**Community Learning Fund**

**Funding Application Form for Longer Courses**

(*For Family Learning and Widening Participation courses of over 9 hours)*

***Please complete ALL sections of the application.***

***Incomplete forms will NOT be considered by the panel.***

This form can be used for all your planned delivery (please note that most successful applications are for less than £5,000)

Name of organisation and key contact:

Name of programme of activities that you want to run:

Brief summary of the courses

Please indicate the Strategic Objectives of the Wandsworth Lifelong Learning 3 Year Development Plan to which your proposed activities relate (you may nominate more than one objective):

Please indicate the target group (this must be the same for all courses):

Please explain how you have assessed the need for the learning activities:

Please explain how you will promote the learning activities and reach your target group of learners:

What are the outcomes for learners that you hope to achieve with the learning activities? (If you have schemes of work please attach to the application)

What do you expect the retention and success rates to be?

*(Please speak to the Community and Family Learning development officer for help with this.)*

What will the impact of the activities be on the learner/local community?

How will you evaluate the impact/success of the learning activities?

What options will there be for students/clients to progress further within or outside your organisation once the learning activity has been completed?

What other organisations will you work with in delivering these learning activities?

Do you expect the learners to contribute towards the learning activities?

If so, how much?

What other funding, if any, do you intend using for this programme of activities?

#### Source Amount

Please give details of the person we can contact about the proposed courses:

**Budget information:**

**Please ensure that your figures are worked out correctly and add up!**

If more than 3 courses are planned please use additional copies of this page.

Please outline a budget for your proposed programme of activities:

|  |  |  |  |
| --- | --- | --- | --- |
| Course Title and Hours: |  |  |  |
| Proposed start date: |  |  |  |
| Target number of adult learners: |  |  |  |
| Is the course a Family Learning course?  Target number of children? |  |  |  |
| Admin/Management/quality assurance costs: |  |  |  |
| Tutor/trainer costs: |  |  |  |
| Teaching materials: |  |  |  |
| Advertising/Marketing Costs: |  |  |  |
| Refreshments: (normally only applies to Family Learning) |  |  |  |
| Equipment (Please specify): |  |  |  |
| Crèche costs: |  |  |  |
| Room hire costs: |  |  |  |
| Total for course: |  |  |  |
| Additional Overall Costs |  | | |
| Overall number of unique learners |  | | |
| Total funding applied for: |  | | |
| Overall cost per learner: |  | | |

**Wandsworth Lifelong Learning Use:**

Date received: Date of Panel meeting:

Outcome of panel meeting:

Signature of panel member: Date: