

**Rural England Prosperity Fund**

**Grant Application Form**

**2025 – 2026**

**Newark and Sherwood**

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| **Important Information****You must read the supporting guidance before completing this application form.**Applications and all supporting documents must be submitted to UKSPF@newark-sherwooddc.gov.uk no later than **23:59 on Wednesday 16th July 2025**. Applications received after this time will not be accepted. |

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## Introduction

Thank you for your interest in applying for Newark and Sherwood District Council’s Rural Prosperity Fund Grant Scheme.

Please complete this application form in full, including the submission of any supporting documents.

Any relevant questions left blank are subject to score 0 in the appraisal process. The submission of supporting documents is the sole responsibility of the applicant and failure to submit documents where required could result in the application failing the gateway criteria and therefore being unsuccessful.

For any queries relating to the application process, scoring criteria or funding arrangements please email UKSPF@newark-sherwooddc.gov.uk or for additional accessibility requirements call the Council’s general enquiries number on 01636 650000. However, support for completing the application form will not be given. Officers will aim to respond to your query within 5 working days and cannot offer support by any other means. Please use this checklist below to ensure you have completed and submitted all aspects of the application. Please note that this will not be scored.

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| **Task** | **Complete** |
| Answered all relevant questions in the application form. | [ ]  |
| Read and signed the agreement in Section 6. | [ ]  |
| Enclosed copies of quotes or included links in the funding table in this application. | [ ]  |
| Enclosed a copy of financial records/statements. | [ ]  |

## Section 1: Applicant Details

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| Organisation name: |  |
| Organisation address: |  |
| Lead contact name: |  |
| Position held: |  |
| Contact telephone number: |  |
| Email address: |  |
| Please confirm the type of organisation: |
| [ ]  Local Authority[ ]  Private Sector[ ]  Registered Charity | [ ]  University/FE College[ ]  Community and Voluntary Group[ ]  Other (please specify) Click or tap here to enter text. |
| Is your Organisation able to reclaim VAT? | Yes [ ]  | No [ ]  |
| Vat Registration Number (if applicable): |  |
| Company Reference Number if applicable): |  |
| Charity registration number (if applicable): |  |

### Please agree to the following by marking each of the boxes below with an ‘x’.

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| This project has **not** been supported by the Farming in Protected Landscapes Programme. | [ ]  |
| This project has **not** been supported by the Farming Investment Fund. | [ ]  |
| This project has **not** been supported by the Platinum Jubilee Village Hall Improvement Grant Fund.  | [ ]  |
| The applicant has engaged with the Council’s planning department prior to submitting this application and, where applicable, has been granted planning permission. Please leave blank if not applicable to this application. | [ ]  |
| The applicant is either the registered Owner of any sites where work is proposed through this grant request, or the Tenant with a minimum of 5 years security of tenure from 16 July 2025, with permission to undertake the work. Please leave blank if not applicable to this application. | [ ]  |
| The applicant is either a commercial enterprise, employing no more than 50 full time employees, including when combined with any linked businesses OR the applicant is otherwise considered a not-for-profit organisation.  | [ ]  |

## Section 2: Background

### Please clearly explain the nature of your business or organisation, the services provided, and the markets targeted/cohorts supported (150 words).

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### This scheme provides capital funding to help address challenges faced by rural areas and create opportunities for local people and/or support the growth of the rural economy. Please provide details of the challenges or opportunities relevant to your application (max 250 words).

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## Section 3: Project Details

### Please provide a summary of the project/item(s) you are requesting grant funding for (max 250 words).

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### Please explain how the project described above will help address the challenges and/or opportunities identified in Section 2. This should including the long-term benefits and impacts for the rural community and/or economy, as well as how the project links to one or more of the [Community Plan Ambitions](https://www.newark-sherwooddc.gov.uk/media/nsdc-redesign/documents-and-images/your-council/our-policies/policies-and-procedures/council-strategies/Revised-Community-Plan-23-27.pdf) (max 250 words).

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**Please complete the table below by selecting one or more of the priority themes your project aligns to.**

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| **Priority Themes** |
| Capital funding for small scale investment in micro and small enterprises in rural areas | [ ]  |
| Capital funding for growing the local social economy and supporting innovation | [ ]  |
| Capital funding for capacity building and infrastructure support for local civil society and community groups | [ ]  |
| Capital funding for cultural, heritage and/or tourism assets where it will benefit the rural visitor economy | [ ]  |
| Capital funding for creation and improvements to local rural green spaces including active travel enhancements | [ ]  |
| Capital grant funding for rural circular economy projects | [ ]  |
| Capital funding for community assets where it will result in impactful volunteering and/or develop social and human capital in rural places | [ ]  |

### Please identify the expected outcomes the project would deliver by completing the table below. You do not need to be able to demonstrate against all of the outcomes, only those relevant to your project.

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| **Outcome** | **Unit/Measure**  | **Amount project will achieve** |
| People reached (attending events, participating in groups, using facilities) | No. of people  |  |
| Jobs created | No. of FTE employees (30 hours or more) |  |
| Jobs safeguarded  | No. of FTE employees (30 hours or more) |  |
| Enterprise with new to the firm technologies or processes | No. of new technologies or processes |  |
| Enterprise with new products or services | No. of new products or services |  |
| Enterprise experiencing growth or improved productivity  | Increased forecasted turnover per annum (£); orForecasted gross value added per hour worked or gross value added per worker (£) |  |
| Organisations with improved sustainability | Tonnes of CO2 saved per year or other measurement to be specified by applicant |  |
| Commercial premises created or improved  | No. of commercial premises |  |
| Community premises created or improved  | No. of community premises |  |
| Increased users of facilities or amenities | No. of users |  |
| Improved perception of facilities or amenities | No. of people |  |
| Improved perceived or experienced accessibility of site | No. of people |  |
| Increased footfall | No. of people in a defined location such as a high street, town centre or venue. |  |
| Additional visitor numbers | No. of people |  |
| Amount of green/blue space improved  | M2 of green or blue space |  |
| Increased use of cycleways or paths | No. of pedestrians / cyclists |  |
| Improved engagement numbers (members or users/volunteer numbers) | No. of people |  |
| Community events delivered  | No. of events |  |
| Improved perception of events | No. of people |  |

### Please explain how the project and organisation considers environmental implications 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 250 words).

