**MAIN PROJECTS**

**Grant Application Form**

***Please refer to our guidance notes for assistance with completing this form***

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| **1** | |  | **GENERAL INFORMATION** | | |
| **Organisation Name** | | |  | |
| **Organisation Address** | | |  | |
| **What is the Organisation’s Legal Status?** | | | **Sole Trader Partnership**  **Limited Liability Partnership**  **Limited Company**  **Other (please specify)** | **Yes/No**  **Yes/No**  **Yes/No**  **Yes/No** |
| **Please Provide the Following Where Applicable** | | | **Charity Reference Number**  **VAT Registration Number**  **Registered Company Number** |  |
| **Are Any Members of Your Organisation’s Personnel either related to any member of the Programme Management Team or to a Local Action Group member?** | | | **Yes/No**  ***If ‘Yes’ Please Provide Details:*** | |
| **Lead Contact Name** | | |  | |
| **Position Within Organisation** | | |  | |
| **Contact Address (if different from Organisation Address)** | | |  | |
| **Contact Telephone Number** | | |  | |
| **Contact E-mail** | | |  | |
| **Name of any other organisations involved in the project** | | |  | |
| **Project Title** | | |  | |
| **Total Project Cost (£)** | | |  | |
| **ERDF Funding required (£)** | | |  | |
| **ESF Funding required (£)** | | |  | |
| **Project Start date** | | |  | |
| **Project end date** | | |  | |
| **Which Action(s) will you project address (refer to call specification)?** | | |  | |

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| **2** |  | **PROJECT METHODOLOGY & MANAGEMENT** |

**2.1 Project Overview**

**Please provide a brief description of the project in the space below, including the main aims and objectives, and outputs/results targets (max 3,000 characters)**

*Note: This description may be used in the project funding agreement and could also be placed on the Folkestone Community Works website for publicity purposes.*

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**2.2 Project Plan**

**Please attach with this application a detailed Project Plan which should be no more than 2 pages long.**

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**2.3 Project Outputs and Results**

**Please fill in Outputs and Results annex spreadsheet (C2.4b Main Project Grant Application – Outputs and Results Annex.xls) and include with your application. This annex will be part of your grant agreement.**

*Please note:**You will need to maintain evidence and documentation to show you have met the outputs and results definitions and you must be able to evidence that you have achieved these outputs when claiming your grant.*

**2.4 Added Value/Innovation**

**Please explain how your project is different from what is already provided in the Folkestone Community Works Programme area and why it is likely to achieve the objectives of the Programme Strategy?**

*Please highlight the research/knowledge you have used to identify that your work will not duplicate any existing actions.*

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**2.5 Procurement:**

**Please demonstrate that you understand the procurement requirements and how you are going to manage this process.**

*Managing procurement correctly and ensuring that you retain the evidence to demonstrate this is extremely important for all ESIF projects.*

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**2.6 Target group:**

**Please identify the target group that will be the beneficiaries of this project** For ESF funding, please also describe the methodologies you will use to engage and work with the target group on a sustained period of time.

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**Please describe the experience of your organization in working with the target group.**

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**Please identify what proportion individuals, businesses or capital works will be from/in the areas of highest deprivation (20% most deprived LSOAs) within the Programme area**

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**2.7 State Aid:**

**Please indicate the financial value and details of any type of public support you have received over the last 3 years.**

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**2.8 Understand Publicity Requirements:**

**Please set out below how you will meet the EU publicity requirements**

*All recipients of ESIF funding must meet the publicity requirements as set out in ERDF and ESF Branding and Publicity Requirements ESIF-GN-1-005, Version 6 Date published 1 November 2016. You are required to set out how you will meet the need to ensure all materials are correctly branded and confirm that this does not conflict with your organisations branding guidelines.*

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**2.9 Cross Cutting Themes**

**A. Sustainable Development:**

**Please outline how you could support sustainable development within your delivery programme.**

*This is an important cross cutting theme for ESIF funding and applicants are required to set out how the project will support this.*

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**B. Equality and Diversity:**

**Please outline how you could support sustainable development within your delivery programme.**

This is an important cross cutting theme for ESIF funding *and applicants are required to set out how the project will support this*.

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**2.10 Previous experience of:**

**A. Delivering the type of project outputs/results**

*Please highlight any experience you have in delivering this type of project and how successful you were in meeting the outputs and results*

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**B. Delivering EU funded projects**

*EU funded projects have a particular approach and methodology to funding so it would be helpful to know if you have delivered any EU funded progjects in the past. If so please could you note what these have been and the key lessons learned.*

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**2.11 Budget**

**You will be required to complete the Budget annex document attached (C2.4b Main Project Grant Application - Budget Annex.xls) for the project funding. This annex will be included in your grant agreement**

**Once the annex has been completed, please provide an overview of your budget below. All costs should be inclusive of VAT.**

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| **ERDF** |  |  |  |
|  | **Match Funding** | **ERDF** | **TOTAL** |
| **Equipment (capital costs)** |  |  |  |
| **Other Capital** |  |  |  |
| **Building and Construction** |  |  |  |
| **Salaries** |  |  |  |
| **Overheads** |  |  |  |
| **Marketing** |  |  |  |
| **Professional fees** |  |  |  |
| **Consultancy** |  |  |  |
| **office costs** |  |  |  |
| **Rent** |  |  |  |
| **Other revenue** |  |  |  |
|  |  |  |  |
| **Total** |  |  |  |
| **%** |  |  |  |
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| **ESF** |  |  |  |
|  | **Match Funding** | **ESF** | **TOTAL** |
| ESF Direct staff |  |  |  |
| ESF indirect costs |  |  |  |
| ESF Other Direct Costs |  |  |  |
|  |  |  |  |
| **Total** |  |  |  |
| **%** |  |  |  |
|  |  |  |  |
| **Total costs ERDF +ESF** |  |  |  |
| % |  |  |  |

