# **TEST VALLEY RURAL ENGLAND PROSPERITY FUNDS**

**Application Form for Community Grants**

To help you complete this form, please refer to the REPF guidance provided here: <https://testvalley.gov.uk/communityREPF>.

Please complete all sections that are highlighted in yellow.

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| 1. **CONTACT DETAILS**
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| **Contact Details** |
| Contact Name |  |
| Position in Organisation |  |
| Email |  |
| Telephone |  |

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| 1. **ORGANISATION DETAILS**
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| **Organisation details** |
| Organisation name |  |
| Organisation website |  |
| Organisation address |  |
| Organisation postcode |  |
| Project location and address (if different from above) |  |
| Organisation bank account name |  |
| Bank name |  |
| Sort code |  |
| Account number |  |
| VAT registration number (if registered) |  |

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| **Organisation type (please mark with x)** |
| Charity Incorporated Organisation (CIO)  |  |
| Community Interest Company (CIC) |  |
| Charitable Company (limited by guarantee)  |  |
| Unincorporated Association  |  |
| Charitable Trust |  |
| Parish/Town Council |  |
| Educational establishment |  |
| Other – please specify |

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| **Registered charity status** |
| Is the organisation a registered charity? | Yes / No |
| If applicable, please give the registered charity number |  |

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| **Briefly describe the work / purpose of the organisation** |
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| 1. **PROJECT DETAILS**
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| **Please provide a clear concise project name that we can use in future correspondence**  |
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| **Please confirm which priority your project is meeting (mark with x)** |
| Local arts, culture, heritage and creative activities |  |
| Creation of or improvement to rural green space |  |
| Impactful volunteering and social action projects |  |

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| **Please describe your project, including details of what you will spend the grant on, how you will do it and who will benefit (max 300 words)** |
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| **If this project is one phase of a larger project, please give details of the phase and the larger project** |
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| **Rural England Prosperity Fund achievement of strategic objectives** |
| **Please explain how your project fits to REPF objectives.** *We expect funded organisations to support new and improved community infrastructure, providing essential community services and assets for local people**(max 200 words)* |
| **Please explain why the project is needed, attaching evidence if available** *(max 200 words)* |
| **Impact: Please forecast the expected outputs and outcomes that your project will achieve.** *You are not expected to forecast something for every line, but your forecasts will contribute to the scoring of your project’s impact. If your application is successful, you will be required to report against and provide evidence for your outputs and outcomes as the project progresses.* |
| Amount of green or blue space created or improved (m2) |  |
| Improved perception of local facilities or amenities | Yes / No |
| Improved perception of local events  | Yes / No |
| Improved perception of infrastructure project  | Yes / No |
| Number of tourism, cultural or heritage assets created or improved |  |
| Number of community-led arts, cultural, heritage or creative programmes created |  |
| Number of events or participatory programmes held |  |
| Improved perception of local events  | Yes / No |
| Number of volunteering opportunities created |  |
| Number of community led programmes created |  |
| Other or further detail |

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| 1. **PROJECTS COSTS AND FINANCIALS**
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| **Total Project Cost** |
| Total Project Cost |  |
| Capital Funding Request from the Test Valley REPF.*Funding is capped at 75% of total costs* |  |
| Match Funding*Match funding must be a minimum of 25% total costs* |  |
| Source(s) and value of match funding  |  |
| Is the match funding confirmed? | Yes / No |

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| **Project Cost Breakdown (please attach quotes)** |
| **Please detail each element of your project.** *Costs should be ex-VAT if the organisation is VAT registered; gross costs are acceptable if the organisation is not VAT registered. Add more lines if required* |
| Element | Cost | Contractor/supplier |
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| If you have not selected the cheapest quote for any element, please explain why |

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| **Project Cost Funding Profile** |
| **Please forecast the profile of the funding required** |
|  | 2023/24 | 2024/25 | Total |
| Rural England Prosperity Fund |  |  |  |
| Match Funding (minimum 25% in each year) |  |  |  |

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| **Explain how you think your project provides value for money** |
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| **Please describe any engagement or collaboration with other rural partners** |
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| 1. **PROJECT DELIVERY**
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| **Project timeline** |
| Project Start Date*Please be aware we cannot fund anything that is purchased prior to the Grant Funding Agreement* |  |
| Project End Date*All funding has to be spent by March 2025* |  |