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### Please explain how your project and organisation considers and addresses equality and diversity implications (max 250 words).

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## Section 4: Financial

### Please complete the table below. Please ensure all costs provided below EXCLUDE VAT. Only include VAT below, where your organisation is unable to reclaim VAT.

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| **Total project costs** |
| This is the total of all costs associated with the delivery of the project. This should include both the grant funding request, and all other budget required to deliver the project (match-funding). | £ |
| **Grant funding request** |
| This is the total amount of funding requested through this grant application. This must be a value between £10,000 - £40,000.This should be no more than 80% of the total project costs for community organisations. **OR**This should be no more than 60% of the total project costs for commercial organisations. | £ |
| **Match - funding contribution** | **Source of funds** |
| This amount is the total project costs, minus the grant funding request.For commercial organisations, this must be at least 40% of the total project costs. For other, non for profit, charity and community organisations, this must be at least 20% of the total project costs.This may include applicant contributions, loans and other funding sources to deliver the project. Please detail the source. Match sources must be confirmed to apply for grant and excludes in-kind. Please see guidance document for further details. | £ |  |

### Please provide details of the grant funding request by completing the table below.

Please note:

* You must submit one recent quote to support the request for any purchase. You can either *submit the quote via email with your application* or *supply a link to a website* online in the right-hand column of the table below.
* Grant funding cannot be used to re-imburse purchases that have already taken place prior to confirmation of funding.
* **We are only able to fund capital expenditure**. For more information, please see the guidance document.
* We cannot fund VAT that is reclaimable by HMRC therefore your request in the middle column should exclude VAT if you are able to claim this back.

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| **Item/Service** | **Grant Funding Requested (£)** | **Weblink (if applicable)** |
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| **Total Project Costs (£)** |  |

### Please explain why the project is unable to be funded through private finance in the long-term, including details of potential restricted funds held by your organisation (max 250 words).

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### Please indicate and attach to your application *one* of the following to demonstrate your organisation’s financial standing:

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| 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. | [ ]  |
| A recent bank statement, including multiple bank statements where several organisational bank accounts may exist. | [ ]  |
| 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, a recent bank statement). | [ ]  |

### Please confirm whether you are able to pay for the project upfront.

Payment of grants are usually paid in arrears and can be claimed after the expenditure is paid for by the recipient. If you cannot pay for the project upfront without payment of the grant, there is the opportunity to arrange grant payment upon receipt of a supplier invoice, however this is subject to due-diligence checks.

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| I confirm that the business or organisation is able to pay for the project upfront. | [ ]  |
| The business or organisation requires grant payment before the project can proceed. | [ ]  |

### All grant requests must be complaint with the UK Subsidy Control Regime. You must provide details below if your organisation has received any other EU or public funding in the previous 3 financial years including the amount awarded and source, since April 2022 (max 150 words).

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## Section 5: Delivery

### Please explain how you will capture the identified outcomes and long-term benefits of project delivery. You should refer to methodologies or approaches to collect data or evidence project success. (max 250 words).

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**Please explain how you will ensure the project is delivered within budget and complete by 31st January 2026. Examples of this may include** **engagement undertaken with suppliers to ensure works can be completed/goods received within the timescales, as well as obtaining written confirmation of all permissions required for associated works etc. (max 250 words).**

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**Where appropriate, we may offer applicants a partial grant award due to the availability of funding. This is only possible where projects can be scaled back or completed in impactful phases. Please explain if there is scope for your funding request to be reduced including associated values, and the impact this would have on the outcomes of the project (max 250 words).**

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## Section 6: Agreement

### The following section must be completed by the lead individual responsible for this project application:

1. We confirm that the information entered in this application form is correct and accurate to the best of our knowledge and that the outputs and outcomes entered in Section 3 are true representations of the results of the project.
2. We acknowledge that NSDC reserves the right not to allocate some, or all, of the indicative allocated funding through this process.
3. We acknowledge that any agreement submitted after the deadline of 23:59 on Wednesday 16th July will not be considered or taken forward.
4. We acknowledge that failure to submit required supporting documentation may result in our application not passing the gateway criteria and hence not being appraised.
5. We acknowledge that unsuccessful applicants will only be eligible for limited feedback on their applications.
6. If successful, we will enter into a grant funding agreement with NSDC detailing the terms and conditions of the grant.
7. NSDC can use our name and the name of the project in its own publicity.
8. We will fully complete the paperwork required for NSDC to report on progress and performance to Government and return to NSDC as required.
9. We acknowledge the processing of our data in relation to applying for and delivering projects, as per the privacy notice available [here](https://www.newark-sherwooddc.gov.uk/media/nsdc-redesign/documents-and-images/your-business/business-information/business-growth-and-support-/UKSPF-privacy-notice-April-2025.pdf).

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.

The application will not be finalised until a signed copy is received.

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| **Signature:**  | **Job Title:**  |
| **Print name:**  | **Date:**  |