Forest of Dean District Council Rural England Community Asset Capital Grant Scheme Application Form

## Application Form

Where notes and guidance are provided, please read them carefully when completing the application form.

## For internal use only:

|  |  |
| --- | --- |
| Reference number for application: |  |
| Date application received: |  |
| Date application checked for grant panel: |  |
| Bank Statement and Annual Report |  |
| 3quotes received |  |
| copies of planning permissions |  |
| Leasehold in place – copy of written permission needed |  |

## Section A – Application details

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Name of your organisation** | | | |
| **Main contact:** | | | |
| **Position held:** | | | |
| **Organisation address:** | | | |
| **Postcode:** |  | | |
| **Telephone number:** |  | | |
| **E-Mail address:** |  | | |
| **Will the above contact be responsible for managing the project?** |  | | |
| **If no please can you also provide the contact details for the Project Manager?** |  | | |
|  | | | |
| **How would you describe your organisation? (please tick)** | | | |
| **Charitable Trust** | |  | Registration no: |
| **Charitable Incorporated Organisation** | |  | Registration no: |
| **Community Interest Company** | |  | Registration no: |
| **Registered charity** | |  | Registration no: |
| **Other (please specify)** | |  |  |
| **Are you registered for VAT?**  **If so, please provide your VAT number.** | |  | **Yes / No**  **Vat Number:** |
| **What year was your organisation set up in Forest of Dean district?** | |  | |
| **How many employees do you have?** | |  | |
| **How many volunteers do you have including Trustees/ committee members** | |  | |
| **Briefly describe the purpose of your organisation:** | | | |

**Property Ownership and Permissions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please indicate what legal rights you have to the property to which your project applies.** | | | | |
| **Freehold ☐** | | | **Leasehold ☐** | **N/A ☐** |
| **If Leasehold, how long if left on the lease?** | | | | |
|  | | | | |
| **Does your project involve work on land or a building, including refurbishment?** | | | | |
| **Yes ☐** | | **No ☐** | | |
| **If leasehold, do you need to obtain the consent of the freeholder/estate owner to make alterations to the property?** | | | | |
| **Yes ☐** | | **No ☐** | | |
| **If yes, you will need to provide written confirmation that your landlord/ owner has given consent** | | | | |
| **Please outline details and dates of any planning or statutory consents that are required, in progress or secured in relation to this project.** | | | | |
| **Type of planning or statutory consent** | **Required / In Progress / Secured** | | **Date applied for** | **Date granted** |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
| **Any comments:** | | | | |
|  | | | | |

**Please note that it is the applicant’s responsibility to acquire the legal permissions needed before works commence.**

Section B – Project Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of project** |  | | |
| **Please give the address of where in Forest of Dean district this project will be based** |  | | |
| **How much grant funding are you applying for?** |  | | |
| **How much is your total project cost?** |  | | |
| **Estimated start date** |  | **Estimated end date** |  |

Section C – Project Description and Management

|  |
| --- |
| Please provide a description of the project (500 words max) and what will you spend the capital grant on e.g., to purchase solar panels, or to refurbish a local heritage asset: |
|  |
| Why is the project needed? What evidence do you have? Use the space below to share with us your business case (200 words max) e.g. energy audit, building condition survey |
|  |
| Provide a description of how the project will be managed. What previous experience does your organisation have of managing similar activities? (200 words max). |
|  |
| What experience does your organisation have of monitoring and evaluating projects of this nature? (200 words max) |
|  |
| Tell us what would happen without grant funding and why this is needed now. |
|  |
| Now share with us how this project represents value for money? How would this grant investment provide added value? |
|  |

|  |  |
| --- | --- |
| **Risk**  What are considered to be the main risks to the project? Please detail the allocation of these risks and any mitigation measures to keep the project on track. | |
| **Risk** | **Mitigation** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
|  | |

|  |  |  |
| --- | --- | --- |
| **Key Constraints and Dependencies**  Provide details of anything that needs to be in place to allow your project to commence and deliver before March 2026. Examples may include, but are not limited to planning permission, land or building acquisition, recruitment of staff, match funding or other consents. | | |
| **Constraint/Dependency** | **Mitigation** | **Expected completion date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **How will the project ensure deliverability within the necessary timescales?** (Please describe in no more than 300 words) | | |
|  | | |

## Section D – Quotes

You will need to supply up to 3 quotes for your capital expenditure or capital items which should be submitted at the same time as this application form.

