# Cotswold District Council Rural England Community Infrastructure Capital Grant Scheme Application Form

## Application Form

Where notes and guidance are provided, please read them carefully when completing the application form.

## For internal use only:

|  |  |
| --- | --- |
| Reference number for application: |  |
| Date application received: |  |
| Date application checked for grant panel: |  |
| Bank Statement and Annual Report: |  |
| Three quotes received: |  |
| Copies of planning permissions: |  |
| Leasehold in place – copy of written permission needed: |  |

## Section A – Application Details

|  |  |  |
| --- | --- | --- |
| Name of your organisation: |  | |
| Main contact: |  | |
| Position held: |  | |
| Organisation address: |  | |
| Postcode: |  | |
| Telephone number: |  | |
| E-mail address: |  | |
| Will the above contact be responsible for managing the project? |  | |
| If no, please can you also provide the contact details for the Project Manager? |  | |
| How would you describe your organisations? (Please tick) | | |
| Charitable Trust |  | Registration no: |
| Charitable Incorporated Organisation |  | Registration no: |
| Community Interest Company |  | Registration no: |
| Registered Charity |  | Registration no: |
| Other (please specify) |  |  |
| Are you registered for VAT? | Yes  No | |
| If yes, please provide your VAT number: |  | |
| What year was your organisation set up in Cotswold District? |  | |
| How many full-time or part-time employees do you have? |  | |
| How many volunteers, including Trustees / committee members, do you have? |  | |
| Briefly describe the purpose of your organisation: |  | |

## Property Ownership and Permissions

**Please indicate what legal rights you have to the property to which your project applies:**

Freehold  Leasehold  N/A

**If Leasehold, how long is left on the lease?**

**Does your project involve work on land or a building, including refurbishment?**

Yes  No

**If Leasehold, do you need to obtain the consent of the freeholder / estate owner to make alterations to the property?**

Yes  No

If yes, you will need to provide written confirmation that your landlord / owner has given consent.

**Please outline details and dates of any planning or statutory consents that are required, in progress, or secured in relation to this project:**

|  |  |  |  |
| --- | --- | --- | --- |
| Type of planning or statutory consent | Required / In Progress / Secured | Date applied for | Date granted |
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| Any comments: | | | |

**Please note that it is the applicant’s responsibility to acquire the legal permissions needed before works commence.**

## Section B – Project Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of project: | |  | | |
| Please give the address of where your project will be based: | |  | | |
| How much grant funding are you applying for? | |  | | |
| How much is your total project cost? | |  | | |
| Estimated start date: |  | | **Estimated end date:** |  |

## Section C – Project Description and Management

**Please provide a description of the project (500 words max.) and what you will spend the capital grant on, e.g., to purchase x solar panels:**

Click or tap here to enter text.

**Why is the project needed? What evidence do you have?** Use the space below to share with us your business case (200 words max.) e.g., energy audit.

Click or tap here to enter text.

**Provide a description of how the project will be managed. What previous experience does your organisation have of managing similar activities?** (200 words max.)

Click or tap here to enter text.

**What experience does your organisation have of monitoring and evaluating projects of this nature?** (200 words max.)

Click or tap here to enter text.

**Tell us what would happen without grant funding and why this is needed.** (200 words max.)

Click or tap here to enter text.

**Now share with us how this project represents value for money. How would this grant investment provide added value?**  (200 words max.)

Click or tap here to enter text.

## Risk

What are considered to be the main risks to the project? Please details the allocation of these risks and any mitigation measures:

|  |  |
| --- | --- |
| Risk | Mitigation |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

## Key Constraints and Dependencies

Provide details of anything that needs to be in place to allow your project to commence and deliver. Examples may include, but are not limited to, planning permission, land or building acquisition, recruitment of staff, match funding, or other consents.

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| --- | --- | --- |
| Constraint / Dependency | Mitigation | Expected Completion Date |
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**How will the project ensure deliverability within the necessary timescales?** (Please describe in no more than 300 words.)

Click or tap here to enter text.

