**MAIN PROJECTS**

**Grant Application Form Guidance Notes**

We would strongly recommend that all organisations interested in applying for funding through the Folkestone Community Works (FCW) programme attend the application workshop(s) that will be provided free of charge. For information on the workshop dates and contact details please see <https://folkestone.works/funding-and-support/folkestone-community-works/>

For each key point within the application form this guidance will provide notes, commentary and links to relevant ESIF documents.

All grants will be assessed by the Local Action Group (LAG). Details of LAG members and their terms of reference are also available on the www.folekestoneclld.org FCW website. You will find at the back of the guidance notes a copy of the scoring sheets that will be used by the Grants Assessment Panel for ERDF (support for businesses to growth.

These guidelines are to assist you in completing the Application Form for funding for Main Projects available through the Folkestone Community Works Programme and should be read in conjunction with the Call for Projects Specification.

Please read these guidelines carefully as the application requires you to supply supporting information along with the completed form.

For further information please contact the Programme Management Team at <https://folkestone.works/funding-and-support/folkestone-community-works/> email folkestonecommunityworks@folkestone-hythe.gov.uk or by telephone at 01303 853 471.

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| **1** |  | **GENERAL INFORMATION** |
| **Organisation Name** | *Please indicate the name of the organisation that will be applying for funds. It is this organisation’s responsibility to complete, sign and submit the project application form.* |
| **Organisation Address** | *Please provide full postal address of the applicant, including full postcode.* |
| **What is the Organisation’s Legal Status?** | *It is essential that you specify the legal status of your organisation to enable to efficient processing of your application, and to assess such issues as state aid. If your organisation has more than one of these operating entities you should select the type of organisation that is applying for this particular project.* |
| **Please Provide the Following Where Applicable** | **Charity Reference Number****VAT Registration Number****Registered Company Number** | *Please provide these where possible, if relevant.* |
| **Are any members of your Organisations Personnel either related to any member of the Programme Management Team, Folkestone & Hythe District Council Local Decision Panel, or to a Local Action Group member?** | *Please advise us of any links to partners such as members of the Programme Management Team and Local Action Group. This will allow us to ensure no conflict of interest takes place during the project application and management process.* |
| **Lead Contact Name** | *The person nominated by the applicant as the primary contact.* |
| **Position within Organisation** | *The job title of the primary contact.* |
| **Contact Address (if different from Organisation Address)** | *If different from the Organisation Address, please provide full postal address of the Lead Contact, including full postcode.* |
| **Contact Telephone Number** | *The telephone number of the primary contact.* |
| **Contact E-mail** | *The e-mail address of the primary contact.* |
| **Name of any other organisations involved in the project** | *Specify the names of other organisations that will be involved in the project and a contact name.* |
| **Project Title** | *The name used to describe the project. It is helpful to avoid long and over complicated names. This should be the same name used in previous correspondence and should ideally be no more than 10 words in length.* |
| **Total Project Cost (£)** | *Specify the total cost of the project – the ERDF funds being sought and the match funding provided for all sources.* |
| **ERDF Funding required (£)** | *Indicate the amount of ERDF funds required.* |
| **Project Start date** | *Please check the programme timetable as outlined in the Call Specification to ensure that your proposed project start and dates fit with this process.* |
| **Project end date** |
| **Which Action(s) will you project address (refer to call specification)?** | *Please specify the Action you will be applying for.* |

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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 separate paragraphs on the main aims, objectives, why it is likely to achieve the objectives of the Programme Strategy, who will be doing what, where and for how long, and outputs targets (max 3,000 characters) – bullet points accepted.**

*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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| *Please use plain English when completing this section of the form. Keep it short and to the point, explaining how the project relates to the objective of the programme strategy, who will be doing what, where and for how long, etc. Please note that the project description will be used as a basis for the drafting of any resulting Funding Agreement and could be placed on the FCW website for publicity purposes.**Provide a concise description of the project including what will be delivered, how this will address the programme objectives and actions, how the activity will be undertaken and what the expected outputs/results and impact will be.* |

