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**Berwick Culture and Creative Zone (CCZ) – Create Berwick**

**Grant Application Form**

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| **Please read the call specification document and guidance carefully before completing this form to ensure your project is eligible. If your project is not eligible, please do not submit an application as it will not be considered.**  **When completing your Grant Application Form, please provide as much detail and supporting evidence as possible about your project to enable Northumberland County Council (NCC) to assess the strength and deliverability of your proposal.** |

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| Please complete this form in conjunction with the:   * Call Specification and Guidance document, including Appendices 1-3 * Annex 1 Expenditure, Funding and Outputs Tables (to be completed) |

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| **Key things to remember:**   * Send the completed application form to us by email along with the completed Annex 1 spreadsheet to [createberwick@northumberland.gov.uk](mailto:createberwick@northumberland.gov.uk) * You must submit all applicable supporting documents as set out at the back of this form. You can submit these electronically or in hard copy format. * Please note that NCC and members of the Create Berwick Investment Panel will have sight of the contents of your application together with the appraisal of your full application. * Complete all sections for the form below. * You won’t automatically get a grant. When you apply for a grant, all applications will be assessed to see how well they fit the priorities for CCZ funding and which projects provide best value for money. * Do not start work, incur costs, or place an order before your grant has been approved. This will potentially make your whole project ineligible. |

**Section A: Key Information - Applicant**

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| 1. **Project Title** |  | | |
| 1. **Applicant Organisation** |  | | |
| 1. **Project Lead Name and job title** |  | | |
| 1. **Telephone Number** |  | | |
| 1. **Email Address** |  | | |
| 1. **Registered Address including postcode** |  | | |
| 1. **Website Address:** |  | | |
| 1. **Legal Status of Applicant Sole trader, partnership etc** |  | | |
| **9a. Company Registration No** |  | **9b. Charity Registration No** |  |
| **10. When was the Organisation established:** |  | **11. VAT Number** |  |
| **12. Number of FTE employees in organisation** *Please provide year* |  | | |
| **13. Sector / Business Activity** |  | | |

**Section B – The Project**

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| 1. **Project Name** |  |
| 1. **Project summary** (Max 150 words). Please provide a brief description of your project. | Please describe the project as if to someone who does not know anything about your plans. |
| 1. **Stage of project development.** What stage of development is the project at currently? e.g. fully developed and ready to begin delivery in April 2024; currently in development and ready to deliver in next 3-6 months; an initial idea only that needs further development |  |
| 1. **What are the Project aims and objectives?** |  |
| 1. **What needs will your project address and why?**   (Please provide evidence of research and/or consultation undertaken to demonstrate need and demand for the project) |  |
| 1. **What specific activities will the project deliver?**   Your project must deliver at least one of the eligible activities (see section 3 of the Call Specification and Guidance), although it can deliver a combination of more than one of these activities. |  |
| 1. **Who are the beneficiaries / target audiences?** |  |
| 1. **Strategic Fit** | |
| 1. **Please explain how your Project will address the strategic objectives of the** **CCZ (as described in the Call Specification and below).** Your project must address at least one of these objectives, although it can address more than one**.**  |  |  | | --- | --- | | SO1 Growing Town |  | | SO2 Vibrant Town |  | | SO3 Inclusive Town |  |   **b. Please also explain how your Project will meet the aims of the** [**North of Tyne Combined Authority UKSPF Investment Plan**](https://www.northoftyne-ca.gov.uk/wp-content/uploads/2022/08/220728-NTCA-UKSPF-IP-Summary-Document-Final.pdf)  **c. Please also describe how the project supports any other relevant local strategies.**  **Create Berwick Cultural Investment Plan**  **Investing in arts, culture and creativity to make Berwick a distinctive cultural destination.**  [Our Approach - Create Berwick - Culture & Creativity in Berwick-upon-Tweed](https://createberwick.co.uk/our-approach/)  **Northumberland Economic Strategy 2019-24**  **To deliver a prosperous, inclusive and connected Northumberland by creating skilled jobs and improving the places and communities where people live and work.**  [Economic Strategy final 2019-2024\_M2.pages (northumberland.gov.uk)](https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/Economy-and-Regeneration/Economic-Strategy-final-2019-2024_M2.pdf)  **Northumberland Cultural Strategy 2018-2030**  **To achieve international recognition of Northumberland as a cultural leader and a place that is acknowledged for creativity.**  [FINAL-cultural-Strategy-2018-30-1.pdf (northumberland.gov.uk)](https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/Libraries-and-archives/FINAL-cultural-Strategy-2018-30-1.pdf)  **North of Tyne: Home of Ambition**  **An economic vision for the Combined Authority includes enabling more young people to engage with creative industries, develop careers and creating an environment in which cultural and creative businesses can develop and thrive.**  [Home of Ambition - NTCA (northoftyne-ca.gov.uk)](https://www.northoftyne-ca.gov.uk/) | |
| 1. **Project location and delivery area**   Please identify the location were your project will be delivered in. |  |
| 1. **Project start and end dates** | |
| * **Anticipated Project start date** |  |
| * **Anticipated Project practical completion date** *(When will project activity be finished?)* |  |
| * **Anticipated Project financial completion date** including any retention period *(When will you have paid your supplier(s)?)* |  |

