

**Rural Business Invesment Programme**

**Grant Application Form**

**(2023-2024)**

**Newark and Sherwood**

**Important Information**

**You must read the Rural Business Investment Programme Guidance before completing this application form**.

Please take note of the following:

* Ensure to answer all questions. Any questions left blank will score a 0 in the assessment process.
* All successful projects must be completed, costs defrayed, and any outstanding amounts claimed for, by 31st March 2024.
* If you have any difficulty completing this application form, please contact Newark and Sherwood District Council via email on [UKSPF@newark-sherwooddc.gov.uk](mailto:UKSPF@newark-sherwooddc.gov.uk)
* Applications and all supporting documents must be submitted to [UKSPF@newark-sherwooddc.gov.uk](mailto:UKSPF@newark-sherwooddc.gov.uk) no later than **17:00 Wednesday 7th June 2023.**

**Return your completed application with supporting documentation to UKSPF@newark-sherwooddc gov.uk**

Applications must be received by **17:00 on Wednesday 8th February 2023.**

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| **1.0 Applicant Details** | |
| Business name: |  |
| Address: |  |
| Lead contact name: |  |
| Position held: |  |
| Contact telephone number: |  |
| Email address: |  |
| Vat Registration Number (if applicable) |  |
| Company Reference Number |  |
| * 1. Please clearly explain the nature of your business and the services provided (250 words) | |
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| 1.2 Funding is available to support businesses to address challenges faced by the local community and to support rural growth and opportunities for local people. Please provide details of the rural challenges and/or opportunities for rural development relevant to your application to highlight the justification for investment (max 500 words) | |
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| **2.0 Project Details** |
| 2.1 Please provide a summary of the project you are requesting funding for including the full address where it would be delivered (max 250 words)  *All projects must be located within an eligble area within the district (see guidance document for further details)* |
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| 2.2 Please explain how the project will address the challenges identified in 1.2 and the long-term benefits for your business and the wider community upon completion, including financial projections (max 500 words) |
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| 2.3 Please explain how the project contributes towards and/or recognises environmental sustainability including the [government’s 25 year environmental plan](https://www.gov.uk/government/publications/25-year-environment-plan/25-year-environment-plan-our-targets-at-a-glance) and how you aim to enhance and protect the natural environment through any activity undertaken (max 500 words) |
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| 2.3 Please confirm the following by marking each of the boxes below with an ‘x’. |
| |  |  | | --- | --- | | This project has not been supported by [The Farming in Protected Landscapes Programme](https://www.gov.uk/guidance/funding-for-farmers-in-protected-landscapes) |  | | This project has not been supported by [The Farming Investment Fund](https://www.gov.uk/guidance/farming-investment-fund) |  | | Any necessary approvals such as planning permission are in place to deliver the project |  | |
| **3.0 Financial**  3.1 Please complete the table below. |
| |  |  | | --- | --- | | Total project costs  This is the total of all costs associated with the delivery of the project from start through to completion. This should include both the grant funding request and all other budget required to deliver the project. | £ | | Total grant funding request  This is the total amount of funding requested through this grant application. This must not exceed 60% of the total project costs. The maximum you can apply for is £50,000 and the minimum is £10,000. | £ | | Total match-funding contribution  This amount should exclude the grant funding request and may include applicant contributions, loans and other funding sources to deliver the project. The match funding contribution should equate to at least 40% of the overall project costs and grants and loans must be secured, rather than awaiting confirmation of. | £ | | 3.2 Please provide details of the source(s) of match funding (max 250 words) | | |  | | | 3.3 Please provide further details of the grant funding request by completing the table below. Please note:   * We are not able to fund VAT that is reclaimable by HMRC therefore the funding request should only include VAT if you are not able to claim this back. * Any funding requested must be for capital expenses only. For more information, please visit the funding guidance document. * You must initially submit 1 quote to support the request, either via email with your application OR supply a link to a website online in the right-hand column of the table below. * The minimum total funding request is £10,000, with a maximum request of £50,000. * You should not include the total project costs in the table below, just the amount you are requesting grant funding from us for. | | | |  |  |  | | --- | --- | --- | | Item | Funding Request (£) | Evidence (please add link below or attach a quote to application) | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | **Total funding request** | £ |  | | | |
| 3.4 Please explain why the project cannot be funded through private finance in the long-term (max 250 words) |
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| 3.5 Please explain how you will fund your project in the short-term, either upfront in full, or instalments (max 250 words) |
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| 3.6 Please indicate and attach to your application **one** of the following to demonstrate your organisation’s financial standing: |
| |  |  | | --- | --- | | A copy of audited accounts for the last two years. |  | | A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. |  | | A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. |  | | Alternative means of demonstrating financial status if any of the above are not available  (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). |  | |

