**Funded by
UK Government**

** This is an example application form and should be used for reference only – please use the online application form to apply for this grant **

Staffordshire Moorlands Community Enterprise Grant – Application Form

As part of UKSPF E26 Grant for growing the local social economy, including community businesses, cooperatives and social enterprises.

A decision on your initial application is expected within 20 working days of the application closing date.

Completing this application form does not guarantee the awarding of a grant.

Where an application is approved, organisations will be subject to due diligence checks. This will include evidence the organisation is financially stable/evidence of match funding/evidence of finances to defray the expenditure requested before payment is made/quotations to meet procurement regulations and photographic evidence, if applicable.

Full guidance notes, including eligibility criteria, requirements of the funding, grant award values etc can be found here.

If you require more information at this stage on the terms and conditions of the grant or assistance in completing the application form – please contact UKSPF@staffsmoorlands.gov.uk

Please note no payments made prior to signing of a Grant Funding Agreement will be eligible to claim as part of the project. We cannot grant aid works already started or completed.

_____

To find out how we use your information, please see our privacy notice.

Your ref no:

Data Protection

Your proposal and contact details will be used by Staffordshire Moorlands District Council to communicate with the below persons for the purpose of delivering the project appraisal and if successful, delivery of the activity. These details will be shared by Staffordshire Moorlands District Council with the funding bodies in UK Government the Departments for Levelling Up, Housing and Communities (DLUHC) and for Environment, Food & Rural Affairs. (Defra)
Please see Additional Guidance from DLUHC
Please see Staffordshire Moorlands District Council privacy notice

Your proposal and contact details will be shared by Staffordshire Moorlands District Council with the members of the Staffordshire Moorlands UKSPF Board.

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APPLICATION FORM

Section 1 - Pre-checks

Have you read and understood the guidance notes   yes/no

Have you discussed your proposal with Support Staffordshire   yes/no
All applications will be validated with Support Staffordshire prior to review.

Are you representing a legally recognised community/social enterprise   yes/no

Is your organisation registered or operating in the Staffordshire Moorlands   yes/no
Within a geographical area covered by Staffordshire Moorlands District Council.

Is your proposal for a Community Enterprise Project   yes/no

Is the organisation currently financially solvent?   yes/no
(Financial solvency refers to the ability of an individual or company to: Pay all financial obligations in a timely manner, have liquid spending capital left over, not be burdened by financial debt and generally have a good credit rating)

If the answer to any of the above is **no** then your application is ineligible and will not be considered.

Section 2 - Your Organisation

<u>Lead Applicant</u>

Full Name: _____ .

Position within the organisation: _____ .

Contact Email Address: _____ .

Contact Phone Number: _____ .

<u>Organisation Details</u>

Organisation Name (full legal name): _____ .

Is the Organisation known by any other name: yes/no

If yes please provide this here: _____ .

Registered Address:

| Building and Street |
| Address Line 2 |
| Town or City |
| County |
| Postcode |

Organisation legal status: (Select One)
- Limited Company (by shares)
- Company Limited by Guarantee
- Registered Charity.
- Charitable Incorporated Organisation (CIO).
- Co-operative
- Community Benefit Society
- Community Interest Company (CIC).
- Sole trader or business partnership

Has your organisation been established for more than twelve months?   yes/no

What date was your organisation established (took on its legal status): _____ / _____ / _____ .
estimated date is acceptable if not known.

Companies House Number (if applicable): _____ .

Charity Registration Number (If applicable): _____ .

Financial Conduct Authority number (if applicable): _____ .

HMRC Reference Number (if applicable): _____ .

Are you able to recover VAT?   yes/no

If so, please provide your VAT registration number: _____ .

Website address (if applicable): _____ .

Social media page (Facebook/X/LinkedIn) (if applicable): _____ .

_____ .

_____ .

Number of FTE employees: _____ .
Full-time equivalent is the long version of FTE, meaning the number of full-time employees a company would have if all employees worked full-time. For example, if you have four employees who each work 30 hours per week, their total combined hours are 120. 120 hours divided by your own full-time hours i.e.35 hour work week equals 3.4 FTEs.

Annual Turnover: £_____ .

Balance Sheet Total: £_____ .

Is the organisation currently financially solvent?   yes/no
(Financial solvency refers to the ability of an individual or company to: Pay all financial obligations in a timely manner, Have liquid spending capital left over, Not be burdened by financial debt Generally have a good credit rating)

Public Liability Insurance Value: £_____ .

