

Application Guidance (Part 2)

Guidance for completing the Part 2 Full Application Form

1. Introduction

This guidance will help you complete the Communities' Choice Part 2 Full Application. It explains what good answers look like for each section, what documents to attach, and how to justify your budget, cross-area costs, and outcomes. Your Part 2 submission builds on your Part 1 Expression of Interest (EOI), and should provide clear, practical details about delivery, community benefit, and how your project aligns with the Marmot Principles and the Well-being of Future Generations (Wales) Act goals.

2. Key dates & how to submit

Deadline: Wednesday 10th September 2025 at 23:59 (UK time).

Submit your completed form and all required attachments by email to: communities-choice@tvawales.org.uk

If you anticipate delays, contact the Communities' Choice team as early as possible.

3. What we are looking for (at a glance)

- A clear delivery plan with realistic timescales and identified responsibilities.
- A justified, realistic budget with transparent assumptions and (where applicable) cross-area cost splits.
- Strong alignment to the top local priorities in your PB area(s).
- Concrete examples of how your activities support the Marmot Principles and the Well-being Goals.
- Evidence of community engagement, collaboration with local partners, and appropriate risk management.

4. Section-by-section guidance (matching the Part 2 form)

4.1 Applicant Information (Sections 1.1–1.3)

Ensure the chosen Communities' Choice area and your unique reference match your Part 1 EOI and invitation.

- Provide full contact details and ensure the mailbox you list is monitored during assessment.
- If applicable, include bank account and registration numbers (Charity/Companies House).

4.2 Project Title & Overview (Sections 2.1–2.2)

- Keep the title consistent with Part 1 to avoid confusion.
- In your detailed description: clearly define purpose, target beneficiaries, and expected outcomes. Use SMART objectives (Specific, Measurable, Achievable, Relevant, Time-bound).

4.3 Activities & Delivery Plan (Section 2.3)

- List the activities/services you will deliver, when, and by whom.
- Include key milestones (e.g., recruitment, launch, mid-point review, close-out).
- Reference any seasonal or venue constraints and how you will manage them.

4.4 Community Benefit & Impact (Section 2.4)

- Show how the project responds to the top priorities in your area(s).
- Distinguish between short-term outcomes (*i.e. attendance, sessions delivered*) and longer-term outcomes (*i.e. improved wellbeing, skills, community cohesion*).
- Include simple indicators and how you will gather evidence (*i.e. sign-in sheets, surveys, case studies*).

4.5 Collaborations & Partnerships (Section 2.5)

- Name each partner (*i.e. Community centres/hubs you will use, voluntary groups you are collaborating with*) and describe their role.
- Explain the mutual benefits and how any partnerships or collaborative working will strengthen delivery/reach.

4.6 Risk Management & Feasibility (Section 2.6)

- Identify any risks (*i.e. recruiting volunteers, Safeguarding, Venue availability, Training and DBS requirements etc*) and any measures you will take to mitigate these risks.
- Keep this concise but credible; show you have thought through delivery realities.

4.7 Marmot Principles (Section 2.7)

Only address principles you ticked in Part 1; give project-specific examples (not generic statements).

Marmot Principle	Example contribution (your activity → expected benefit)
Give every child the best start in life	<i>E.g., targeted sessions, access support, inclusive design, or environmental improvements.</i>
Enable all to maximise capabilities & control	
Create fair employment & good work for all	
Ensure a healthy standard of living for all	

Create & develop healthy/sustainable places	
Strengthen the role & impact of ill-health prevention	

4.8 Well-being of Future Generations Goals (Section 2.8)

From the goals you ticked in Part 1, explain the specific activity or result that contributes to each.

WFG Goal	Your project's specific contribution (activity/result)
A prosperous Wales	<i>State a concrete action or measured outcome you will deliver to move towards "A prosperous Wales," for example.</i>
A resilient Wales	
A healthier Wales	
A more equal Wales	
A Wales of cohesive communities	
A Wales of vibrant culture & thriving Welsh language	
A globally responsible Wales	

4.9 Project Timeline (Section 3)

- Provide firm start/end dates and the overall duration (e.g., 6 months). If a one-off event, include planning lead-in and wrap-up.
- Ensure the timeline is realistic and achievable, in-line with your delivery plan.
- Ensure that any adjustments necessary to the start and end date of your project are actioned, ensuring that your start date is not in the past and that the end date reflects the duration of your project i.e. 12 months.

Application Form (Part 1 / Part 2)	Start Date	End date	Duration
Part 1 EOI Form September 2025:	15/09/2025	15/09/2026	12 months
Part 2 Full Application Form:	→ 15/10/2025	→ 15/10/2025	✓ 12 months

4.10 Budget & Cost Breakdown (Section 4)

- Use clear categories such as staff costs, volunteer expenses, equipment/materials, venue hire, marketing/promotion, travel, and other delivery costs.
- For each line, explain why the cost is necessary and how you calculated it (rates × hours, quotes, etc.).
- Include reasonable contingency only if justified; avoid vague or unexplained amounts.
- If operating across more than one PB area, split costs appropriately and explain any differences.

4.11 Area-Specific Costs (Section 4.1) & Cross-Area Appendix

- If your project spans multiple areas, you must complete the Cross-Area Budget Template (Appendix A).
- Name the specific community centre/venue for each area and include room-hire and local delivery costs.
- Ensure totals reconcile with your main budget table.

4.12 Additional Budget Information (Section 4.2)

- List in-kind contributions (volunteer hours, donated space/materials) and any match funding.
- Indicate whether each source is confirmed or pending and provide brief evidence where possible.

5. Declarations, Attachments & Community Voting Event

- You must take part in monitoring and evaluation if funded.
- Attach the required documents with your application (see checklist below).
- You are expected to attend and present at a Community Voting Event for your area; failure to attend without prior acceptable notice may result in disqualification.

6. Attachments & Documents Checklist

Item	Tick (✓)
1. Constitution / Governing Document (organisations)	<input type="checkbox"/>
2. Equality & Inclusion Policy	<input type="checkbox"/>
3. Safeguarding Policy (if working with vulnerable groups)	<input type="checkbox"/>
4. Data Protection / GDPR Policy	<input type="checkbox"/>
5. Recent Bank Statement / Account Verification	<input type="checkbox"/>
6. Insurance, DBS, and/or Qualification Certificates (if applicable)	<input type="checkbox"/>
7. Public Liability Insurance	<input type="checkbox"/>
8. Logo or Image to represent your project (for promotion & voting event)	<input type="checkbox"/>

7. Pre-submission checklist

- ✓ All sections completed clearly and consistently with Part 1
- ✓ Activities and timeline are realistic; responsibilities identified.

- ✓ Budget is transparent and justified; cross-area appendix included if required.
- ✓ Marmot & WFG sections include practical, project-specific examples (*at least one or more must be ticked under each section*)
- ✓ All required attachments added; contact details correct.
- ✓ File named clearly and submitted by the deadline.

8. Contacts

<p>Dan Watkins Communities' Choice Coordinator dan@tvawales.org.uk</p>
<p>Bailey Richardson Youth & Community Support Worker bailey@tvawales.org.uk</p>
<p>Application submissions: communities-choice@tvawales.org.uk</p>

Appendix A – Cross-Area Budget Template (PB 2.2)

Complete the PB 2.2 template to allocate costs across Blaenavon; Thornhill & Upper Cwmbran; Trevethin, Penygarn & St. Cadocs. Include venue names and all local delivery costs.

Branding note: Replace this placeholder with your official header/footer and logo as per PB doc set.