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| 3.7 Please advise if any aspect of the project involves the provision of subsidies and how the subsidies are compliant with the [UK Subsidy Control Regime](https://www.gov.uk/guidance/uk-shared-prosperity-fund-subsidy-control-7). You should also tell us here if your business has received any other public sector or European funds previously, including dates received. (max 500 words) |
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| **4.0 Performance and Delivery** |
| 4.1 Please identify the expected outcomes the project would deliver by completing the middle column. You do not need to be able to demonstrate against all of the outcomes, only those relevant to your project. Outcomes must be in line to be achieved by 31st March 2024. |
| |  |  |  | | --- | --- | --- | | Outcome | Amount project will achieve | Unit/Measure | | Jobs created |  | No. of FTE (30 hours  or more) | | Jobs safeguarded |  | No. of FTE (30 hours  or more) | | New enterprises created |  | No. of enterprises | | Enterprise with new to the firm technologies or processes |  | No. of enterprises | | Enterprise experiencing growth – increased actual or forecasted turnover/engaged in new markets. |  | No. of enterprises | | Enterprise with improved productivity - gross value added per hour worked or gross value added per worker |  | No. of enterprises | |
| 4.2 Please explain how you will capture, measure and evaluate the identified outcomes (max 250 words) |
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| 4.3 Please explain how you will ensure the project is delivered in budget and complete by March 31st 2024 (max 250 words) |
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| 4.4 Please explain if and how project delivery may impact your business operations as well as other local businesses. Please consider other businesses offering the same or similar activities, services or products proposed by your project, and explain how your project does not displace those businesses, including if you have contacted them to discuss your project (max 250 words) |
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| 4.5 Please provide a high-level overview of your delivery timeline including major milestones and potential risks to delivery. | | | |
| **Period** | **Major milestones** | **Risks** | **Mitigating Actions** |
| **Jul – Sep 2023** |  |  |  |
| **Oct – Dec 2023** |  |  |  |
| **Jan – Mar 2024** |  |  |  |

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| 4.6 Please provide any additional details relevant to your application that are not previously mentioned. You may wish to also submit additional documents to support the application such as photos, plans and diagrams where appropriate (max 500 words) |
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| 5.0 Agreement |
| The following section must be completed by the lead individual responsible for this project application:   1. We acknowledge that grant funding allocations are indicative and subject to change and/or approval at the discretion of Newark and Sherwood District Council (NSDC). NSDC reserve the right not to allocate some, or all of the indicative allocated funding through this process. 2. We acknowledge that any agreement submitted after the deadline of 17:00 7th June 2023 will not be considered or taken forward. 3. If successful, we will enter into a grant funding agreement with NSDC detailing the terms and conditions of the grant. 4. We will comply with any relevant legislation affecting the way that we carry out the project. 5. NSDC can use our name and the name of the project in its own publicity. 6. We will fully complete the paperwork required for NSDC to report on progress and performance to Government, and return to NSDC as required. 7. We acknowledge the processing of our data in relation to applying for and delivering projects, as per the privacy notice available [here.](file:///\\FILE-P-FS01\DATA\NSDCShared\Economic%20Growth\103.%20UK%20Shared%20Prosperity%20Fund\10.%20Rural%20Prosperity%20Fund\5.%20Year%201%20(23-24)\Templates\Shared%20Prosperity%20Fund%20|%20Newark%20&%20Sherwood%20District%20Council%20(newark-sherwooddc.gov.uk)) 8. We will acknowledge the source of the funding in any publicity materials we produce about the project, in our annual report, our Chair or Secretary’s report to the AGM and the accounts which cover the period of funding. We will supply copies of these to NSDC, if requested. 9. If we receive grant funding for a project, we understand that NSDC will not automatically grant fund any later projects. 10. We will keep all financial records and accounts, including receipts for items purchased with the funding, for 7 years from the end of the financial year in which the last payment is made. We will make these available to NSDC internal and external audit and Government. We understand that this does not release us from our legal responsibility to keep records for longer periods.   I confirm that the organisation named in this application form, has authorised me to sign this agreement on their behalf. The information given in this application is correct and I agree to abide by the agreement terms and conditions which will form part of any subsequent grant funding agreement if successful in our application. Applications will not be finalised until a signed copy is received.  **Signature: Job Title:**  **Print name: Date:** |

Please use the checklist below to ensure you are sending us everything that we need to assess your application.

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| **Task** |
| We have answered all the relevant questions on the application form |
| We have read and signed 5.0 Agreement |
| We have enclosed a copy of quotes or included a link in the funding table in this application |
| We have enclosed a copy of our financial records/statements |

**Return your completed application with supporting documentation to** [**UKSPF@newark-sherwooddc.gov.uk**](mailto:UKSPF@newark-sherwooddc.gov.uk) **by no later than 17:00 on Wednesday7th June 2023**