

## Rural England Prosperity Fund Grant ('The Rural Grant')

### APPLICATION FORM

The Rural Grant is money allocated to East Hampshire District Council (the 'Council') by central government to provide capital funds for the rural visitor economy, rural communities and rural businesses.

#### Application Process

You can submit your application online before the application period closes at 11:59am on Thursday 12<sup>th</sup> September 2024.

Please note that the funding will be allocated based on a completed scoring matrix, which will be applied once the application period closes.

#### How to submit

Please submit completed application forms online at [MyEHDC](#).

#### Support

The Rural Support Officers can help with any questions, as well as support you through the application process. Contact details are in the guidance notes.

**Please ensure you read the form fully, alongside the guidance notes and FAQs, and complete all relevant sections. Some questions are automatic pass/fail questions (Questions E, I, J, and 6). Please see the Scoring Criteria for further information.**

**There are also documents which you must provide to help us to process your application. These are: a copy of your constitution, evidence of property/land ownership (if applicable), latest accounts/ standing orders, quotation for costs, evidence of support, plans/designs/drawings (where applicable), copies of any required permissions such as landlord consent/planning permission/lease terms, business plan, project management plan.**

The information we collect on this form is necessary to process your grant application. The lawful basis to collect this information is that it is necessary for the performance of the potential contract to which you would be party (i.e. the grant award). We will keep your information on file in line with our retention schedule. You have a number of rights about how your data is used.

For more information go to: <https://www.easthants.gov.uk/privacy-policy/your-personal-information/how-long-do-we-keep-yourpersonal-information>

Organisation Bank Account Details	
Account Name	
Sort Code	
Account Number	

No.	Question	
A	Project name	
B	Name of organisation Name of Project Lead Project Lead Email Project Lead Phone Number	
C	Amount of funding requested £	
D	Address where the capital project will be delivered	
E	Postcode where the capital project will be delivered	
F	Parish/Town	
G(i)	Tick all the boxes relevant to the capital project you will be delivering – these are the key projects for this round	<input type="checkbox"/> micro or small business enterprise; <input type="checkbox"/> developing and promoting the visitor economy; <input type="checkbox"/> digital infrastructure for local community facilities <input type="checkbox"/> impactful volunteering and social action
G(ii)	Tick all the boxes relevant to the capital project you will be delivering – these are peripheral projects for this round	<input type="checkbox"/> creation/improvement of local green spaces; <input type="checkbox"/> existing cultural, historic and heritage institutions or creative activities; <input type="checkbox"/> circular economy;
H	What outputs do you expect your project to provide? Please tick all that apply	<input type="checkbox"/> Create or safeguard jobs <input type="checkbox"/> Create new businesses <input type="checkbox"/> Help businesses to grow/ increase turnover <input type="checkbox"/> Increase footfall/ visitor numbers <input type="checkbox"/> increase the number of users of facilities/amenities <input type="checkbox"/> increase use of cycleways/paths

		<input type="checkbox"/> improve engagement <input type="checkbox"/> increase number of community-led arts, cultural, heritage and creative programmes <input type="checkbox"/> increased number of community-led programmes <input type="checkbox"/> increased volunteering numbers <input type="checkbox"/> improve perception of the applicant's offer as set out in their application
I	Have you received or intend to receive any of the listed funding for this project. Please tick all that apply	<input type="checkbox"/> Farming in Protected Landscape <input type="checkbox"/> Farming Investment Fund <input type="checkbox"/> Platinum Jubilee Village Hall Improvement Grant Fund
J	<p>If you receive this grant, would it constitute a subsidy (please read section 19 in the Guidance Notes for a definition – <b>it is important that you do so</b>)</p> <p>If it is a subsidy, would it be permissible under the subsidy control principles</p> <p><b>I confirm that I have read and understand section 19 of the Guidance Notes about subsidy control.</b></p>	<input type="checkbox"/> Yes/No  <input type="checkbox"/> Yes/No  <input type="checkbox"/> Yes/No