**2.2 Project Plan**

**Please attach with this application a detailed Project Plan which should be no more than 3 pages long.**

*This should clearly identify the activities to be delivered during the project by whom and the outputs associated with the activities in quarterly calendar time blocks. Please provide a Gantt Chart.*

*A 5 year Business Plan is required to show legacy. Please attach.*

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| *The project plan needs to provide information on what actions you will take, how you will market and promote your activities to the target population (where applicable), when activities will start and be completed and how these relate to outputs that you will be generating.* *In addition explain how the resources required to deliver the project will be utilised. Managing EU funding projects requires a high level of administration and sufficient resources need to be identified and included within the project. The Local Action Group will want to see that you have an actionable and realistic plan in place.* |

**2.3 Project Outputs**

**Please fill in Outputs annex spreadsheet (C2.4b Main Project Grant Application – Outputs 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.*

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| *Make sure you are clear what outputs and results you are required to deliver. To do this, refer to the call specification and for further information, see the two ESIF documents that provide this guidance.* Output Indicator Definitions Guidance for the European Regional Development Fund; 2014 to 2020 European Growth Programme; ESIF-GN-1-002, Version 6; 27 June 2018. To access click [here](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/601630/ESIF-GN-1-002_ERDF_Output_Indicators_Definition_Guidance_v4.pdf)*This guidance provides you with the definitions of the ERDF outputs. You will need to maintain evidence and documentation to show you have met these definitions in the delivery of your activities.* |

**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 will add value to the current offer and is innovative.**

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

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| *It is an important element of the funding provided by ESIF that you can demonstrate that your project does not duplicate other support provision. Please think about how you can demonstrate this in your application. What research /consultation have you done /identified to prove this?**The Folkestone Community Works programme is also looking for innovative ways of addressing the issues identified in the Programme Strategy. Please demonstrate how this project is innovative and provides a new way of addressing the issue, delivering an activity, etc.* |

**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 ERDF projects.*

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| *It is very important to ensure that the correct procurement processes are followed for any ESIF funded projects. As ESIF fund recipients you will be expected to follow EU rules and guidance. To understand how this operates see links to the full ESIF National Procurement Requirements and a more project focused Procurement Aide Memoire which you will find helpful.* National ESIF Procurement Requirements;2014 to 2020 European Growth Programme; ESIF-GN-1-001, Version 5; published 20 February 2017. To access click [here](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/592852/ESIF-GN-1-001_ESIF_National_Procurement_Requirements_v5.pdf)Procurement Aide Memoire for Applicants and Grant Recipients; 2014 to 2020 European Structural and Investment Funds Programme; ESIF-GN-1-007 Version 2 Date published 8 December 2016. To access click [here](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/591555/ESIF_Procurement__Aide_Memoire_for_Applicants_and_Grant_Recipients.pdf)***Please note: the requirement to meet procurement rules and regulations will be included in the Grant Funding Agreement with the accountable body for the programme and could result in funds being clawed back if these are not adhered to.*** |

**2.6 Target groups:**

**Please identify the target groups that will be the beneficiaries of this project**

*Please describe the methodologies you will use to engage and work with the target groups on a sustained period of time.*

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| *Please describe the target group (s) that this project will support (i.e. the types of residents or businesses) and set out how you intend to reach these.*  |

**Please describe the experience of your organisation in working with the target groups.**

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| *Here we are wanting to understand the expertise you have in working with the target group, both in general and in the Folkestone Community Works CLLD area.* |

**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.**

*Please describe any specific methodologies and activities that you will focus in the most deprived areas to support your output delivery*

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| *Please see the Call Specification or go to* [*https://folkestone.works/funding-and-support/folkestone-community-works/*](https://folkestone.works/funding-and-support/folkestone-community-works/) *to find a map of the Folkestone Community Works Programme area and information on LSOAs and those LSOAs ranked in the 20% most deprived decile.* *For ERDF-funded services, please use this information to provide details of where you intend to deliver your service, the number of individuals or businesses you anticipate supporting in the most deprived 20% decile area and how you aim to achieve this.**For ERDF capital projects, please indicate the location of the capital works and whether these will be within the 20% decile area.* |