**Section C: Project Funding and Costs**

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| 1. **Total Project Value (£)** excluding VAT (unless VAT is non recoverable) | |  |
| 1. **Total Grant funding sought (£)** | | Capital: £ |
| 1. **Grant intervention rate requested (%)** | |  |
| 1. **Total match funding (£)** | |  |
| 1. **If you have included irrecoverable VAT within your project costs and grant request, please explain why:** (You must provide evidence of your VAT status) | | |
|  | | |
| 1. **Source and Status of Match Funding**   **a. Please detail the sources of your project match funding and confirm whether it will be in place to start the project:**  (You must provide evidence of all of the funding you have identified including funding for any non-grant funded expenditure) | | |
| **Funding Source** | **Amount Requested** | **Date Secured** |
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| **b. If some of this match funding is confined to a specific activity or costs, please explain** | | |
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| 1. **Please explain how you will cashflow the Project**   Grant claims are paid quarterly in arrears so you will need to have access to cash flow to pay out your project costs before claiming funding from NCC | | |
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**Please complete the attached spreadsheet (ANNEX 1 - Expenditure, Funding and Outputs Tables), providing an itemised quarterly breakdown of your estimated project costs and the funding needed to deliver your project.**

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| 1. **Please provide here a detailed explanation of how each individual cost item in your project budget has been calculated and the method and key assumptions used. Please explain what evidence you** **have to support your project costs (e.g. capital project cost estimates, quotes from suppliers etc.)** |
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| 1. **Has any procurement occurred yet? Please provide any procurement quotes, tender briefs etc as supporting evidence of your project costs** |
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| 1. **If you have provided less than 3 quotes/tenders for any of the project costs, please explain why and how you have assessed value for money** |
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| 1. **Please explain how you will comply with the procurement regulations as set out in Section 4 of the call guidance.** |
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**Section D: Project Management and Delivery**

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| 1. **What experience and track record does your organisation have in delivering this type of activity?** | | | |
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| 1. **How and by whom will the project be delivered?** Describe the resources (e.g. staff) you have available now to deliver the Project? Will you be working in partnership with others? | | | |
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| 1. **Please describe the management arrangements for the Project** - including specifying who will have overall management responsibility for the project, who will deliver the project activities, who will be responsible for grant claims, payments to contractors, and monitoring project outputs and outcomes. | | | |
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| 1. **Project Milestones: Identify all critical project milestones and when these are forecast to be achieved.** (Add lines if required). | | | |
| **Milestone description** | | | **Achievement Date** |
| *Could include supplier identified/event held/construction project completed/survey completed/draft report/final report* | | |  |
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| 1. **Risk assessment: What fundamental risks have you considered that could prevent the project being delivered on time or to cost, or prevent it from delivering the planned outputs and outcomes? Please explain how you will mitigate each of the risks** (Add lines if required). | | | |
| **Risks** | **RAG rating (Red, Amber, Green)** | **Mitigating Actions** | |
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| 1. **Permissions required** | **Please explain** |
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| 1. Do you need special permissions to carry out the Project? For example, for a capital project do you need planning permission? Are any other special permissions needed. |  |
| 1. Are these permissions in place?   If not, please tell us what date you expect to have permission. |  |
| 1. Do you own the land / building?   If you do not own the land / building, please explain how and when you will obtain the owner’s permission for the project. Please attach copies of permissions / proof of ownership where applicable. |  |

**Section E: Project Outputs, Outcomes, and Impacts**

**Please complete the attached spreadsheet (ANNEX 1 - Expenditure, Funding and Outputs Tables) identifying the outputs and outcomes you intend to deliver through this project.**

**Select the output and outcome measures (from both the UKSPF and Investment Fund (IF) lists) that relate most closely to your project activities and objectives.**

**Please select only those outputs / outcomes that are directly relevant to your project.**

You will need to monitor and report on the achievement of the project outputs and outcomes and retain records for verification.

Further information can be found by clicking on the link below:

[NTCA Investment Fund: Outputs GuidanceReport (northoftyne-ca.gov.uk)](https://www.northoftyne-ca.gov.uk/wp-content/uploads/2023/08/North-of-Tyne-Combined-Authority-Outputs-Guidance.pdf)

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| 1. **Please explain how you have estimated the output and outcome numbers for your project, as presented in ANNEX 1. Explain the key calculations and assumptions used and explain why the targets are realistic and achievable.** |
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| 1. **Describe the short, medium, and long-term impacts that the Project will deliver and how this will be measured.** |
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| 1. **Additionality: Please explain how the project will deliver outputs, outcomes and benefits that are additional i.e. would not be delivered in the absence of the project.** |
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| 1. **How will low carbon and sustainability be built into the design and delivery of your Project?** |
|  |
| 1. **How will inclusivity and equality be built into the design and delivery of your Project? Please explain how your project will meet the requirements of the Public Sector Equality Duty** (<https://assets.publishing.service.gov.uk/media/5a78c2a6ed915d07d35b236b/equality-duty.pdf>) |
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**Section F: Other Important Information**

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| 1. **Explain why grant funding is required to enable your Project to proceed:** What market failures, gaps or opportunities does the project address? Why do you need public funding for the project? |
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| 1. **Explain what options you have considered in arriving at your preferred Project.** |
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| 1. **Explain what would happen to the project if grant funding was not offered?**   Would you expect to achieve any of the project outcomes anyway, even without funding?  Will grant funding enable you to deliver a project that could not otherwise happen / enable a project to happen sooner, or / enable the project to be larger, or of greater quality |
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| 1. **Please explain what consultations you have undertaken with people, communities, businesses, and organisations in your local area to identify whether there is local support for your proposed project. What where the main findings from these consultations?** |
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**Section G: Subsidy Control**

The information in this application will be used to assess if this grant is a subsidy.

**Please read Appendix 3 of the Call Specification and Guidance before answering this question.**

1. **Please list any grants or financial assistance your organisation have received since 1 April 2021 in the table below:**

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| **Organisation providing the financial assistance** | **Value (£) or (€)** | **Date** | **Nature of assistance** |
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| 1. **Does any aspect of the Project involve the provision of subsidies?** | Yes / No |
| * **If yes, can the grant be awarded as MFA (Minimal Financial Assistance)** | Yes / No |
| * **If no, please explain how your Project does not involve the provision of subsidies.** | |
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**Section H: Declaration & Signature**

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| **Declaration** | | **Please tick** |
| I confirm that I have full authority from the appropriate level within the applicant organisation to enter into this application and any subsequent Funding Agreement. | |  |
| I understand that acceptance of this Application does not in any way signify that the project is eligible for UKSPF and/or NTCA Investment Fund support or that UKSPF or NTCA Investment Fund has been approved towards it. | |  |
| I understand that if I give information that is incorrect or incomplete, grant may be withheld or reclaimed, and action taken against the applicant organisation. | |  |
| I declare that the information I have given on this form is correct and complete | |  |
| I shall inform Northumberland County Council if I become aware of any changes to the Project which might be considered as material | |  |
| I am content for information supplied here to be stored electronically and shared in confidence with NTCA as the funder and members of the grants Panel | |  |
| I have informed all persons in relation to whom I have provided personal information of the details of the personal information I have provided to you and of the purposes for which this information will be used, and that I have the consent of the individuals concerned to pass this information to you for these purposes | |  |
| I confirm that the applicant organisation has produced and is compliant with the following statutory business policies: Health and Safety, Diversity and Equality, Equal Opportunities and Discipline, Dismissal and Grievance, Data Protection. | |  |
| I confirm that I have read, and that I will comply with the Call Specification and Guidance and will provide evidence with my claims to support compliance. | |  |
| I confirm as the applicant I have not committed, nor shall commit, any Prohibited Act. | |  |
| I declare that, except as otherwise stated on this form, I have not incurred expenditure related to this application and no expenditure has been committed or defrayed on it. | |  |
| understand that any offer may be publicised by means of a press release giving brief details of the project and the grant amount. | |  |
| **Signature** | | |
| **Signed** |  | |
| **Name** |  | |
| **On Behalf of organisation name** |  | |
| **Position within organisation** |  | |
| **Date** |  | |

Please email your completed signed application form to

[createberwick@northumberland.gov.uk](mailto:createberwick@northumberland.gov.uk)

**Please note that following submission of your application form, Northumberland County Council may ask you to provide further detailed information in support of your project.**

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## **Checklist**

Please ensure that all the information that is relevant to the Application is attached. If any information or documentation requested is missing, it may delay a decision on the Application.

| **Item** | **Please check** |
| --- | --- |
| Completed Annex 1 - Expenditure, Funding and Outputs Tables |  |
| A copy of the constitution of your organisation |  |
| The Applicant’s most recent bank statement |  |
| Any evidence of match funding |  |
| Evidence of VAT Status |  |
| Audited annual accounts for the last financial year. |  |
| Procurement evidence - Three quotes for work, tender etc |  |
| Proof of ownership of land or property, if land or property is the subject of the Grant. |  |
| Proof of owner’s permission (where the Applicant is not the owner). |  |
| Proof of planning permission (where applicable). |  |
| Project designs (for capital projects where applicable) |  |
| Evidence of need and demand (e.g. research, consultations, feasibility studies) |  |
| ***Please add here a list of any other supporting documents you are attaching with your application.*** |  |