



Neighbourhood Toolbox CIC

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DESIGN FOR CHANGE FUND SAMPLE APPLICATION FORM

Please note this sample application form is for guidance only. All applications must be submitted via NTB's online application form [here](#).

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Part 1 | Eligibility Questions

Question 1: Please confirm which district your project will take place?

Select from:

- Bath & North East Somerset
- Somerset
- Wiltshire

Question 2: How is your group incorporated?

Select from:

- Charitable companies limited by guarantee
- Charitable Incorporated Organisations
- Charitable Community Benefit Society
- Community Amateur Sports Clubs
- Unincorporated Association
- Other...

Question 3: Does your organisation have at least two people on its board or committee who are not related?

Related can mean:

- by marriage
- in a civil partnership with each other
- in a long-term relationship with each other
- related through a long-term partner
- living together at the same address
- related by blood

Select from:

- Yes

Question 4: Please confirm that if successful, your organisation can wait until March 2026 before receiving the design support offered through this fund.

After the fund closes on November 21st, it is anticipated that it will take until the March 2026 to make a decision, prepare your brief and make a successful match, and have you and your group agree. Design work can only start after both the applicant and the designer sign a contract.

Select from:

- **Yes, my group/organisation understands and accepts this.**

Question 5: Please confirm that your organisation accepts that, upon receiving the funding, it will be expected to pay a commitment fee if successfully matched with a design professional. In accordance with the following terms of payment:

Start of Stage 4 | Prepare Design Brief: £100 of the fee is to be paid to NTB. This covers the support we provide to prepare your project brief and make a match with a suitable designer for your project.

End of Stage 6 | Completion of Design Work: The remaining fee (up to the agreed maximum) is paid directly to the designer once the design work is complete.

Select from:

- **Yes.**

Question 6: Please attach evidence of a board decision taken by your group to apply for the funding and acknowledge the requirement to make payment of a commitment fee either 10% of the designer's time committed (based on an hourly rate of £80 per hour) or £500, whichever is lowest.

Evidence should include a signed letter from a Director/Chair and a recent bank statement providing evidence of sufficient funds. If funds for the commitment fee are yet to be secured then please submit as part of the evidence an explanation as to how this will be secured by 25th of October 2024.

Upload:

- **A signed letter or email (pdf/jpeg) confirming a board decision has been taken to submit an application and acknowledge the commitment fee.**

Question 7: Does your organisation have a UK bank account or building society account?

The account needs to be in the legal name of your organisation. This is usually the same as your organisation's name on its governing document.

At least two people who are not related to each other should be able to manage the account.

Related can mean:

- related by marriage in a civil partnership with each other
- in a long-term relationship with each other
- related through a long-term partner
- living together at the same address
- related by blood.

Select from:

- **Yes.**

Question 8: Please confirm that your group/organisation has reviewed the template agreement for design services and accepts that it will be able to enter into the agreement should it be successful in this fund.

For the avoidance of doubt please find the link to the template agreement [here](#).

Select from:

We confirm and accept these terms.

Part 2 | Your Community Organisation

Question 9: What is the full legal name of your group/organisation?

Question 10: What is the address for your group/organisation?

Question 11: How many members sit on your group's board?

Question 12: What is the mission of your group?

Question 13: How long has your group/organisation been in operation for?

Question 14: Please provide evidence of your group/organisations constitution or set of rules it is governed by.

Upload:

- **A signed letter confirming this pdf/jpeg**

Question 15: Does your group/organisation have a website?

If yes please include the link to it in your response.

Question 16: How does your organisation incorporate the values of diversity, equity and inclusion in operations? How do you foster an open, communicative environment through the work you deliver?

Question 17: Please confirm the position of the Senior Contact with your organisation.

Question 18: Please provide the email address to contact the Senior Contact regarding the outcome of this application.

Question 19: Please provide details of any organisations you are partnering/collaborating with to deliver this idea?

Part 3 | Your Project Idea

Question 20: What is the name of your Project?

Question 21: What is the postcode for the main location of your project?

Question 22: Please confirm which priority fund theme(s) your project idea best aligns with?

Select from:

- Empowering Communities
- Creating Healthy, Inclusive and Accessible Places
- Enabling Community Wealth-Building
- Building Local Skills and Employment Opportunities
- Helping Address the Climate Emergency
- Other...

Question 23: Please describe your project idea that you are applying to secure professional design support for.

Character Limit: 1500

Question 24: Please explain the community need for your project idea.

Who aims to benefit from your project? Please think broadly as to who this can support and provide qualitative and quantitative data to help demonstrate the need.

Character Limit: 1200

Question 25: Please explain how your project has engaged with the community in its development to date.

Please provide details about the type and scale of engagement your organisation has undertaken with your local community and confirm how these conversations have informed the development of your idea. Please also include references to organisations and authorities you have been engaging with in developing this idea.

Character Limit: 1200

Question 26: From the list of feasibility support available from this fund please tick the support your group thinks they require to support their project development.

Please tick as many lines as you think are required and refer to the Design For Change Prospectus for a more detailed description as to what these support lines include. Please note the Neighbourhood Toolbox team will assess this request against the more comprehensive information submitted in your application to decide and allocate the type and amount of support possible from the volunteer 'Design Time' available.

Select from:

- **DEFINE PROJECT SCOPE** | Turn your ideas into a clear project brief to help you to commission design support
- **EXPLORE DESIGN OPTIONS** | Sketch potential layout drawings to test refine your brief and identify a preferred option
- **VISUALISE YOUR IDEA** | Create simple sketch visuals to help communicate your project intent
- **PROVIDE EARLY STRUCTURAL ADVICE** | Test the structural viability of design options developed
- **THINK SUSTAINABLY** | Explore ways to reduce your projects environmental impact
- **CHECK PLANNING NEEDS** | Receive early guidance on permissions and approvals required for your project
- **ESTIMATE PROJECT COSTS** | Get early cost estimates to support budgeting and fundraising
- **PLAN YOUR NEXT STEPS** | Support you to develop a project timeline; identifying key project stages and milestone
 - **Other**

Question 27: Please explain how your group/organisation's idea will improve the sustainability of your neighbourhood by delivering on the UN's 17 sustainable development goals.

Depending on your project's appropriateness, please identify which UN Sustainable Development Goals are relevant and explain how your idea can help deliver on these. We encourage those competing to demonstrate their complexity by showing consideration across social, economic and environmental themes. Please see here for the UN Sustainable Development Goals: <https://sdgs.un.org/goals>.

Character Limit: 1200