Document reference/number. _____ .

Expiration/Renewal Date:_____.

<u>UK Subsidy</u>

It is expected that all grants awarded will be deemed as Minimal Financial Assistance (MFA) under the UK Subsidy Control Regulations.

Under MFA regulations, organisations can receive up to a maximum of £315,000 of aid in any three fiscal year period.

Examples of aid include grants, loans at below market rate, or a loan guarantee at below market rate.

For more information: https://www.gov.uk/government/collections/subsidy-control-regime

Has your organisation received any UK Subsidy or State Aid since Jan 2021?   yes/no

If Yes, please list any Subsidy received since January 2021 in the below table

Name of organisation that provided the subsidy*	Type of Subsidy/Funding Awarded (or programme of delivery) i.e. Small Grant scheme	What was the Funding awarded for?	Date subsidy was awarded. (DD/MM/YY)	Total Value (£)

Section 3 - Your Project

Please note you can extend the text box from the bottom right corner to help with completing each question.

<u>Overview</u>

Please provide a brief overview of what the funding is to be used for.

(100 words max)

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Full Address of where the funding will be utilised:

Address 1
Address 2
Address 3
City
County
Postcode

How much will the project cost to deliver? £_____.

How much grant are you requesting (maximum of 80% of the total cost)? £_____.
*must not exceed maximum grant award for this grant fund

Proposed project start date: _____/_____/ 2024

Proposed project completion date: _____/_____/_____.

Has any part of this project started at the time of submitting this application?   yes/no

If yes, please provide details of all activity underway.

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*Please note activity started prior to any grant offer/award will be ineligible for funding.

Does the project include any physical building works/amendments?   yes/no

If yes:
Are you the registered building owner?   yes/no
If no:
Do you have the registered owner's permission to undertake this project?   yes/no
Please note: Relevant owners permissions will be required should the project be approved in principle.

Is your project located within a conservation or specially designated area?   yes/no/don't know

If yes, please provide details:

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Does your project require planning permission?   yes/no/don't know

If yes, please provide details:

Please note:
Applications may be subject to review by a planning officer and any recommendations/requirements noted will form part of any grant agreement offered.

It should be noted that if extensive consents are required, the project may not be suitable for delivery within the funding timescale as all funding must be defrayed by March 2025 with no extension permitted.

Project Detail

Please note you can extend the text box from the bottom right corner to help with completing each question.

Please provide a full overview of the proposed project

Details of the full project and any key aspects/elements which will be supported by this grant

Why are you looking to undertake this project?

Background/reasons behind delivering this project

How does the project fit with your organisation's future/strategic plans?

Aims / ambitions, strategic development plans etc….

What impact will the project have on your organisation?

Increased capacity, new/enhanced services, new product development, new income stream etc….

What impact will this project have on the community/people you serve?

Accessibility, increased usage, increased opening hours etc…

Will your project improve any aspect of accessibility?   yes/no

If yes, please provide details below

How many people/groups do you think will benefit from this project?

Please provide details of Individual, users, members, groups etc…that will benefit from the project and if these are new or existing organisations.

Are there any wider impact considerations that you would like us to be aware of?

> *Any additional added value this project might support/deliver i.e. additional funding levered, supports a wider tourism offer, responds to wider local need etc....*

How do you intend to continue supporting this project after the grant has been paid?

> *What plans are in place to continue to deliver/develop this project after the grant?*

Please identity any major risks associated with delivering this project.

> *Are there any major risks which may halt the delivery of this project i.e. planning timescales, additional funding required, procurement of service providers etc...*

Does your organisation have the relevant policies and insurances to deliver this project?

Yes/no

If yes, please list all live policies currently in place.

> *List of all live policies that your organisation has in place.*

Please note all policies will need to be kept up to date and available for review on request for audit purposes

Section 4 – Project Costs

Please list all of the key activities/areas of expenditure associated with your full project costs in the table below.

By Capital costs we mean assets such as building improvements or equipment which are expected to be used for a period of at least one year.

By Revenue costs we mean costs for additional/complimentary services and activities (not day to day running costs)

Activity/Item of expenditure	Capital £	Revenue £	Total £
Total Cost			

NB: Please note all approved expenditure will need to adhere to UKSPF Procurement requirements (see guidance notes for more information).

Please note: All grant awards are paid in arrears on evidence that purchases have been made and paid for in full.

