

LARGE VILLAGE RETAIL AREA FUND

Application Form
(Application by invitation only)



1. Your Organisation

1.1 Organisation Details

Name of Organisation:

Registration Number:

VAT Number:

Type of Organisation:

Postal Address including postcode:

Website address or social media page:

The name of your organisation should be the full name as stated on your constitution or similar governing document.

Include a registration or VAT number if you have one.

Please include your full address including postcode.

1.2 Contact Details

Your full name:

Position in organisation:

Daytime telephone number:

Mobile telephone number:

E-mail address:

Alternative contact name:

Position in organisation:

Daytime telephone number:

Mobile telephone number:

E-mail address:

Please provide full contact details for yourself and another person we can contact in your organisation.

2. Your Project

Name of your project:

Please give your project a title in under 10 words. It could be a description of what the project will do. This is the name we will use when referring to your project in any publicity.

Describe what your project will do and how you will deliver it.

The explanation doesn't need to be complicated but should give a clear understanding of what you would do if you received funding.

2.1 Project Details

Please describe your project and how you will use the grant?

2.2 Project Management

How will the project be managed and by who?
What skills do they have to manage this project?

Which members of your organisation will be managing the project and why have they been chosen to do so?

Tell us about any skills, knowledge or experience they will bring to managing the project.

2.3 Environmental Impact

Have you considered the environment when planning your project?
Does your project include positive environmental improvements?

Provide details of how you have considered and will use an environmentally friendly approach to delivering your project.

If applicable, tell us about any specific actions of your project that will lead to greater energy efficiency and/or carbon reduction.

2.4 Project Timescale

When do you plan to start your project?

Please provide dates to show the project timescale.

Tell us about any factors you know about that could delay the project.

For example, planning permission required or adverse weather conditions.

Project start date:

Anticipated completion date:

Is this fixed?

or flexible?

Please tell us about any known factors that could delay the project:

2.5 Project Advice

Please tell us about any professional advice you have received, who it was from and what they advised you on?

Advice you have received could include professional support for your project planning or help with completing a grant application.

3. Project Outcomes

3.1 Retail/Commercial Area Benefit

How will your project benefit the retail/commercial areas?
What difference will your project make to local people?

Describe who will benefit from your project and how many.

Explain what positive outcomes will be achieved by delivering your project.

An outcome could be a positive increase or decrease of something that impacts the retail/commercial area.

3.2 Impact on Footfall

How will your project support an increase in footfall to the retail/commercial areas?

Describe how your project actions or activity will have an impact on increasing footfall.

For example, our publicity work and organised event will attract more people to visit from a wider area.

4. Project Costs and Funding

4.1 Total Project Costs

Please enter all the project costs:

Item - Please also list the provider who will be doing the work or supplying goods/services	Net Cost	VAT	Total	Select items our fund will be used for
Capital Example: 5 post mounted bins	£1,500	£300	£1,800	✓
Revenue Example: Street entertainer for food market	£300	£60	£360	✓
Total Costs				

4.2 Total Project Funding

The **maximum CAPITAL** grant available is: **£6,000**

Total capital amount requested from this fund:

The **maximum REVENUE** grant available is: **£3,000**

Total revenue amount requested from this fund:

Please enter all sources of funding for your project:

Funding Source (Name of funder or grant scheme)	Amount Requested	Is this confirmed?	Date applied	Date to be confirmed
Large Village Retail Area Fund Capital grant				
Large Village Retail Area Fund Revenue grant				
Your own organisation funds for the project				
Total Funding:				

Please note we cannot fund VAT if your organisation is able to reclaim it.

Can your organisation reclaim VAT? Yes No

Will you be reclaiming for this project? Yes No

5. Additional Information

Please use this space to provide any additional information:

6. Submitting Your Application

6.1 Supporting Documents

The following documents must be submitted with your completed application form. We won't be able to process your application until these documents are received.

- Annual accounts
- Copy of publicity/campaign or marketing plan
(if applying for funding to deliver publicity/marketing work)
- Copy of event plan
(if applying for funding to deliver an event)
- Copies of quotes to evidence cost of items

6.2 Submit Your Application

Before submitting your application, please make sure all sections are fully completed and your project cost and funding figures are accurate and balance.

Submit completed application form by e-mail to: funding@west-lindsey.gov.uk