**2.12 Financial Assessment**

**Provide full details of how you have estimated the costs. For capital projects, please also provide details of the quotations received: amount, “supplier” and date.**

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**For Capital projects forecast the end value of the asset and explain how you have estimated this figure.**

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**Will the project or any of its assets be owned by an organisation other than the Applicant?**

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| Yes |  |  |  | No |  |  |

If ‘Yes’ please describe the arrangements that will be made to ensure that the grant will be used only for the purposes stipulated in the Grant Funding Agreement if this application is approved?

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| **Financial Year End (last set of audited accounts e.g.1 March 2016 – 30 April 2017)** | | | |
|  | **2015** | **2016** | **2017** |
| 1. Commercial revenues |  |  |  |
| 2. Grants or similar |  |  |  |
| 3. Total turnover (1+2) |  |  |  |
| Gross profit |  |  |  |
| Operating profit **before** Directors remuneration,  interest and tax \*\* |  |  |  |
| Operating profit **after** Directors remuneration and dividends to Directors |  |  |  |
| Shareholder’s funds at year end |  |  |  |
| *\*\*Please note that if your organisation operates through a group structure please aggregate the results and include a note of all the trading companies included in the figures* | | | |

**2.13 Funding Status**

Is your company registered or about to be registered for the purposes of Value Added Tax?

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| Yes |  |  |  | No |  |  |

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| If ‘**Yes**’ please give us your VAT registration number. |  |

***Note: all recoverable VAT is ineligible expenditure and your grant will be calculated on net expenditure (exclusive of VAT). If at any time the organisation registers/deregisters for VAT please inform the Programme Manager Immediately. Please seek advice from a VAT advisor if required.***

**2.14 Previous Public Funding**

Has this business previously received any public funding or publically-funded support?

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| Yes |  |  |  | No |  |  |

If ‘**Yes**’ please advise the **purpose**, **project reference number (if any),**  **amou**nt(s) and **date**(s) awarded.

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| **Purpose** | **Project reference No.** | **Amount** | **Date funding/support received** |
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**2.15 Project Match Funding**

Please indicate the **amount** and **source** of the match funding for this project and the **date of** **availability** of these funds

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Please detail any **conditions** attached to **match** **funding** for the project. *Where possible please provide copies of offer letters.*

What will you do if the match funding for the project is not approved?

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What other funding sources have you approached and what was the outcome?

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| **3** |  | **APPLICATION** |

**3.1 Risk Assessment**

*Please note there are ALWAYS risks to consider, for example; supplier delays, failure to recruit, lack of demand etc..*

Please set out the main risks associated with the Project, the seriousness of the risk, probability of occurrence, contingency plans to deal with each risk and the level of mitigated risk as a result of the contingency planning.

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| **Risk** | **Seriousness of risk** (High, Medium, Low) | **Probability of occurrence** (High, Medium, Low) | **Contingency plans**  (i.e.how do you propose to manage the risks) | **Mitigated risk** (High, Medium, Low) |
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Please indicate how the projects meet all necessary guidance and legislation. For example, health and safety regulations, etc

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Do you need any statutory consent to deliver this project? For example planning permission/listed building consent etc.?

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| Yes |  |  |  | No |  |  |

If ‘**Yes**’ have you obtained all the necessary consents, attach a copy of the permission and any conditions.

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| **4** |  | **DECLARATION BY APPLICANT** |

* 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 and that I am authorised to make this application on behalf of the Organisation
* I understand that acceptance of this application by The Programme does not in any way signify that that the project is eligible for assistance from the ERDF Programme or will receive grant aid.
* I understand and accept that the information contained in this document may also be shared with the project partners.
* If information changes in any way I will inform promptly.
* If the application is successful we agree to work with the Programme Management Team before any press release is made and ensure that the PMT is involved in any responses by us to approaches made by the press regarding the project in order to ensure that any publicity recognises the contribution the Folkestone Community Works programme has made.
* We understand that the Programme Management Team may withdraw all or part of the grant at its discretion as set out in the Protocols.

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| **Signed** |  |
| **Name (please print)** |  |
| **Position** |  |
| **Date** |  |

***Data Protection Act: The information you give us will be held by the Folkestone Community Works Programme Team and will be used to assess your application. The main recipient of the information is the Folkestone Community Works Programme but it may also be shared with other Government agencies, which are entitled to this information under applicable legislation.***

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| ***Checklist of attachments with this application*** | | | |
| ***Quotes*** |  | ***Equal Opportunity Policy (if available)*** |  |
| ***Audited Accounts (if available)*** |  | ***Details of any other grants received*** |  |
| ***Planning Permission & Attached Conditions*** |  | ***Other documents (please specify)*** |  |

### Please email completed application form and send attachments to : [**folkestonecommunityworks@shepway.gov.uk**](mailto:folkestonecommunityworks@shepway.gov.uk)

### or post to:

### **Programme Manager, Folkestone Community Works, Shepway District Council, Castle Hill Avenue, Folkestone, Kent, CT20 2QY,**