



Sample: UK Shared Prosperity Fund and Rural England Prosperity Fund Energy Efficiency Grants for Community Buildings

Application Form 2024-2025 (Round Two)

Please read the guidance document carefully when completing the application form. Do not submit your application without reading the guidance document.

Eligibility Criteria

	Yes	No
Is your organisation listed as eligible in the grant guidance document?	<input type="checkbox"/>	<input type="checkbox"/>
Will the project be delivered by 28 February 2025?	<input type="checkbox"/>	<input type="checkbox"/>
Is your organisation applying solely for capital funds?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organisation have the relevant permissions needed in place?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organisation have 15% match funding to contribute?	<input type="checkbox"/>	<input type="checkbox"/>
Will your organisation have the rest of the funds in place by the proposed project start date?	<input type="checkbox"/>	<input type="checkbox"/>
Will the organisation (where applicable) be complying with all relevant Subsidy Control Legislation in force at the time of application? https://www.gov.uk/government/collections/subsidy-control-regime	<input type="checkbox"/>	<input type="checkbox"/>
Has your organisation had an energy audit of the building completed with 24 months of the date of your application?	<input type="checkbox"/>	<input type="checkbox"/>
Does your project fit with the objective identified in the scheme guidance? Objective: To strengthen social fabric and foster a sense of local pride and belonging through investment in activities that enhance physical, cultural, and social ties and amenities. This includes: <ul style="list-style-type: none"> community infrastructure. community led projects. 	<input type="checkbox"/>	<input type="checkbox"/>

If you have selected 'No' to any of the above, unfortunately your project does not meet the minimum eligibility criteria. If you have answered 'Yes' to all the questions above, please proceed with the rest of the form.

Please note that meeting the eligibility criteria does not mean you are entitled to funding. Funding will be awarded based on the strength of applications.



Section A – Application details

Name of the organisation that is making this application:

Registered address for the organisation:

Please provide the following information where applicable:

Organisation Email	
Organisation Telephone number	
Organisation Website link	
Organisation Facebook page	
Organisation Instagram	

Name of main contact, position and their contact details to be used for all correspondence:

Legal status:

Please click on one of the following to confirm the status of your organisation:

- Registered Charity
- Charitable Incorporated Organisation
- Community Interest Company
- Parish Council
- Town Council
- Company Limited by Guarantee
- Community Amateur Sports Club*

*CASCs must be able to demonstrate wider community benefit throughout their application to be eligible

Please provide the following information where applicable:

Registered Charity number	
Charitable Incorporated Organisation number	
Company Limited by Guarantee number	
Community Interest Company number	
Community Amateur Sports Club (CASC) Number	



VAT

Is your organisation VAT registered? Please click one of the following boxes as appropriate:

Yes No

VAT Number if registered:

Will you be reclaiming the VAT costs for your project? Please click one of the following boxes as appropriate:

Yes No

Lease

Does your project involve a building requiring a lease? Please click one of the following boxes as appropriate:

Yes No

If your answer is no, then please move to the Permissions section.

If you have answered yes, please share with us the length of Lease that is in place and continue to answer the following questions.

Length of Lease:

Note that a Lease that is less than 8 years cannot be supported with this grant funding and you will need to include a copy of the Lease when submitting your grant application.

Permissions

The necessary permissions will need to be obtained in relation to this project before the project commences. This is the applicant's responsibility.

You must provide evidence that (i) the necessary permissions (including but not limited to; planning permission, building regulations, advertising consent, lease agreements, landowner permissions) have been granted and copies of these are provided when submitting your application, or (ii) that you have checked that no necessary permissions are needed and evidence of this is provided when submitting your application.

- I confirm that the necessary permissions are in place I have submitted the required evidence of this
- I confirm that I have researched and that necessary permissions are not needed, and I have submitted the required evidence of this



Please indicate below which permissions have been obtained:

	Yes	No	N/A
Planning permission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listed building consent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building regulations approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advertising consent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landlord's written permission (where Leasehold)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change of use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other – <i>please specify:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Section B. Project Details

Name of your project:

Please give us more details about your project using the following text box provided.

Use the following bullet points to help:

- Describe what your project is.
- What are the aims and objectives of your project?
- Where is your project based?
- How many people are involved, include paid staff as well as volunteers?
- How did the project come about, how was it created?
- Who are the beneficiaries?
- Tell us what the grant will be spent on e.g., solar panels?