**2.7 State Aid:**

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

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| **Name of Funder** | **Name of funding source** | **Public funding****Y/N** | **Purpose of funding** | **Type of funding** (grant, loan etc) | **Date funding received** | **Amount****£/€** | **Was it classified as State Aid?****Y/N** (if yes, what was **Gross Grant Equivalent Value €** |
| *State Aid is an advantage given by public authorities on a selective basis to organisations/undertakings which could potentially distort competition and affect trade in the EU. However, good state aid is possible and therefore there are exemptions. Depending on the activities covered by the grant, the grant programme might be providing you with state aid.**Consequently, we require from all applicants to declare the amount of State Aid received**To understand the basics of State Aid please see:*State Aid: The Basics Guide; July 2015; Department of Business Innovation and Skills. To access click [here](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/443686/BIS-15-417-state-aid-the-basics-guide.pdf)*And for more information see the State Aid manual* The State Aid Manual; July 2015; Department of Business Innovation and Skills. To access click [here](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/607691/bis-15-148-state-aid-manual-update.pdf) |

**2.8 Understand Publicity Requirements:**

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

*All recipients of EDRF funding must meet the publicity requirements as set out in ERDF Branding and Publicity Requirements ESIF-GN-1-005, Version 7 Date published 25 July 2017. 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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| *ESIF have clearly defined publicity requirements to satisfy funding criteria - for further details please read:* ERDF and ESF Branding and Publicity Requirements; 2014 to 2020 European Growth Programme; ESIF-GN-1-005, Version 8 Date published 1 August 2019. To access click [here](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/634288/ESIF_Branding_and_Publicity_Requirements.pdf)*Please note: Where projects deliver services, it will be the responsibility of the Lead Partner to market and communicate the project to potential recipients. However, there will be a requirement for any publicity to be approved by the Folkestone Community Works Programme Management Team, as set out in the Programme Marketing and Communications Strategy and Plan.* |

**2.9 Cross Cutting Themes**

**A. Sustainable Development:**

**Please show how you support sustainable development in your project. This must be a project specific Sustainable Development Policy and Implementation Plan**

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| *You will be provided with guidance by the Folkestone Community Works Programme Management Team the programmes cross cutting themes. However, it is also important that you demonstrate an understanding of what the ESIF requirements are and identify how you can support this.**For further understanding see**Cross-Cutting Themes Guidance for ESF (Sustainable Development and Equality); 2014 to 2020 European Growth Programme; Version 3 Published 2 August 2018. To access* [*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/832417/ESF\_Cross\_Cutting\_Themes\_guidance.pdf*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/832417/ESF_Cross_Cutting_Themes_guidance.pdf) |

**B. Equality and Diversity:**

**Please show how you support equality and diversity within your project. This must be a project specific equality policy and implementation plan**

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| *You will be provided with guidance by the Folkestone Community Works Programme Management Team the programmes Equality and Diversity requirements. However, it is also important that you demonstrate an understanding of what the ESIF requirements are and identify how you can support this.**ERDF projects are expected to monitor Equality and Diversity in their service and project.**For further understanding see Cross-Cutting Themes Guidance for ESF (Sustainable Development and Equality); 2014 to 2020 European Growth Programme; Version 3 Published 2 August 2018. To access* [*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/832417/ESF\_Cross\_Cutting\_Themes\_guidance.pdf*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/832417/ESF_Cross_Cutting_Themes_guidance.pdf) |

**2.10 Experience and capacity:**

**A. Delivering this type of project**

*Please highlight the experience you have in delivering this type of project including how successful you were in meeting the outputs, managing the associated evidencing and record keeping, and the resources you will use to deliver this project.*

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| *Please indicate all the previous experience your organisation has of undertaking any similar projects, including date, amount of funding received, the name of the accountable body that provided the funding, the type of activity and outputs and results achieved. Please also indicate if any issues or difficulties were encountered with the claims process.**Please indicate the resources including staff that you will use to deliver this project.* |

**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 projects in the past. If so please could you note what these have been and the key lessons learned.*

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| *Please indicate all the previous experience your organisation has of undertaking* ***EU funded projects****, including the date, amount of EU funding received, the name of the accountable body that provided the EU funding, the type of activity and outputs and results achieved. Please also indicate if any issues or difficulties were encountered with the claims process.* |

**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 and match the figures in your budget annex.**

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| --- | --- | --- | --- |
|  |  |  |  |
| **ERDF** | **Match Funding** | **ERDF** | **TOTAL** |
| **Equipment (capital costs)** |  |  |  |
| **Other Capital** |  |  |  |
| **Building and Construction** |  |  |  |
| **Salaries** |  |  |  |
| **Overheads (salaries)** |  |  |  |
| **Marketing** |  |  |  |
| **Professional fees** |  |  |  |
| **Consultancy** |  |  |  |
| **Office costs** |  |  |   |
| **Rent** |  |  |  |
| **Other revenue** |  |  |  |
| **Total** |  |  |  |
| **%** |  |  |  |
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**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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**Please provide summary figures from your last 3 sets of audited accounts below.**

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| --- | --- |
|  | **Financial Year End (last set of audited accounts e.g.1 March 2016 – 30 April 2017)**  |
|  | **2015** | **2016** | **2017** | **2018** |
| 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 businesses VAT registered will be expected to recover their VAT 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Purpose** | **Project reference No.** | **Amount** | **Date funding/support received** |
| *Where possible please include the type and name of support, the amount and the dates that this was received. This is to record all information for state aid purposes and should include any future commitments. Note that the limit is €200,000 over a 3 year period.* |

**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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| --- | --- | --- | --- | --- |
| **Amount****£/€** | **Source** | **Public Funding****Y/N** | **Date of availability** | **Does this constitute State Aid?****Y/N** |
| *There is a requirement for 50% of the funding for any project to be matched and this funding needs to be in place before any ERDF funding is awarded (i.e. Grant Funding Agreement signed). The appraiser will also need to ensure that match funding must come from a ‘clean’ (i.e. non-European funding) source because any European funds obtained from other ESIF programmes cannot be used to match fund another ERDF grant. Therefore information on the amount, source, and date from which the match funding is available is required.* |

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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| *Provide details of any conditions attached to the other funding for the project. This will enable the Programme Management Team to align our funding requirements with other partners.* |

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

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| *There are sometimes other options or funding avenues which need to be explored first. Please detail any research and/or contact with other agencies, bodies or organisations relating to this topic* |

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| **3** |  | **RISK MANAGEMENT AND BUSINESS PLANNING**  |

**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 risk1**  | **Probability of occurrence1**  | **Contingency plans2** | **Mitigated risk1**  |
| *Identify the main risks associated with the project and your assessment of the level of the risk they pose to the success of the project. Identify the actions you will take to mitigate against these risks and as a result of these, the mitigated risk level.* |

1 High, Medium, Low

2 How do you propose to manage the risks

**Please indicate how the projects meet all necessary guidance and legislation. For example, health and safety regulations, etc.**

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| *Please check the relevant documentation and use examples to demonstrate your understanding of these requirements.* |

**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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**3.2 Legacy: Action 3.8**

**Please explain how your project will have a viable future after the grant funding ends**

*Please highlight the research/knowledge you have used to identify your project will have a legacy beyond the grant funding*

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| *Describe how the project will sustain itself after the grant funding has ending and the legacy the project will leave to Folkestone.*  |

**Please submit a 5 year business plan for your project with the application.**

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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*** |  | ***Project Equality and Diversity Policy and Implementation Plan*** |  |
| ***Audited Accounts*** |  | ***5 year Business Plan for the project: Action 3.8 only*** |  |
| ***Planning Permission & Attached Conditions (if applicable)*** |  | ***Details of any other grants received***  |  |
| ***Sustainable Development Policy and Implementation Plan*** |  | ***Other documents (please specify)*** |  |

### Please email completed application form and send attachments to:

### **folkestonecommunityworks@folkestone-hythe.gov.uk**

### or post to:

###  **Programme Manager, Folkestone Community Works, Folkestone & Hythe District Council,**

### **Castle Hill Avenue, Folkestone, Kent CT20 2QY**