes for possible headings)

Item	Cost £

5. Bank Account Details

Please provide bank account details for the account which the grant money would be paid into, if your application were successful.

<i>Name of bank</i>	
<i>Name of account holder</i>	
<i>Account number</i>	
<i>Sort code</i>	

6. Declaration

Please make sure you have read and understood the terms and conditions of the grant before signing and dating your completed application form.

We are authorised to submit this application on behalf of the group and certify that the information enclosed is correct. By submitting this application form, we agree to abide by the terms and conditions stated below and any additional special conditions detailed on any offer of a grant letter sent by the Double Impact Academy Lincolnshire (Innovation Fund)

Terms, Conditions & Reporting Requirements for a Grant Approved by the Double Impact Academy Lincolnshire (Innovation Fund)

We understand and agree that:

- The information we have given is accurate and true
- The grant will be used only for the exact purpose specified in the approved application as summarised above, and no other purpose.
- The offer letter, which confirms the award, will also explain if Double Impact Academy Lincolnshire (Innovation Fund) needs to alter any part of this application.
- No major change can be made to the proposed project delivery without the express written approval of Double Impact Academy Lincolnshire (Innovation Fund)
- Items or equipment purchased through an Innovation Fund grant cannot be sold or passed on to a third party without the written permission of the Double Impact Academy Lincolnshire (Innovation Fund).
- If at the end of a project if there are items or equipment purchased through an Innovation Fund grant we are required to inform Double Impact Academy Lincolnshire (Innovation Fund) so these items can be passed on to a like-minded recovery focussed project in Lincolnshire.
- No purchase or order of any goods or services specified by this approved application will be made before we receive the offer letter confirming the grant.
- If a pilot project is funded by this grant we understand that Double Impact Academy Lincolnshire (Innovation Fund) will not automatically fund any later project.
- We will inform you of any changes to our bank or building society accounts.
- We will comply with any relevant legislation affecting the operations of the project.

**Signature of
applicant:**

Date:

Please email this form to: lincolnshireacademy@doubleimpact.org.uk

Or Post to: Innovation Fund, Double Impact Academy, 30 Newland, Lincoln, LN1 1XG