(Maximum 500 words)

Please share with us how much capital grant you are applying for:

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Section C. The case for your project

Use the following space to tell us why your project is needed, share with us the evidence of this.

Use the following bullet points to help:

- Discuss any relevant engagement with your community.
- Provide any data/statistics that help support your case.
- You must refer to your energy audit in this section.

(Maximum 350 words)

Section D. Management and Delivery

How will the project be managed?

Use the following bullet points to help.

- State how the finances for the project will be managed.
- Provide the relevant skills and experience of people who will be managing this project.
- Who will make decisions and how will decisions be made?
- Discuss risks and how these will be mitigated.

(Maximum 500 words)

Key Milestones:

Please use the table below to share with us the milestones for your project

Grants can only fund capital projects delivered by 28 February 2025. Proposed project start date must not be later than 1 October 2024, it is imperative that when completing the table below that the information you provide meets this deadline.

Proposed project start date	
Expected completion date (The date the project will be complete, and project outputs will be achieved)	
Proposed Financial Completion date (The date all project expenditure will be paid)	
Proposed date for completion of outcomes	



Section E. Impact

A) Please share with us what you hope your project will achieve, including the impact it will have in the area it is based. Describe short-, medium- and long-term impact of the project using SMART (Specific, Measurable, Achievable, and Time-constrained) objectives.

(Maximum 500 words)

B) Please share with us how your project supports the Government's Net Zero ambitions or has wider environmental considerations. Please refer to the guidance where you will find more information on net zero ambitions and environmental considerations.

(Maximum 300 words)

C). What would happen without this grant funding? Why is this funding needed?

(Maximum 300 words)

D) How does your project represent value for money?

(Maximum 300 words)

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Section F. Objectives, Outcomes, Outputs

Please now detail how your project will meet the required objectives, outcomes and outputs for this funding.

You **must** refer to the following objectives, outcomes, and outputs in your answer:

- To strengthen social fabric and foster a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities.
- Improved perception of facilities/amenities.

Your answer will score higher if you refer to additional outcomes and outputs listed in the following documents.

[Rural England Prosperity Fund interventions objectives outputs and outcomes list.pdf \(publishing.service.gov.uk\)](#)

To access the correct area of the document above, please find the box with the following text and refer to the listed outcomes and outputs: 'Funding (capital grants) for investment in capacity building and infrastructure support for local civil society and community groups. This intervention corresponds to the UKSPF intervention E11.'

[Interventions, Objectives, Outcomes and Outputs – England \(publishing.service.gov.uk\)](#)

To access the correct area of the document above, please find the box E11 with the following text and refer to the listed outcomes and outputs: 'Funding (capital grants) for investment in capacity building and infrastructure support for local civil society and community groups.'

(Maximum 500 words)



Section G - Project Funding

The table below should be used to share with us the contribution of funds you have raised to date.

It is a requirement that 15% of match funding is needed to lever this capital grant, this must be in place at time of applying.

You must have all the remaining funding needed in place by your proposed project start date. Your proposed project start date must not be later than 1 October 2024.

Example

<i>Breakdown of funding</i>	<i>Column A State which of the following methods of raising funds applies Yes / No</i>	<i>Column B Amount which has already been raised from each</i>
<i>Sale of building or another asset</i>	<i>No</i>	
<i>Section 106 money/CIL</i>	<i>Yes</i>	<i>£10,00</i>
<i>Fundraising events</i>	<i>Yes</i>	<i>£2,000</i>
<i>Donations</i>	<i>No</i>	
<i>Loans</i>	<i>No</i>	
<i>Grants (from other grant sources) Please name the source of grant, the amount, and the date this was received/will be received in column B</i>	<i>No</i>	
<i>Other method</i>	<i>n/a</i>	
<i>Subtotal</i>		<i>£12,000</i>
<i>Add in the amount of Grant funding you are applying for from this fund into the box on the right</i>		<i>£10,000</i>
TOTAL PROJECT COST		£22,000



Please complete this table after looking at the example above

Breakdown of funding	Column A State which of the following methods of raising funds applies <i>Yes / No</i>	Column B Amount which has already been raised from each
Sale of building or another asset		
Section 106 money/CIL		
Fundraising events		
Donations		
Loans		
Grants (from other grant sources) Please name the source of grant, the amount, and the date this was received/will be received in column B		
Other method		
Subtotal - match funding is required, and this must be 15% or more of the overall total		
Add in the amount of Grant funding you are applying for from this fund into the box on the right		
TOTAL PROJECT COST		

Section H – Quotes

Have you completed a tender process. Answer 'Yes' or 'No'.

