**North Devon Council**

**Rural England Prosperity Fund Grant Programme**

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**Section 1 – Guidance Notes to accompany Application**

*Please read these guidance notes* ***in full before*** *completing the REPF Grant Application Form.*

**1.0 What is the purpose of the REPF grant?**

The REPF grant supports the aims of the government’s [Levelling Up White Paper](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1095544/Executive_Summary.pdf) and [Future Farming Programme](https://defrafarming.blog.gov.uk/2021/07/13/the-future-farming-resilience-fund-providers-named/). It funds capital projects for small businesses and community infrastructure. This will help to improve productivity and strengthen the rural economy and rural communities.

The Rural Fund is integrated into the [UK Shared Prosperity Fund](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus/uk-shared-prosperity-fund-prospectus#what-to-use-funding-for) which supports productivity and prosperity in places that need it most. It supports activities that specifically address the particular challenges rural areas face.

To be eligible for grant funding, projects under the REPF programme businesses must be in a rural area. For Rural Fund purposes, these areas are defined as:

* towns, villages, and hamlets with populations below 10,000 and the wider countryside
* market or ‘hub towns’ with populations of up to 30,000 that serve their surrounding rural areas as centres of employment and in providing services

Due to the population density Barnstaple is not within in an eligible area for this rural funding. Please see [Who can Apply section](#whocanapply) for further details.

1. **What can I apply for grant funding for?**

Your application must clearly explain and demonstrate how the purchase of the grant items will result in **at least** one of the following Investment Priorities of the REPF Fund being met:

To be eligible for funding, projects must address **one** of the following Investment Priority Interventions:

**REPF Investment Priorities**

|  |
| --- |
| **Intervention 1.1: capital grant funding for small scale investment in micro and small enterprises in rural areas**This includes capital funding for net zero infrastructure for rural businesses, and diversification of farm businesses outside of agriculture to encourage, expanding, or scaling those businesses. |
| **Investment Priority Intervention** | **Grants Amount** | **Objective** | **Outputs Required** |
| **1.1a). Funding for net zero infrastructure** Capital funding for net zero infrastructure for rural businesses e.g., energy saving equipment, energy efficiency measures and or processes (excludes electrical vehicle charging points). | Min grant £2,500 up to £10,000 (1**0%** [match funding](#Howmuchcaniapplyfor) required)Grants of between £10,001 and £35,000 (2**0%** [match funding](#Howmuchcaniapplyfor) required) | Create jobs and increase private sector investment in growth-enhancing activities, through targeted support for small businesses to:- undertake innovation- adopt productivity enhancing, energy efficient and low carbon technologies and techniques- meeting a local demand for a product or service that is not currently being met. | **Your project must contribute towards one or more of the** [**following**](#whatiseligible)(please see [what is eligible section](#whatiseligible) for the definition of the output and the evidence required)* Jobs created.
* Number of businesses adopting new to the firm technologies or processes
 |
| **Investment Priority Intervention** | **Grants Amount** | **Objective** | **Outputs Required** |
| **1.1b). Diversification of farm businesses outside of agriculture** Capital funding for the diversification of farm businesses outside of agriculture to encourage, expansion, or scale up of these businesses  | Min grant £2,500 up to £10,000 (1**0%** [match funding](#Howmuchcaniapplyfor) required)Grants of between £10,001 and £35,000 (2**0%** [match funding](#Howmuchcaniapplyfor) required) | Create jobs and increase private sector investment in growth-enhancing activities, through targeted support for small businesses to:- undertake innovation- adopt productivity enhancing, energy efficient and low carbon technologies and techniques- meeting a local demand for a product or service that is not currently being met.Project examples could include tourism provision development, projects that will increase the ability to sell locally such as equipment, fridge units and vending machines, event venues, food & drink tours and tasting and tourism experiences. | **Your project must contribute towards one or more of the** [**following**](#whatiseligible)(please see [what is eligible section](#whatiseligible) for the definition of the output and the evidence required)* Jobs created.
* Number of businesses adopting new to the firm technologies or processes
 |
| **Intervention 1.2: capital grant funding for growing the local social economy and supporting innovation.** |
| **Investment Priority Intervention** | **Grants Amount** | **Objective** | **Outputs Required** |
| **1.2). Growing the local social economy and supporting innovation**Funding (capital grants) for growing the local social economy and supporting innovation. This call is only for:**Community businesses** (Community businesses can be any type of business that trades products and services such as shops, transport, farms, hubs, pubs, gardens, or leisure centres, run by local people for the benefit of the local community.)**Social enterprises**(Social enterprises are businesses that have a social or environmental purpose and reinvest or donate at least 50% of the profits they make to help achieve their stated mission and so create positive social change. Unlike other businesses social enterprises have their mission irrevocably embedded in their business model and governing documents). | Min grant £2,500 up to £10,000 (1**0%** [match funding](#Howmuchcaniapplyfor) required)Grants of between £10,001 and £35,000 (2**0%** [match funding](#Howmuchcaniapplyfor) required) | Create jobs and provide capital grant support for improvements to local retail, hospitality, and leisure sector facilities. To enhance rural visitor economy and rural leisure opportunities. | **Your project must contribute towards one or more of the** [**following**](#whatiseligible)(please see [what is eligible section](#whatiseligible) for the definition of the output and the evidence required)* Jobs created.
* Number of businesses adopting new to the firm technologies or processes
 |
| **Intervention 1.3: capital grant funding for developing and promoting the visitor economy.** |
| **Investment Priority Intervention** | **Grants Amount** | **Objective** | **Outputs Required** |
| **1.3). Developing and promoting the visitor economy**Funding (capital grants) for the development and promotion (both trade and consumer) of the visitor economy, such as: • local attractions • trails • tourism products more generally | Min grant £2,500 up to £10,000 (1**0%** [match funding](#Howmuchcaniapplyfor) required)Grants of between £10,001 and £35,000 (2**0%** [match funding](#Howmuchcaniapplyfor) required) | Create jobs and enhance rural visitor economy and rural leisure opportunities. | **Your project must contribute towards one or more of the following:*** Jobs created.
 |

