

Internal Project Enquiry Form

Please ensure for each HBC project that requires support from the External Funding Team, that the points below have been given consideration. Complete each section as fully as possible and forward to the EXTERNAL FUNDING TEAM or email (funding@halton.gov.uk)

1. Officer Name		
2. Job Title		
3. Department/Directorate		
4a. Telephone number		
4b. Email address		
5a. Project Name		
5b. What is the project or service for which funding is required?		
6a. Has the project been presented to senior management and been approved?		
6b. Please provide the date and meeting the project was/will be presented to.		
7. How much will it cost (if known)?		
8. What level of support is required from the External Funding Team? (Please mark yes or tick applicable boxes)	Identifying funding sources	
	Liaison with funding bodies	
	Identifying/facilitating a partnership	
	Drafting a bid	
	Proof-reading a bid	
	Developing supporting documents	
9a. Is the activity already being delivered and if so, what is the added value of the potential funds?		
9b. How is it currently being funded?		
10a. Has funding been identified for this project? If so, please state the funding streams and if the eligibility criteria have been checked and the project is eligible?		
10b. Or, do you require a funding search to be undertaken?		
11a. If match funding is required has this been identified and applied for?		

11b. Please state if match funding has been confirmed or not?			
12a. Are the resources in place to deliver the project and to manage the external funding?			
12b. Have you considered the capacity of the Dept or partner organisation to deliver the outputs required by the funding body?			
13. How does the project contribute to the objectives of the Corporate Plan and Sustainable Community Strategy?			
14. Which of the Halton's Strategic Priorities does the project meet and how? (Please mark yes or tick applicable boxes)	1.	A Healthy Halton	
	2.	Halton's Urban Renewal	
	3.	Employment Learning & Skills in Halton	
	4.	Children & Young People in Halton	
	5.	A Safer Halton	
15. Have you considered links to other council/partner initiatives and whether this activity could be linked to existing activity, and any partnerships developed?			
16. Which ward(s) will the project be delivered in? delete as appropriate			
17. What is the timeframe for funding?			
If you have any queries about this form or wish to discuss a project, please contact the External Funding Team on 0151 511 7214			