No.	Question	Response
<b>SECTION 1: DETAILS OF APPLICANT/ORGANISATION.</b> In this section, the Council seeks to understand the status of your organisation, how long it has been established, and its core activities and capabilities.		
Q1	Application Date	DD/MM/YYYY
Q2	Type of Applicant or organisation	<p>Is your organisation a:</p> <ul style="list-style-type: none"> <li>• Parish or Town Council</li> <li>• Charitable organisation</li> <li>• Company Limited by guarantee</li> <li>• Company Limited by shares</li> <li>• Partnership</li> <li>• Sole Trader</li> </ul> <p>Company / Registered Charity number / Other (if applicable):</p> <p>.....</p>

No.	Question	Response
		<p>Are you submitting this application on behalf of someone else: Yes / No</p> <p>If Yes, please specify in what capacity:</p> <hr/> <p>Name of the organisation/ company the funding is applied on behalf of:</p> <p>.....</p>
Q3	<p>Year Established</p> <p><i>Please tell us when the organisation, business, charity or partnership was set up. <b>If possible please provide audited accounts for the past 3 years. If not, please explain why</b></i></p>	
Q4	<p>Are you registered for VAT? (Please circle as appropriate)</p>	<p>Yes / No</p> <p>If yes, please state number: .....</p>
Q5	<p>Please demonstrate support for this project from other stakeholders (eg letters of support)</p> <p>Do you have access to support (financial or non-financial) from other organisations?</p> <p><b>The quality and quantity of letters of support from other organisations will improve the final scoring of your application</b></p>	<p>Yes / No</p> <p>If yes, please provide details and evidence</p>
Q6	<p>Have quotes been obtained from three different contractors?</p> <p>If not, please explain how you can demonstrate your costs are realistic and reasonable.</p>	<p>Yes / No</p>

No.	Question	Response
<p><b>SECTION 2: DETAILS OF PROPOSED PROJECT. This section of the application provides you the opportunity to explain your planned project in detail, describing who will benefit and how.</b></p>		
No	Question	Response
Q7	<p>Please provide a concise description of your project and what you require funding for:</p> <p>a) Please describe what you are going to do.</p> <p>b) How many people will benefit and how will they benefit.</p> <ul style="list-style-type: none"> <li>• How can you demonstrate that there is a need for this project, e.g. how have you consulted with local residents/stakeholders?</li> <li>• Provide any plans, designs or drawings to describe your project where possible.</li> <li>• Include financial or non-financial benefits/environmental benefits/social benefits, and whether it is an existing or new facility/project.</li> </ul> <p>(Maximum 500 words, with attachment/s for diagrams etc if relevant)</p>	
Q8	<p>Location of your proposed project <i>Please provide us with a postal code for the location of your project.</i></p>	
Q9	<p>Project duration <i>Please tell us when the project will start and end.</i></p>	<p>Start: .....</p> <p>Finish: .....</p>

No.	Question	Response
Q10	<p>Are you the owner of the proposed project site?</p> <p>Please provide as much detail/evidence as possible.</p> <p><i>Please tell us if your organisation/you own your project site; if you own the freehold or have a lease of your site and for how long.</i></p> <p><i>If your project relates to premises you must demonstrate security of tenure for at least 7 years.</i></p>	<p>Yes / No</p> <p>If not, does the owner support the proposal? Please specify.</p>
Q11	<p>Do you have all required permissions to carry out your project? E.g. landlord permission, planning permission, etc.</p> <p><i>Please provide details of any further consents required, e.g. planning permission, building regulations, change of use etc.</i></p>	<p>Yes / No</p> <p>If not, when do you expect to have the necessary approvals?</p>
Q12	<p>Please provide evidence of any preliminary work.</p> <p>Please provide any documents that relate to this project such as drawings, plans, research or studies etc?</p> <p>(Maximum 250 words)</p>	
Q13	<p>Please explain the community use of your proposed facility</p>	