## Section D – Quotes

**You will need to supply three (3) quotes for your capital expenditure or capital items which should be submitted at the same time as this application form.**

These can either be itemised quotations for each item of expenditure, or a summary quote for all the works, or a combination of both. Please note, it is only the quote approved by the grant panel that will be funded (unless otherwise agreed in writing).

**Use this table to list the name of the company / supplier (or companies) which will carry out the work and add comments in the final column explaining why you have chosen this company to carry out the work.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of company | Amount | VAT | Eligible expenditure item(s) | Rationale |
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## Section E – Finances

**Please now provide as detailed a breakdown as possible of what your project will cost in the table provided.**

Please note: You cannot commence project expenditure until you have signed and returned the formal offer letter and contract. Expenditure claimed for work already carried out will be deemed as ineligible and not paid.

|  |  |  |  |
| --- | --- | --- | --- |
| **Capital costs / items (please itemise)** | **Cost** | **VAT** | **Total** |
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| **Revenue costs (although ineligible, please provide us with this information so that we can fully understand your project)** |  |  |  |
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| **Total project costs** |  |  |  |

## Match Funding

**Use the table below to share with us how you have raised the rest of the funding needed for your project.**

|  |  |  |
| --- | --- | --- |
| BREAKDOWN OF FUNDING | Column A  State which of the following methods of raising funds applies  *Yes / No* | Column B  Amount which has already been raised from each |
| Sale of building or another asset: |  |  |
| Section 106 money: |  |  |
| Fundraising events: |  |  |
| Donations: |  |  |
| Buy a Brick etc., scheme: |  |  |
| Loans: |  |  |
| Grants (from other grant sources): |  |  |
| Other method: |  |  |
| Subtotal: | |  |
| Percentage of match funding this represents: | |  |
| *Add the amount of grant funding you are applying for from this fund to the box on the right:* | |  |
| *TOTAL PROJECT COST:* | |  |

## Section F – Outcomes

**Please detail below how your application will support delivery of the following outcomes / outputs.**

Your application will be stronger if you deliver on one or more of the following outcomes. *(200 words for each section.)*

**Q1. Please explain how your project will improve the energy efficiency of your community building and how this will help mitigate climate change.**

Click or tap here to enter text.

**Q2. Please explain how this project will improve the perception of your facilities or amenities.**

Click or tap here to enter text.

**Q3. Please explain how your project will increase the numbers of users of facilities or amenities.**

Click or tap here to enter text.

## Section G – Additional Documentation and Checklist for Applicants

Alongside this application form you will also need to provide the following documentation:

* A copy of your constitution, Trust Deed, Scheme, Terms of Reference, Memorandum, and Articles of Association, etc.
* A copy of your most recent annual accounts
* A copy of your recent bank statement
* Where you have an 8-year of more Lease in place, a copy of this and written confirmation from your landowner / landlord showing permission for the project to go ahead
* Three (3) quotes for capital works
* Evidence that planning permission has been checked to see whether needed, and if so has been granted
* Evidence to confirm that all the match funding has been attained
* A maximum of four (4) photographs which support your application

## Section H – Declaration by the Applicant

Read through the application form to check that all the questions have been answered and that you have signed and dated the application.

Two people from your organisation (preferably the Chair and one other) should sign this form. The signatories must not be connected, i.e., related to each other, or directly involved in the management of the project, such as the builder or architect, or a person connected in any way with Cotswold District Council. This is designed to protect the signatories and avert a conflict of interest.

## Declaration:

I declare that, to the best of my knowledge and belief, the information given on this application form and in any supporting material is correct.

I declare that the capital works will be completed in Year 1 by 1 March 2024 and Year 2 by 1 March 2025 and that a claim will be submitted by 8 March.

I understand that the acceptance of this application by Cotswold District Council will not in any way signify that Cotswold District Council has agreed the project is eligible for or will receive the grant requested.

I understand that any grant awarded is given at the full discretion of Cotswold District Council and may be withdrawn.

Signatory 1: ………………………………………………………. Signatory 2 ……………………………………………………..

Name: Name:

Position in the organisation: Position in the organisation:

Date: Date: