



ECONOMIC DEVELOPMENT SUPPORT FUND APPLICATION FORM

Before you fill in this form, please make sure you have read the guidance notes.

Section A – You and Your Organisation

1. *The name of the organisation*

2. *The name of the project*

3. *The contact details of the main contact or 'project leader'*

Name:

Address:

Post Code:

Telephone number (including code):

E-mail address (if available):

4. *Please mark the box that best describes your organisation:*

Parish/Town Council

Social Enterprise

Community Partnership
or Trust

Other

Business Association

If you marked 'other' then please specify below:

6. *How was the need for the project identified? (Please specify if the project came as a result of a Parish Plan, a Market Town Healthcheck, a Questionnaire or another means of consultation. You can also show need through anecdotal evidence such as ticket sales/reviews)*

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7. *You must show that your project meets at least **two** of the following objectives. (Please tick all applicable)*

| | |
|--|--|
| (a) Improve the area as an inward investment location | |
| (b) Improve the area as a tourism destination | |
| (c) Improve area as a retail destination | |
| (d) Strengthen local business associations | |
| (e) Contribute to town centre management | |
| (f) Improve the physical infrastructure | |
| (g) Improve local supply chains | |
| (h) Promote local food | |
| (i) Encourage collaboration between businesses to improve profitability/share knowledge and skills | |

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8. *Have you contacted anyone at the Council to discuss your project and this application? If yes please give the name of the Officer contacted.*

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9. *Have you included a copy of your organisation's constitution and/or membership rules?*

Yes

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No

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10. *Activity Levels:*
How many people will benefit from your project? (approx)

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| Please explain briefly how you arrived at this figure: |
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| |

11. *Is planning permission required for your project?*

Yes

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No

If yes, has planning permission already been granted?

Yes

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No

If you have answered yes please give planning permission notice number and date of issue.

Section C – Financial Details

12. *Does your Town or Parish Council support the project? (If yes, please supply the letter that confirms this. If the support is financial, please state the amount confirmed)*

Yes

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How much?

No

13. *Have you included an up to date statement of accounts and bank statements for your organisation?*

Yes

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| |
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No

Project Costs

14. Please indicate how the remainder of the cost of the scheme is to be funded, indicating date of application and likely date of receipt of grant. In the final column, please indicate the status of the grant ('application not yet submitted', 'application submitted', 'grant rejected' or 'grant confirmed'). Please use the following abbreviations:

Application not yet submitted (NOT SUB)
 Application submitted (SUB)
 Grant rejected (REJ)
 Grant confirmed (CONF)

(If the grant has been confirmed please use an asterisk (*) and explain the level of commitment and any limits and conditions in the spaces below)

| | Total | Likely date of receipt | Funding Committed? |
|--|-------|------------------------|--------------------|
| Other public funding (please specify) | | | |
| | | | |
| | | | |
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| | | | |
| Other Funding (please specify) | | | |
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Explanation of confirmed grants:

15. Please give a summary of the total costs of the project:

VAT

You may need to pay VAT on purchases you make as part of your project. You must only include VAT in the amount you request from us if you cannot claim it back from HM Revenue and Customs. If you later find that you can recover VAT that we have included in our grant you must repay this amount to us.

16. *Is your organisation able to reclaim VAT from HMRC in respect of the work to be undertaken?*

Yes

No

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17. *Please state the amount of grant you are applying for from the District Council*

£

Section D – Checklist

This section contains a checklist of all the things you should include with your application. Please tick all of the appropriate boxes to ensure that nothing is left out.

Letter from Town or Parish Council confirming support for project

Up to date statement of accounts/bank statement for the organisation

The constitution and/or membership rules for your organisation

If applicable:

Details of restricted covenants or legal charges on the land

We confirm that we understand and accept our obligations under the Data Protection and Freedom of Information Acts set out in the Economic Development Support Fund Guidance Notes for applicants

Section E – Declaration

All information contained in this application form is accurate. I understand that any false information given may result in the refusal of grant and possible further action by the Council.

Name:

Signature

Position within the organisation:

Date:
