 

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

**Rural Asset Multiplier Programme**

**Grant Application Form**

|  |
| --- |
| **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.** |



|  |
| --- |
| Please complete this form in conjunction with the:* Call specification including Appendices 1-3
* Annex A - Costs and Outputs Tables
 |

|  |
| --- |
| **Key things to remember*** Send the completed application form to us by email along with the completed Annex 1 spreadsheet to **ruralassetmultiplierpilotprogramme@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 Rural Asset Multiplier Programme will have sight of the contents of your application together with the appraisal of your full application.
* Complete all sections of the form below.
* You will not automatically receive a grant. When you apply for a grant, all applications will be assessed to see how well they fit the priorities for 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**

|  |  |
| --- | --- |
| 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**

|  |  |
| --- | --- |
| **1. Project Name**  |  |
| **2. Project summary**Please provide a brief description of your project. (Max 150 words) | Please describe the project as if to someone who does not know anything about your plans. |
| **3. Stage of project development**What stage of development is the project at currently? e.g. fully developed and ready to begin delivery in June 2025; currently in development and ready to deliver in next 3-6 months; an initial idea only that needs further development |  |
| **4. What are the Project aims and objectives?** |  |
| **5. 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) |  |
| **6. 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. |  |
| **7. Who are the beneficiaries / target audiences?** |  |
| **8. Strategic Fit****a. Please explain how your Project will address the strategic objectives of the RAMP (See Appendix 1)**

|  |  |
| --- | --- |
| Rural Prosperity and Opportunity  |  |
| Achieving Net Zero Carbon Growth  |  |
| Improving Management of Land and Natural Assets  |  |
| Improving Wellbeing and Quality of Life |  |

**b. Please also describe how the project supports any other relevant local strategies.** |
| **9. Project location and delivery area**. |  |
| **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**

|  |  |
| --- | --- |
| **1. Total Project Value (£)** excluding VAT (unless VAT is non recoverable) |  |
| **2. Total Grant funding sought (£)** | Capital: £Revenue: £ |
| **3. Grant intervention rate requested (%)** |  |
| **4. Total match funding (£)** |  |
| **5. If you have included irrecoverable VAT within your project costs and grant request, please explain why:** (You must provide evidence of your VAT status) |
|  |
| **6. Source and Status of Match Funding****a. Please detail the sources of your project match funding and confirm 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**  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |
| **b. If some of this match funding is confined to a specific activity or costs, please explain** |
|  |
| **1. Please explain how you will cashflow the Project**Grant funding is paid in arrears |
|  |

**Please complete the attached spreadsheet (Annex 1 - Expenditure, Funding and Outputs Tables), providing an itemised breakdown of your estimated project costs and the funding needed to deliver your project.**

|  |
| --- |
| **2. 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. staff salary calculations, capital project cost estimates, quotes from suppliers etc.) |
|  |
| **3. Has any procurement occurred yet?** Please provide any procurement quotes, tender briefs etc as supporting evidence of your project costs. |
|  |
| **4. 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.** |
|  |
| **5. Please explain how you will comply with the procurement regulations as set out in Section 4 of the call guidance.** |
|  |
| **6. Please propose your claim submission dates (a maximum of two) and indicative amounts for each claim.**  |
|

|  |  |
| --- | --- |
| **Proposed Claim Date (dd/mm/yyyy)** | **Amount to claim (£)** |
|  |  |
|  |  |

 |

**Section D: Project Management and Delivery**

|  |
| --- |
| **1. What experience and track record does your organisation have in delivering this type of activity?**  |
|  |
| **2. 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? |
|  |
| **3. 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. |
|  |
| **4. 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* |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **5. 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** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **6. Permissions required** | **Please explain** |
| 1. Do you need special permissions to carry out the project? For example, if this is 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. If this is a capital project, 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 that relate most closely to your project activities and objectives and enter the value in column B.**

**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.

|  |
| --- |
| **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.** |
|  |
| **2. Describe the short, medium, and long-term impacts that the Project will deliver****and how this will be measured.**  |
|  |
| **3. 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.** |
|  |
| **4. How will low carbon and sustainability be built into the design and delivery of****your Project?** |
|  |
| **5. How will inclusivity and equality be built into the design and delivery your****Project?** |
|  |

**Section F: Other Important Information**

|  |
| --- |
| **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? |
|  |
| **2. Explain what options you have considered in arriving at your preferred Project.** |
|  |
| **3. 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 |
|  |
| **4.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?** |
|  |

**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 has received since 1 April 2023 in the table below:**
 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation providing the financial assistance**  | **Value (£)**  | **Date** | **Nature of assistance**  |
|   |  |  |   |
|   |  |  |   |
|   |  |  |   |
|   |  |  |   |
|   |  |  |   |

|  |  |
| --- | --- |
| **2. Does any aspect of the Project lead to the generation of income over the next ten years?** | Yes / No |
| * **If yes, please provide details of the income generating opportunities and estimated amount:**
 |
| **3. If you consider that a RAMP grant for your Project is not a subsidy, please explain below:** |
|  |

**Section H: Declaration & Signature.**

|  |  |
| --- | --- |
| **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 North East CA Investment Fund support or that UKSPF or North East CA Investment Fund has been approved towards it. |  ☐  |
| I understand that it is a requirement for all projects to comply with the branding and publicity requirements of UK Government and the North East Combined Authority. I understand that evidence of publicity and branding compliance will be monitored as part of project grant claims. | ☐ |
| 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 |  ☐  |
| The information within the application will be used in order to award and monitor grants. I am content for information supplied here to be used for this purposes and to be stored electronically by NCC officers. I am also content for this information to be shared in confidence with North East CA as the funder and members of the grants Panel for these purposes. |  ☐  |
| 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.  |  ☐  |
| I 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

**ruralassetmultiplierpilotprogramme@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.**

**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.*** |  |

**Appendix 1**

**Strategic Fit**

**Rural Prosperity and Opportunity** - To reduce the wealth and productivity gap between rural Northumberland and the national average by investing in business growth in key sectors, innovation, exporting and trade, skills, and digital technology, providing more high-quality, high-skilled, well-paid jobs, and better access to education and other opportunities for people from all backgrounds and communities.

**Achieving Net Zero Carbon Growth** - To work towards net zero carbon growth in the North of Tyne rural economy, and contribute to the UK’s carbon reduction goals, by investing in low carbon measures in the natural environment, businesses, homes, public buildings, and communities, and equipping people and businesses with the skills needed to deliver net zero growth.

**Improving Management of Land and Natural Assets** - To enhance the management of land and natural assets, reducing net impacts on the natural environment and biodiversity locally, at the same time as delivering affordable sources of renewable energy generation and food supply, demonstrating how strong local supply chains can reduce reliance on insecure global energy and food sources.

**Improving Wellbeing and Quality of Life** - To improve quality of life in rural communities, enabling people from all backgrounds and places to enjoy the health and wellbeing benefits of connecting with the natural environment and culture, working in rewarding, well-paid, skilled jobs, and being part of vibrant rural communities