Grants can assist businesses to cover the cost of capital equipment which is relevant to the overall aims of the project, in line with the priorities listed above and include **capital** expenditure that the business would not otherwise be able to finance without grant assistance. Please reference [What is eligible](#whatiseligible) section.

**Please note:**

This funding cannot cover any projects that have already commenced, and applicants should not start any work, incur costs, or place an order before receiving a grant offer otherwise the project will become ineligible for funding through the grant programme. A clear standalone project which is part of a longer-term plan, which has not secured funding or started, and includes eligible activities under REPF may be eligible to apply for a for a grant. All projects must be completed, paid, and claimed for in full by **31.01.2025**.

Any approved grants for items / services are always paid retrospectively.

Once your application is approved, you will need to pay for these in full, in advance and then claim the funding back upon proof of purchase.

**3.0 How much funding is available?**

For North Devon based businesses North Devon Council have allocated grant funding to the following priorities for 2023/2024 and 2024/2025 (subject to confirmation of Year 2 funding).

|  |  |  |
| --- | --- | --- |
| **2023-2024** | **2024-2025** | **Total Budget 2023-2025** |
| £399,000 | £399,000 | £798,000 |  |

**4.0 How much can I apply for?**

* The minimum award for a grant is **£2,500** up to a maximum of **£35,000.**
* Only one application per organisation / sole trader can be submitted during 2023-2025. In some exceptional circumstances we may consider a second application.
* There will be a requirement for all applicants to be able to provide match funding of 20-30% dependant on the total value of the items. It may help your application score if you can offer above the compulsory match requirements.

|  |  |
| --- | --- |
| **Total Value of Items**  | **Match Funding required** |
| £2,500 - £10,000 | 10% of the total value of the items will be required as private match. |
| £10,001 - £35,000 | 20% of the total value of the items will be required as private match. |

There will be **one single claim made retrospectively** for the cost of any approved items unless your grant award value exceeds £10k as per the table below.

|  |  |
| --- | --- |
| Grant Award Value | Number of claims permitted |
| £2,500 - £10,000 | 1 claim only at the end of the project. |
| £10,001 - £35,000 | Up to 2 claims maximum |

**5.0 Who can apply?**

Any small or micro business registered within the **North Devon Council area** actively trading for 12 months or more, with a UK-based bank account in the name of the business and without unmanageable debt.

Not all areas of North Devon are eligible to receive rural funding as determined by the Department for Environment, Food and Rural Affairs. (DEFRA). Businesses must be located in a rural area which are defined as:

* + towns, villages, and hamlets with populations below 10,000 and the wider countryside
	+ market or ‘hub towns’ with populations of up to 30,000 that serve their surrounding rural areas as centres of employment and in providing services
* To check whether your project is in a rural area, and therefore eligible for the REPF, open the link to the DEFRA’s Magic Map and follow the instructions below:
	+ [Magic map](https://magic.defra.gov.uk/)
	+ Under ‘Tables of Contents’ expand ‘Administrative Geographies’ > ‘Other Administrative Boundaries > select ‘Rural England Prosperity Fund’
	+ Under Ariel Photography tick yes
	+ To search for a location either enter the postcode and zoom in on your location
	+ You will find a tool of icons at the top of the application. Select the ‘Identify’ icon and click on the location of your project on the map. A pop-up box will appear notifying you if the area is considered rural or not for the purpose of REPF.
* Area-based grants eligibility will be determined by the **address where the business is registered** e.g., address on business bank statement and which local authority the business pays rates to.
* You can apply if you are a **Sole Trader, Partnership, Limited Business, Community Interest Company or Registered Charity, Social Enterprise, or Parish Council** (where these engage in economic activity). Providing you have under 50 employees and a turnover less than €10m and are not part of a wider national organisation or group). You must be actively trading, not in administration or insolvent. Please note if your status changes during the application process you must advise us immediately.
* Please note this grant is not for start-up businesses, you need to have been actively trading for 12 months or more and have a Unique Tax Reference, Companies House, or Charity Commission Registration.

