# **TEST VALLEY RURAL BUSINESS AND COMMUNITY ENTERPRISE GRANTS**

**Application form**

To help you complete this form, please refer to the guidance provided here: [Add in hyperlink when ready]

Please complete all questions (type into the yellow highlighted boxes).

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| 1. **CONTACT DETAILS** |

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| **Contact Details** | |
| Contact Name |  |
| Position within organisation |  |
| Email |  |
| Telephone |  |

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| 1. **ORGANISATION DETAILS** |

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| 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) |  |
| Registered charity number (if applicable) |  |

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| **Organisation size (please mark with x)** | |
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| Micro business  **A micro-entity must meet at least 2 of the following conditions:**   * **an annual turnover no more than £1 million** * **a balance sheet total no more than £500,000** * **no more than 10 employees on average** |  |
| Small   * **an annual turnover no more than £15 million** * **a balance sheet total no more than £7.5 million** * **no more than 50 employees on average** |  |
| Medium   * **an annual turnover of no more than £54 million** * **a balance sheet total no more than £27 million** * **no more than 250 employees on average** |  |

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| **Organisation type (please mark with x)** | |
| Sole Trader |  |
| Partnership |  |
| Limited Liability Partnership |  |
| Limited Company |  |
| 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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| **Briefly describe the work / purpose of your organisation (max 100 words)** |
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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 (max 100 words)** |
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| **Project overview** |
| **Please describe your project, including details of what you will spend the grant on and who will benefit** |
| **Please explain why your project is needed, attaching evidence if available** |
| **Please describe and forecast what your project will deliver (e.g.** **new jobs, increased volunteer numbers, improved facilities, increased customer numbers, increased productivity, increased number of events, new technologies)** |
| **Please explain how your project benefits your local community. This could include acting as a venue for the community to meet or access services.** |
| **Please explain how the project will improve the long-term sustainability of your organisation** |

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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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| 1. **PROJECTS COSTS AND FINANCIALS** |

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| **Total Project Cost** | |
| Total Project Cost |  |
| Of the total cost, how much is capital (to be spent on long-term assets)? |  |
| Of the total cost, how much is revenue (e.g. for training, project planning costs )? |  |
| Funding request from TVBC (maximum 80% of total project cost, or £10,000 whichever is lower) |  |
| Match funding (minimum 20% of total project cost |  |
| Source of match funding |  |
| Is the match funding confirmed? | Yes / No |
| Source(s) of match funding and values if more than one source   |  |  |  | | --- | --- | --- | | Source | Confirmed | Amount | | [ | [ | [ | | [ | [ | [ | | [ | [ | [ | | |

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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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| **Please explain why you think your project provides value for money and why your project requires public funding (you might consider viability, scope or timescale of the project)** |
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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 (must be before March 2027) |  |

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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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| **Outline any significant risks that you foresee with the project and how you will mitigate against them** |
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| **Please explain how your project will be led and managed** |
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| **Please outline any previous relevant experience** *Attach evidence if required* |
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| **Please describe any engagement or collaboration with other rural partners** |
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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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| **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 other TVBC or central Government funding for the project?** |
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| **Subsidy Control** | |
| *Organisations are not eligible for public funding if receipt of the requested grant from the Council will exceed the Minimum Financial Assistance (MFA) threshold for the organisations specified in section 36(1) of the Subsidy Control Act (2022). The total amount of 'Minimum Financial Assistance' (MFA) received over a rolling period of three fiscal years should not exceed £315,000 per organisation including the total amount of MFA received over the relevant period of three fiscal years* | |
| Please detail any public funding you have received in the past 3 years (rolling). Include amount received and funding body |  |
| Please mark with x to confirm that you have not breached the MFA threshold for the organisation as specified in section 36(1) of the Subsidy Control Act (2022) |  |

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| **Please confirm the following (mark with x)** |  |
| My organisation is constituted or trading |  |
| My organisation has any licences necessary to conduct its activities |  |
| My organisation holds Third-Party Liability insurance and, if applicable, Employers’ Liability Insurance |  |
| My organisation is not in arrears with TVBC and I understand that TVBC will check this. |  |
| My organisation is not subject to any enforcement order for a breach of planning regulations and I understand that TVBC will check this |  |
| Funding will not be used for domestic property improvements or the purchase of private vehicles |  |
| The project is located in a rural area as determined by the Rural Area Map in the Guidance document |  |
| The organisation has secured any necessary permissions or consents |  |
| There is no statutory duty to undertake the project |  |
| The organisation is not in financial difficulty |  |
| The organisation holds Third-Party Liability insurance and, if applicable, Employers’ Liability Insurance |  |
| The preferred contractor(s) for any works holds appropriate 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 6 of the Guidance) |  |
| None of the expenditure described has already been incurred |  |
| Match funding towards 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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| 1. **APPLICATION SUBMISSION CHECKLIST** | |
| 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 or self-assessment return | Yes / No |
| Valid quotes for proposed expenditure | Yes / No |
| Landlord confirmation of permission to undertake the project, if applicable | Yes / No / NA |
| Proof of ownership or a copy of your current lease, if applicable | Yes / No / NA |
| Confirmation of any planning permission or other permissions if applicable | Yes / No / NA |
| Relevant and valid insurances in place such as public, employer and product liability insurance. |  |
| Proof of insurance for any contractor that is not registered on Companies House / without an electric footprint | Yes / No / NA |
| A copy of your constitution (for community or charitable organisations) | 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 |  |

The information collected on this form will only be used for:

* Processing this application.
* Providing you with information to support your business including the TVBC newsletter. You may unsubscribe from this at any point via the link at the bottom of the newsletter.

Your personal information will be used only for the purposes of assessing your application or providing you with information to support your business, and will not be transferred outside of the European Economic Area. Should you decide you do not wish to receive the TVBC newsletter, you can unsubscribe by clicking the unsubscribe option at the bottom of the newsletter.  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).