

FORM A – FUNDING INTENT FORM – funding bids where WDC is the financial accountable body

1. Contact Details

WFDC Officer (s):	
Division and Section:	
Telephone No:	
E-mail Address:	

2. Project details

Project Title:			
Brief description of project:			
Final submission bid date:		Notification date for successful applications:	
Estimated Project start date:		Project completion date:	
Corporate Theme and Key Priority:			
Other Targets? i.e. LAA or national			
Lead Organisation:		Financial Accountable Body: (If different from lead organisation)	
Project location:		Prime beneficiary of project:	
Why is the project needed and what are its outcomes/targets?			
Is a Forward/Exit Strategy required? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(if yes please complete Form D or E)</i>			
<i>Please refer to the Succession Matrix in the External Funding Strategy for assistance</i>			

Partner Details	<i>Please give full details of all partner organisations including information about what they are gaining from the venture.</i>

Conditions of Grant	<i>Please attach the conditions of grant document</i>
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3. Financial Appraisal

Table i) – Estimated project costs					
Financial Years:	Project Element/Phase	Capital:	Revenue:	'In Kind' Support:	Total: (£)
Total Cost of Project:					

Table ii) – Potential sources of funding						
Financial Years:	Funding Partners:	Capital	Revenue	'In kind' support	Total (£)	Funding Assured Y/N
Total funding Identified:						

Table iii) Financial implications to WFDC	
<i>Who will place orders and receive goods/supply:</i>	
<i>Who has responsibility for approving expenditure and keeping accurate accounts and audit details:</i>	
<i>When will WFDC make contributions to the project (if applicable):</i>	
<i>Will payment be made by WFDC or a partnership:</i>	
<i>Will there be any retention/gifting of goods:</i>	
<i>Will any income be generated:</i>	
<i>Initial VAT recovery forecasts:</i>	

4. Accountability Statement

Project Manager:			
Signed:		Date:	
<i>I acknowledge receipt of the responsibility and accountability delegated to me by my Head of Service. I also understand that the information provided in this document will be processed by WFDC to assist in the research, analysis, evaluation, monitoring and reporting of external funding activity to all appropriate persons.</i>			
Head of Service:		Date:	

FORM B – Funding bids where WFDC is not the accountable body

1. Contact Details

WFDC Officer (s):	
Division and Section:	
Telephone No:	
E-mail Address:	

2. Project details

Project Title:			
Accountable body:			
Brief description of project:			
Corporate Theme and Key Priority:			
Project location:		Prime beneficiary of project:	
What are the project outcomes/targets?			
<p>Is an Exit Strategy required? YES <input type="checkbox"/> NO <input type="checkbox"/> (if yes please complete Form D)</p> <p><i>Please refer to the Succession Matrix in the External Funding Strategy for assistance</i></p>			

3. Financial Appraisal

Table i) – Estimated Project Costs		
Financial Years:	Project Element/Phase	Total Cost (£)
Total Cost of Project:		

Table ii) – Potential sources of funding (not including any WFDC contributions)				
Financial Years:	Funding Partners:	Capital	'In Kind' Support	Funding Assured Y/N
Total funding Identified:				

4. WFDC Contribution

Financial Contribution		
Financial Years:	Project Element/ Phase	Total Cost (£)
Total Contribution:		

Officer Time Contribution	<i>Please give brief details of the contribution that WFDC officers have made towards the project.</i>

4. Accountability Statement

Project Manager:			
Signed:		Date:	
<i>I acknowledge receipt of the responsibility and accountability delegated to me by my Head of Service. I also understand that the information provided in this document will be processed by WFDC to assist in the research, analysis, evaluation, monitoring and reporting of external funding activity to all appropriate persons.</i>			
Head of Service:		Date:	

FORM C – Financial Accountability

(Form to be completed by Financial Services section)

FORM D - Forward Strategy

1. Project Details

Project No:	
Project Title:	
WFDC Lead Officer (s):	
Division and Portfolio:	
Telephone Number:	
E-mail Address:	
Changes to original project:	
Evidence of need:	
Targets/ outcomes:	

2. Financial Appraisal

Table i) - Estimated Project Costs					
Financial Years:	Project Element/ Phase	Capital:	Revenue:	'In Kind' Support:	Total: (£)
Total Cost of Project:					

<i>Table ii) - Potential Sources of Funding Including Council contributions and if contributions are from an existing budget (EB) or specific approval is needed (SA)</i>						
Financial Years:	Funding Bodies inc. Partners:	Capital	Revenue	'In kind' support	Total (£)	Funding Assured Y/N
Total funding Identified:						

3. Accountability Statement:

Project Manager:					
Signed:		Date:			
<i>I acknowledge receipt of the responsibility and accountability delegated to me by my Head of Service. I also understand that the information provided in this document will be processed by WFDC to assist in the research, analysis, evaluation, monitoring and reporting of external funding activity to all appropriate persons.</i>					
Head of Service:		Date:			

Form E - Exit Strategy

This form is only to be completed when funding/ projects are to be closed down. The aim of this is to minimise the effects of WFDC withdrawing from a project and ensure that every opportunity has been explored to ensure that all possible benefits from the venture have been utilised.

1. Project Details

Project No:	
Project Title:	
WFDC Lead Officer (s):	
Division and Portfolio:	
Telephone Number:	
E-mail Address:	
Have the objectives been achieved? If not why not?	
What conclusion to the project has been allowed? E.g. phasing out, media coverage etc	
Are all partners aware and in agreement of actions?	
Is there potential for this project to operate again?	
Portfolio Holder notified:	

2. Accountability Statement:

Project Manager:			
Signed:		Date:	
<i>I acknowledge receipt of the responsibility and accountability delegated to me by my Head of Service. I also understand that the information provided in this document will be processed by WFDC to assist in the research, analysis, evaluation, monitoring and reporting of external funding activity to all appropriate persons.</i>			
Head of Service:		Date:	

Succession Matrix