No.	Question	Response																					
Q14	<p>Are there any restrictions on the use of your organisation's facilities?</p> <p><i>This could include the hours your facility is open, the number of people it can facilitate or permitted to use the site.</i></p> <p><i>Will the facility/project only be open to the general public, members or specific groups of people</i></p>	<p>Yes / No</p> <p>If yes, please specify</p>																					
Q15	<p>Does your organisation have the following documentation - please include the date they were adopted.</p>	<table border="0"> <thead> <tr> <th></th> <th></th> <th style="text-align: right;">Date</th> </tr> </thead> <tbody> <tr> <td>Equality and diversity policy</td> <td>Yes/No</td> <td style="text-align: right;">dd/mm/yy</td> </tr> <tr> <td>Child protection policy</td> <td>Yes/No</td> <td style="text-align: right;">.....</td> </tr> <tr> <td>Adult safeguarding policy</td> <td>Yes/No</td> <td style="text-align: right;">.....</td> </tr> <tr> <td>Health and Safety policy</td> <td>Yes/No</td> <td style="text-align: right;">.....</td> </tr> <tr> <td>Employer's liability insurance</td> <td>Yes/No</td> <td style="text-align: right;">.....</td> </tr> <tr> <td>Public liability insurance</td> <td>Yes/No</td> <td style="text-align: right;">.....</td> </tr> </tbody> </table>			Date	Equality and diversity policy	Yes/No	dd/mm/yy	Child protection policy	Yes/No	.....	Adult safeguarding policy	Yes/No	.....	Health and Safety policy	Yes/No	.....	Employer's liability insurance	Yes/No	.....	Public liability insurance	Yes/No	.....
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<b>SECTION 3: PROJECT MANAGEMENT</b>																							
Q16	<p>Please tell us:</p> <ul style="list-style-type: none"> <li>• How will you manage your project?</li> <li>• How will you ensure it is delivered in a timely way?</li> <li>• How will you monitor and evaluate your project?</li> <li>• How will you promote your project?</li> <li>• What ongoing maintenance/inspections will be required?</li> <li>• How will you ensure it is sufficiently resourced in terms of funding staffing, maintenance and management of your project?</li> </ul> <p>(Maximum 500 words, plus attachment/s which could include diagrams etc if relevant)</p>																						

No.	Question	Response
Q17	<p>Please specify if there are any risks associated with the project and how these will be managed</p> <p><i>For example, what are the potential risks and how you plan to minimise them. This could be risks such as: Not all funding gets secured, key personnel leave, Start date delayed etc.</i></p> <p>(Maximum 500 words)</p>	

#### SECTION 4: OTHERS

Q 18	Are any elements of this application commercially confidential?	<p>Yes / No</p> <p>If yes, please specify.</p>
Q 19	<p>Please provide details of any additional information that you think may be relevant in the assessment of your project.</p> <p>(Maximum 500 words)</p>	

#### SECTION 5: FINANCE DETAILS

##### Expenditure

Please list all project/service costs. Please attach all relevant quotes

	£
	£
<b>Total project cost:</b>	£

##### Income

Please list all potential sources of match funding to the value of 50% of the project cost

	£
<b>Total project match:</b>	£



**Before submitting your application, please ensure you enclose a copy of each of the required documents below. If the necessary documents are not provided, then your application will be rejected and returned.**

**All applications:**

- Copy of your constitution
- Evidence of ownership (if applicable)
- Latest accounts / standing orders
- Quotations for costs
- Evidence of support
- Plans, designs or drawings
- Copies of required permissions, Landlord, Planning Permission, Leases
- Additional / Supporting pages, including drawings, charts etc
- Business Plan
- Project Management Plan

**PRIVACY STATEMENT**

The information we collect on this form is necessary to process your grant application. The lawful basis to collect this information is that it is necessary for the performance of the potential contract to which you would be party (i.e. the grant award). We will keep your information on file in line with our retention schedule ([www.easthants.gov.uk/retention-schedule](http://www.easthants.gov.uk/retention-schedule)). You have a number of rights about how your data is used. For more information go to: [www.easthants.gov.uk/privacy-policy](http://www.easthants.gov.uk/privacy-policy).

- Please tick this box if you are happy for East Hampshire District Council to keep your details on file. We will only email you if we have information we believe is relevant, or your organisation would find useful. East Hampshire District Council may also use the list to contact you or your organisation to request advice or information that will help with the Council's work.**

**DECLARATION**

I confirm that, to the best of my knowledge and belief, all the information contained in this application form is true and correct, and the fund criteria has been met. I understand that you may ask for additional information at any stage of the application process.

I certify that all the information given in this form is correct and that any grant money received from East Hampshire District Council will be used for the purposes stated in this form.

East Hampshire District Council reserves the right to reclaim any grant not used for the purposes stated on this form.

If successful, I agree to complete a monitoring form to detail the outcomes of the project when requested.

<b>Signature</b>	
<b>Name</b>	
<b>Position</b>	
<b>Date</b>	