If your answer is 'Yes', you will be required to submit evidence of your tender process and outcome as evidence later in the application form.'

If your answer is 'No', please provide the following information:

You will need to supply at least 3 quotations for each item of your project which should be submitted at the same time as this application form.

You must supply 3 quotes per expenditure item.

Use these tables to list the name of the company (or companies) which will carry out the work, the cost, the expenditure item and your preferred supplier.

Any documents provided by the applicant for the purpose of demonstrating compliance with this section shall be considered by the Council and the Council reserves the right to require the applicant to obtain formal quotations or further information where such documents are deemed inappropriate to demonstrate compliance with the applicant's procurement obligation.

Please note, it is only the quote approved by the grant panel that will be funded.

You will need to submit copies of the quotes you have received as part of your application.

Item 1 name:			
Supplier name	Cost (excl VAT)	VAT Amount	Preferred supplier
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Explain who your preferred provider is and why:

Item 2 name:			
Supplier name	Cost (excl VAT)	VAT Amount	Preferred supplier
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Explain who your preferred provider is and why:



Item 3 name:			
Supplier name	Cost (excl VAT)	VAT Amount	Preferred supplier
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Explain who your preferred provider is and why:

Section I - Project Costs and Match Funding

Please use the table below to share with us the total project costs. You will need to separate the VAT charges using the table below.

VAT may be an eligible cost under this grant scheme; however, this will vary on a case-by-case basis and the Council cannot give VAT advice to applicants.

It is the responsibility of the applicant to ensure that VAT is correctly treated within any grant project. Incorrect VAT treatment could lead to penalties from HMRC and the applicant having to repay the VAT element of the grant that should not have been claimed.

It is the responsibility of the applicant to include VAT if an applicant needs to claim it. If you do not include eligible VAT at the time of application, the grant will be awarded based on net costs and VAT cannot be claimed.

Example

<i>Name of Project – GRCC Meeting House</i>	<i>Finances</i>
<i>Overall Project Cost</i>	<i>£5,500.00</i>
<i>Amount of which is VAT (if applicable)</i>	<i>£500.00</i>
<i>Funding raised to date</i>	<i>£3,500.00</i>
<i>Grant amount applying for</i>	<i>£2,000.00</i>
TOTAL	<i>£5,500.00</i>
<i>Percentage amount of match funding</i>	<i>63%</i>

Please complete this table after looking at the example above.

*If the organisation is VAT registered, the percentage match funding should be calculated on the costs exclusive of VAT.

For organisation not VAT registered, please calculate the percentage match funding inclusive of VAT.

Name of Project –	Finances
Overall Project Cost	£
Amount of which is VAT (if applicable)	£
Funding raised to date	£
Grant amount applying for	£
TOTAL	£
Percentage amount of match funding needed (minimum of 15%) dependent on VAT status (*see guidance above)	

Section J – Additional Documentation and Checklist for Applicants

Alongside this application form you will also need to provide the following documentation:

- A copy of your constitution, Trust Deed, Scheme, Terms of Reference, Memorandum and Articles of Association etc.
- Three formal quotes for each item (i.e. not a total of 3 quotes all together) needs to be included in your application. (Please read procurement section below for full details on how quotes can be submitted)
- Evidence that (i) the necessary permissions (including but not limited to; planning permission, building regulations, advertising consent, lease agreements, landowner permissions) have been granted and copies of these are provided when submitting your application, or (ii) that you have checked that no necessary permissions are needed and evidence of this is provided when submitting your application.
- A copy of your energy audit document, dated within 24 months of the date of your application.
- Any relevant photographs, maps, architect drawings, plans, or other evidence for your project
- Evidence of at least 15% match funding of the total project costs. This must be in place at time of applying. Match funding can only be capital costs. It cannot be revenue or in-kind
- If in place at time of applying, evidence of all funding or pledged funding needed to meet the total cost of your project. If not in place at time of applying, you have until your proposed project start date to gather the remaining funds needed for your project, you will be required to provide evidence of this on or before your proposed project start date. If you cannot provide evidence by your proposed project start date your funding will be withdrawn.
- A copy of your most recent annual accounts
- A bank account with 2 signatures or more needed to authorise expenditure
- A copy of the most recent bank statement to the date of your application
- Subsidy Control Declaration
- Applicants will be required to keep all receipts and maintain an asset register of all purchases using this grant funding. We may ask to see this register at any time and may also visit your premises to verify the purchase(s) and record identification details. If you dispose of any interest in any asset without the prior



written consent of the Council for a period of 6 years from grant award, the Council reserves the right to reclaim a proportion of the grant in accordance with the terms of the Grant Funding Agreement

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Section K. Declaration by the applicant

Read through the application form to check that all the questions have been answered and you are satisfied with your responses.