These can either be itemised quotations for each item of expenditure, or a summary quote for all the works, or a combination of both. Please note, it is only the quote approved by the grant panel that will be funded (unless otherwise agreed in writing).

**Use this table to list the name of the company/ suppliers (or companies) which will carry out the work and add comments in the final column explaining why you have chosen this company to carry out the work.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of company | Amount | VAT | Eligible expenditure item(s) | Rationale |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Section E. Finances

Please now provide as detailed a breakdown as possible of what your project will cost in the table provided.

Please note: You cannot commence project expenditure until you have signed and returned the formal offer letter and contract. Expenditure claimed for work already carried out will be deemed as ineligible and not paid.

|  |  |  |  |
| --- | --- | --- | --- |
| **Capital costs/ items**  **(please itemise)** | **Cost** | **Vat** | **Total** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Revenue costs (although ineligible please provide us with this information so that we can fully understand your project)** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total project costs** |  |  |  |

Please now supply us with a cashflow for this project using the template provided

Match Funding

Use the table below to share with us how you have raised the rest of the funding needed for your project or where you may be using your organisation’s reserves to provide funding

|  |  |  |
| --- | --- | --- |
| Breakdown of funding | Column A  State which of the following methods of raising funds applies *Yes / No* | Column B  Amount which has already been raised from each |
| Sale of building or another asset |  |  |
| Section 106 money |  |  |
| Fundraising events |  |  |
| Donations |  |  |
| Buy a Brick etc. scheme |  |  |
| Loans |  |  |
| Grants (from other grant sources) |  |  |
| Applicant’s reserves |  |  |
| Other method |  |  |
| Subtotal | |  |
| Percentage of match funding this represents | |  |
| *Add in the amount of Grant funding you are applying for from this fund into the box on the right* | |  |
| *TOTAL PROJECT COST* | |  |

## Section F. Outcomes

Please detail below how your application will support delivery of the following outcomes/outputs.

Your application will be stronger if you deliver on one or more of the following outcomes. *(200 words for each section)*

|  |
| --- |
| *Q1.* Please explain how your project will increase in number of users of facilities/amenities. Users are the people using facilities/amenities. Amenity/facility means any service contained within a physical structure, including, but not limited to,community buildings, sports facility or herit*a*ge buildings/structures. |
|  |
| *Q2.* Please explain how this project will increase the number of community-led arts, cultural, heritage and creative programmes as a result of support. |
|  |
| *Q3.* Please explain how your project will increase the number of tourism, culture or heritage assets created or improved. |
|  |

## Section G – 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.
* A copy of your most recent annual accounts
* A copy of your recent bank statement
* Where you have an 8 year or more Lease in place, a copy of this and written confirmation from your landowner/ landlord showing permission for the project to go ahead
* 3 quotes for all the capital works
* Evidence that planning permission has been checked to see whether needed and if so has been granted
* Evidence to confirm that all the match funding has been attained
* A maximum of 4 photographs which support your application

## Section H – Declaration by the applicant

Read through the application form to check that all the questions have been answered and that you have signed and dated the application.

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 Forest of Dean District Council. This is designed to protect the signatory and avert a conflict of interest.

**Declaration:**

I declare that to the best of my knowledge and belief, the information given on this application form and in any supporting material is correct.

I declare that the capital works will be completed in by March 1st 2026.

I understand that the acceptance of this application by Forest of Dean District Council does not in any way signify that Forest of Dean District Council has agreed the project is eligible for or will receive the grant requested.

I understand that any grant awarded is given at the full discretion of Forest of Dean District Council and may be withdrawn.

Signatory 1 ………………………………………………… Signatory 2 ……………………………………………….

Date …………………………………………………………. Date ………………………………………………………….