

Rural England Prosperity Fund ‘Village Hall and Community Building’ Grant application form

Please read the eligibility criteria and guidance before completing this form

 

The Rural England Prosperity Fund is set out to offer eligible community organisations in West Berkshire the opportunity to bid for grant funding to support energy efficiency and renewable energy schemes that promote decarbonisation of existing village halls and community buildings.

This application document should be viewed in association with the Eligibility and Guidance document, which can be found on the Council’s website using the following link: <https://www.westberks.gov.uk/repfvillagehalls>

The applicant is responsible for ensuring their application contains all the relevant information about their project. If information is missing, the Environment Delivery Team will send an email to the applicant citing the missing information.

Any bids which do not meet the criteria, or which do not include full answers to all questions on this form and supporting evidence will not be considered further.

To apply, please fill out all the required information in this document and email the completed application and any related supporting evidence (outlined in Section 5) to [environment@westberks.gov.uk](mailto:environment@westberks.gov.uk).

1. **Details of Proposal**

**1a. Organisation Details:**

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| Organisation name: |
| Organisation address:  Project address (is this within the eligible area? Yes/No (see Eligibility and Guidance note, page 3 for details)): |
| Main Contact: |
| Position held: |
| Contact telephone number: |
| Email address: |
| Description of the organisation (e.g. Town or Parish Council, Charitable Trust etc.): |
| Organisation registration number (if applicable):  Or  Charity Number |
| Link to website (if applicable): |

**1b. Summary of proposal:**

Please briefly describe what it is you are seeking funding for, its cost and its purpose. Please also explain how you have arrived at the costs stated for the project.

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**1c. Expenditure – please list the elements of your proposal and their cost.**

This includes the **total** amount requested by the applicant from the REPF Fund, the **total** match funding contributed by the applicant (minimum 10% of project cost) and the **total** project cost.

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\*Proposed expenditure must be supported by evidence, please see evidence requirements below (Section 5).

1. **Justification**

**2a. Why is the project needed? What evidence do you have? e.g., energy audit**

**Please provide a detailed explanation of how this proposal will benefit your organisation and why the proposal requires grant funding (Minimum 200 words).**

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1. **Strategic alignment**

**3a. Please describe how your proposal fits with the priorities and eligibility requirements of this scheme (Minimum 200 words).** This should include the long-term economic and environmental benefits of the proposal and its associated outputs. Please refer to the guidance document for details on the priorities and requirements of this scheme.

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1. **Project Delivery**

**4a. Please provide a brief implementation timetable and budget for the project.** This should also include any risks associated with deliverability and how those risks will be mitigated. *(A simple risk assessment table has been included as a guide with some examples of project risks. Alternative risk assessment tables can be used if you have your own standard templates.)*

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| **Risk** | **Impact** | **Proposed mitigation** | **Action, responsibility and timeframe** |
| *EXAMPLE: Structural survey for building does not exist or has not yet taken place* | *It is unknown whether the roof structure would support the installation of solar panels. If the survey shows the structure to be inadequate, the project could be unviable.* | *Undertake structural survey ensuring there is a focus on ability to support solar panels (being specific about how many the project is aiming to deliver)* | *Commission structural survey to take place within 1 month and report outcome to Chairperson.*  ***Responsibility:*** *Cllr X / Clerk* |
| *EXAMPLE: Planning permission is not granted* | *Planned project is not able to go ahead.* | *Need for planning permission is established and likely factors impacting on decision are considered ahead of application being submitted (Are any of these relevant factors? Conservation Area, Listed Building, access arrangements, impact on neighbours etc.)* | *Research to take place prior to grant application being submitted and proposal designed to take into account any relevant planning policies.*  ***Responsibility:*** *Cllr X / Clerk* |
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1. **Supporting evidence**

**Applications that do not contain supporting evidence below will not be considered.**

Please attach the following supporting evidence to your application email along with this form:

* A copy of your constitution, Trust Deed, Scheme, Terms of Reference, Memorandum, and Articles of Association, etc.
* A copy of your most recent annual accounts
* Evidence to support the costing breakdown of your proposed project, such as links, **quotes**, emails, or screenshots which demonstrate the costs of the proposal.
* The relevant number of quotes for capital works (1 quote for projects under £5,000 or 3 quotes for projects over £5,000).
* Evidence that planning permission has been checked to see whether needed, and if so has been granted.

1. **Bank details**

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| Bank Account Name (name on account) |  |
| Bank Account Number |  |
| Bank Account Sort Code |  |

1. **Declaration**

By signing the declaration below, you confirm that you meet the eligibility criteria of the Rural England Prosperity Fund Business grant scheme.

The Council may vary any or all of the payments of the Grant under this Agreement and/or require repayment of any or all of the Grant already paid to the extent that repayment or recovery is required under or by virtue of any international obligations regarding subsidy control (“Subsidy Control Law”).

Any grant required to be repaid by virtue of Subsidy Control Law will bear interest at such rate as required under or by virtue of Subsidy Control Law from the date of the Council’s notice requiring repayment to the date of repayment (both before and after judgement) or such other period as may be required under or by virtue of Subsidy Control Law.

Minimal Financial Assistance (MFA) allows low value subsidies to be given to enterprises quickly. These subsidies do not have to comply with the majority of the Act’s requirements and do not need to be assessed against the principles. That is because subsidies given under MFA are very unlikely to have any appreciable distortive impacts. A recipient can receive up to £315,000 of subsides, under the terms of the MFA, over the applicable three-year period. Once an enterprise has received a total of £315,000 of subsidies under MFA, the enterprise is no longer eligible to receive further subsidies under MFA.

By signing the declaration below, you confirm that the organisation to which this grant application relates has not been in receipt of grants or funding that have reached or are in excess of the subsidy control threshold for the MFA of £315,000 over a three-year period (i.e., your current fiscal year and previous two fiscal years), that receipt of this grant (when combined with previous grants) will not cause the organisation to exceed that threshold, and that you are eligible, in principle, to receive government subsidies.

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| Name: |  |
| Date: |  |
| Signature: |  |

Once completed please email this document and supporting evidence to [environment@westberks.gov.uk](mailto:environment@westberks.gov.uk)

**Spending the award:** By signing the declaration above you commit, if successful, to provide evidence that you have initiated your proposal and begun spending your award within 3 months of receiving it.

**Data sharing:** By signing the declaration above you agree to allow West Berkshire Council to use any successful applications for case studies to present publicly throughout 2024/2025.

**Data Protection:** West Berkshire District Council is committed to protecting your privacy when you use our services. To understand how we manage the information you give us, please see our Privacy Policy: <https://info.westberks.gov.uk/privacynotices>

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| **Internal use only. Application Reference Number:** |  |