Two people from your organisation (preferably the Chair and one other) should sign this form. The signatories must not be connected, i.e., related to each other, or directly involved in the management of the project, such as the builder or architect, or a person connected in any way with Tewkesbury Borough Council. This is designed to protect the signatory and avert a conflict of interest.

You should read the below, and only if you are fully accepting of the statements below should you sign the declaration.

Data Protection

By submitting this application form, you are consenting to any Personal Data collected being processed by Tewkesbury Borough Council and shared with partners involved in the delivery of UKSPF and REPF. This includes the Department of Levelling Up, Housing and Communities and its contractors. This also includes the appointed intermediary GRCC. Personal Data will be held for the purposes of contacting applicants and assessing applications.

UK Subsidy Control Regulation

Please note that as a public authority, Tewkesbury Borough Council must comply with the UK Subsidy Control Regime (Subsidy Control Act 2022). By proceeding, your organisation agrees to provide the necessary details of your organisation's project to enable Tewkesbury Borough Council to meet the transparency obligations that apply to public authorities awarding funding (which may be considered a Subsidy under the Subsidy Control Act 2022).

Further information on the Subsidy Control Regime may be found at: [UK subsidy control regime - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/topics/subsidy-control)

VAT

VAT may be an eligible cost under this grant scheme; however, this will vary on a case-by-case basis and the Council cannot give VAT advice to applicants.

It is the responsibility of the applicant to include VAT if an applicant needs to claim it. If you do not include eligible VAT at the time of application, the grant will be awarded based on net costs and VAT cannot be claimed. Incorrect VAT treatment could lead to penalties from HMRC and the applicant having to repay the VAT element of the grant that should not have been claimed.

If the community building is VAT registered, the percentage match funding should be calculated on the costs exclusive of VAT

For community buildings not VAT registered, please calculate the percentage match funding inclusive of VAT

Fraud statement

1. I have read and understood all documents about this scheme, including all information about eligibility.
2. I am providing true, accurate and complete information.
3. I understand that by giving wrong or incomplete information which I know to be misleading, I may be committing a criminal offence and could face prosecution.
4. I understand Tewkesbury Borough Council will investigate all applications where it suspects fraud.
5. I understand that Tewkesbury Borough Council will check all of the information that I provide and may ask for further details, if necessary.
6. I understand that I must pay back any money I receive to which I am not entitled.

I certify that:

1. I have read, understood and agree to be bound by the conditions of this grant scheme as detailed in the guidance notes or other supporting documentation.
2. I understand and agree that if this application is successful, the organisation or individual will be bound to use the grant exclusively for the purpose specified in the application.
3. The information contained in this grant application is true and accurate and complete in all respects, and that the budget for the project represents a reasonable estimate of cost for the proposed undertaking and is good value for money.
4. I can confirm that I am the sole owner of the organisation, or that I am one of the organisation owners and I have due authority to submit this application on behalf of my organisation.

I understand that:

1. The acceptance of this application by Tewkesbury Borough Council does not in any way signify that they have agreed the project is eligible or that I will receive funding.
2. The full application may be declined, and that the decision of Tewkesbury Borough Council is final and that there is no appeal process.
3. Any grant paid will become immediately repayable in the event of any material inaccuracy or submission of false information.
4. The decision of Tewkesbury Borough Council is final, and it reserves the right to vary the level of grant or reject an application.

By signing the declaration, you are accepting all of the above.

The declaration must be signed by two people from your organisation with due authority to submit the application. By submitting the application, you will be agreeing to the declaration.

Signatory 1:	Signatory 2
Name:	Name:
Position in the organisation:	Position in the organisation:
Date:	Date:

Please note that as an investment from this grant will involve expenditure of public resources, there is public interest in how the investment is spent. Therefore, the results of successful grant applications may be made available publicly either as publicity for this grant programme or due to any Freedom of Information requests. Details disclosed will include the name of the organisations, amount of funding received and the locality.

The deadline for all applications, however submitted, is by 9am 24th May 2024. If it is not received in time, it will not be considered.