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| **Set out in the table below the high-level milestones and any interdependencies.** *Add new lines as required* |
| **Key Milestone** | **Description** | **Target Date** |
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| Interdependencies |

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| **Outline any significant risks that you foresee with the project and how you will mitigate against them.** |
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| **Consents, permissions and processes** |
| Do you have all the required permissions and processes in place to carry out your project?  | Yes / No / NA |
| *Please list any consents, policies and risk assessments as relevant to the project. These might relate for example to Planning, Environmental Health or Health and Safety* |

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| **Please explain how the project will be led and managed** |
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| **Please explain how the project will be monitored and evaluated.** *Successful applicants will be asked for quarterly reports* |
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| **Please outline the previous relevant experience of the applicants.** *Attach evidence if required* |
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| **Please explain if / how the project contributes to net zero, nature recovery or environmental sustainability** |
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| 1. **ELIGIBILITY CHECKS**
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| **Please confirm the following (mark with x)** |  |
| The project is located in a rural area as determined by [DEFRA’s Magic Map](https://magic.defra.gov.uk/magicmap.aspx)  |  |
| The project relates only to capital funding  |  |
| The organisation is operating and is not in financial difficulty |  |
| The organisation holds Third-Party Liability insurance and, if applicable, Employers’ Liability Insurance  |  |
| The organisation has child protection and adult safeguarding policies where children or vulnerable adults are involved. |  |
| Minimum procurement procedures have been met in providing quotes (see section 8 of the Guidance) |  |
| Funding will not be used for domestic property improvements or the purchase of private vehicles  |  |
| None of the expenditure described has already been incurred  |  |
| There is no statutory duty to undertake the project  |  |
| Match funding for 25% of the total project cost has been or is in the process of being secured  |  |
| The project will not radicalise or encourage people into terrorism  |  |
| Please provide further information, if needed, on any of the above |

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| **Tenure on land and buildings** |  |
| Does the project involve improvements to land, or improvement to or erection of buildings? | Yes / No |
| Is the site for the project owned by you or leased? | Owned / leased / neither |
| If leased, when does the lease expire? *We normally expect a minimum of 5 years*. Please upload your lease agreement. |  |
| If leased, has the landlord given written permission for the project? | Yes / No / NA |
| Provide further details if necessary |

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| **Have you received or do you expect to receive any of the following DEFRA grants towards this project?**  |
| Farming in Protected Landscape | Yes / No |
| Farming Investment Fund | Yes / No |
| Platinum Jubilee Village Hall Improvement Grant Fund | Yes / No |
| Other |

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| **Please explain why your project requires an REPF grant** |
| *Please outline why your project requires public funding and what would happen if you did not receive the funding, for example to the viability of the project, its timescale or scope, or your capacity to provide community services and assets* |

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| 1. **APPLICATION SUBMISSION CHECKLIST**
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| A copy of the organisation’s constitution or other governing document | Yes / No |
| Child protection and safeguarding policies if relevant | Yes / No / NA |
| Any additional evidence to support your application | Yes / No / NA |
| Recent organisation bank account statement | Yes / No |
| Recent accounts if applicable  | Yes / No |
| Valid quotes for proposed expenditure | Yes / No |
| Landlord confirmation of permission to undertake the project, if applicable | Yes / No / NA |
| A copy of your current lease, if applicable | Yes / No / NA |

I declare that to the best of my knowledge the information I have provided on this application form is correct and the grant will be used for the purpose stated on this form. I understand that if I have knowingly provided a false statement, this application will be void and I may be subject to prosecution.

By checking this box, you are signing this form electronically. In doing so you confirm that your electronic signature is the legal equivalent of your manual signature on this form.

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| Check box |  |

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| Name of signatory |  |
| Position of signatory |  |
| Date of signature |  |

Your personal information will be used only for the purposes of assessing your application or providing you with information to support your organisation, and will not be transferred outside of the European Economic Area. Information on the Council’s use of your data can be found here: [GDPR Privacy Statement | Test Valley Borough Council](https://www.testvalley.gov.uk/aboutyourcouncil/accesstoinformation/gdpr/gdpr-policy).