Does the organisation have the funds to cover the initial project costs before the grant is paid?

Yes/no

If No, how do you intend to cover these costs?

Are any of the works/costs listed above already underway/started?   Yes/no

If yes, please provide details below:

*Please note activity started prior to any grant offer/award will be ineligible for funding.

How much of your organisation's own funds or those from other sources will you contribute to this project? Please note these need to be a Minimum 20% of total project cost.

£ _____ .

Is this funding secured?   yes/no

Please outline the potential source/s of funding: (DROP DOWN LIST)
Organisation savings (cash)
Loan secured
Loan not secured
In kind payments
In kind sponsorship
Cash sponsorship
Other grant
Other

If Other, please provide further information.

Section 5 - Output/Outcomes

The Community Enterprise Grant Programme is being supported by the UK Shared Prosperity Funds (UKSPF) and the Rural England Prosperity Funds (REPF)

The **outcomes** associated with this intervention are listed below.

Please outline how your project will contribute to any of the below outcomes and identify any numbers as required.

Please note:
Applications will be appraised based on the information provided and that any commitments made at this stage will therefore be a requirement of the formal grant funding agreement if successful. All outputs/outcomes are expected to be delivered in full by 31 January 2025.

If your project does not fit with any individual output, please put N/A (Not Applicable).

Please note your project will need to hit at least one of the core outcomes to be considered for grant funding:

Funders Outcomes

1. Number of new Jobs created as a result of support.

> *Please provide details of any new jobs to be created as part of this project: i.e. 1 new job created, the role will be a full-time café manager employed on a permanent basis.*

2. Number of Jobs safeguarded as a result of support.

> *Please provide details of any jobs to be safeguarded as part of this project: i.e. 1 job safeguarded, the role of the café manager will be safeguarded through the delivery of this project by relocation this role to support a new bakery opportunity on a permanent basis.*

3. Number of new social enterprises/businesses created as a result of support.

> *Please provide details of any new social enterprises that will be created as part of this project.*

4. Number of enterprises adopting new to the firm technologies or processes.

> *Please provide details of any new technologies or processes that will be adopted by the organisation as part of this project i.e.new CRM system, new finance management etc….*

5. Number of businesses with improved productivity.

> *Please provide details of any business improvements that are to be delivered leading to increased / improved productivity.*

6. Number of businesses increasing their turnover.

> *Please provide details of any proposed increased in turnover expected as part of this project*

Council Priorities

The Community Enterprise Grant is also closely aligned to the delivery of the Staffordshire Moorlands District Council Core Plan 2023 - 2027

The core Aims of this plan aligned to this area are listed below.

Please outline how your project will contribute to any of the below priorities and identify any numbers as required.

If your project does not fit with any individual priority, please put N/A (Not Applicable).

Aim 1 - Help create a safer and healthier environment for our communities to live & work.

Aim 3 - Help create a strong economy by supporting further regeneration of towns and villages.

Aim 4 - Protect and improve the environment.

Section 6 - Declarations

I confirm that I am authorised to sign on behalf of the organisation and confirm that the information contained in this application form is correct to the best of my knowledge.

I declare that neither myself as signatory to the application, members of the governing body of the company or agents acting on our behalf, have an interest in the awarding of contacts to the suppliers who have quoted for the work.

I understand that any financial assistance granted will be repayable on demand, or future payments not made, if any information provided is found to be incorrect.

I give permission for the information contained in this form to be shared, if requested, by the Programme funding body, the Department for Levelling Up, Housing & Communities, Department of Environment, Food & Rural Affairs and Staffordshire Moorlands District Council.

I accept that the grant is consistent with most recent UK government law regarding subsidy control.

I understand that if Staffordshire Moorlands District Council and the Staffordshire Moorlands UKSPF Board approve the application, the terms and conditions shall be enforceable on the basis of the Terms and Conditions of the grant scheme set out in the Grant Funding Agreement.

I understand that providing wrong or misleading information is a criminal offence and any such information may be used against applicants in any subsequent criminal investigation.

The information provided on the online application form may be made available to other departments/agencies for the purposes of preventing or detecting crime.

I understand that any grant received by a business must be declared to HM Revenue & Customs (HMRC) as appropriate as part of the tax return for the business/organisation.

I confirm that the information provided in this application is a true and accurate description of the intended use of the grant.

I declare that I have read, understood, and agree to all of the above.