**Please note:**

Due to the size of the grant fund, we will not be able to support every business with a grant. The application process will be competitive and only one application per organisation / sole trader will be permitted during the programme (2023-2025). In some exceptional circumstances we may consider a second application.

**6.0 What is eligible?**

For **North Devon Council** registered business, the principal objective of the REPF scheme is to provide funding to assist with the purchase of capital items\* (e.g., equipment or software) that will help the business to achieve one or more of the following outputs:

* Jobs created
* Number of businesses adopting new to the firm technologies or processes

**Output Definitions and evidence required**

Please note jobs created outputs will need to be achieved / and evidenced no later than 6 months from completion of the project end date (no later than 29.02.2024 for year 1). You will need to retain evidence of this to submit as part of any post project monitoring**.** The table below shows definitions of the outputs, and the evidence you will need to submit to demonstrate achievement. You will need to submit this evidence with your claim and should retain this in case your project is selected for inspection.

|  |  |  |
| --- | --- | --- |
| **Output Definition** | **Measurement** | **Evidence Required** |
| Jobs created  | Jobs created as a result of project / grant support. Number of Full time equivalent (FTE) | The number of new, permanent, paid, full-time equivalent (FTE) jobs created following support. This includes both part-time and full-time jobs, which should be recorded relative to the full-time equivalent (FTE). FTE should be based on the standard full-time hours of the employer.- New means it should not have existed with that employer before the intervention.- Created jobs exclude those created solely to deliver the intervention (e.g., construction). - Permanent means it should have an intended life expectancy of at least 12 months from the point at which it is created.- Only count each individual FTE or job once through the lifetime of a project (i.e., it should not be counted every year)- FTE is a measure of an employee’s scheduled hours in relation to an employer’s hours for a full-time workweek |
| Number of businesses adopting new to the firm technologies or processes | Number of enterprises adopting new to the firm technologies or processes | The number of enterprises introducing a new to the firm technology or process (through external sources e.g., procurement).- Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity. - A technology or process is new to the firm if it did not use a technology or process with the same functionality before, or the production technology or process is fundamentally different from those already used. This may be tangible or intangible.- If an enterprise introduces multiple new technologies or processes, it is still counted as one enterprise. |

There will be no guarantee of funding and any applications received will be assessed against whether the grant will assist the business to achieve one or more of the above outputs, provide match funding, and can demonstrate their projects are deliverable and achievable within the timeframes whilst offering value for money.

Please note this is a **capital only** grant scheme.

**\*Definition of Capital Items** - are those items which have long term effects on business, (normally more than one year). For example, fixed assets; tangible or intangible assets; (machinery, legal rights, etc.) are capital items.

**Please note:**

You cannot claim back any costs for item that are paid for in cash. Following a grant offer, you will need to submit your invoice / receipt for any items purchased and also submit your unredacted bank statement to show payments before claiming back eligible costs.

The payment must be made from the business bank account, or the account used by the business and the unredacted bank statement should show business transactions to demonstrate this.

Any grant offer made is for the specific items agreed and at the price quoted – for example if the items increase in price, you will not be awarded additional grant funding, if the items are cheaper then you will be awarded the cost of the item only.

If any items are paid for using non-GBP currency, then we will apply the exchange rate at the month of purchase. If you are registered for VAT, then you will not be able to claim this element of costs back as a grant.

If there are any changes to the items you wish to purchase, you must contact us in advance to discuss this. Any items bought that are not authorised will not be fundable.

**Can I purchase second hand items?**

Yes, however you must ensure that you can provide the following:

Please provide details of any project items that you intend to purchase second hand and why you wish to do this. When you request quotes for the second-hand item, you will need to ask the supplier to confirm the following points (provide a copy of the email with your application):

* detail of the origin of the item and confirmation that during the previous 7 years the item has not been purchased with public funding. If you are unable to obtain this confirmation from the supplier you should make your own enquiries and provide us with a declaration to confirm that to the best of your knowledge, the item has not previously been grant funded.
* that the item meets health and safety legislation.
* that the item doesn’t cost more than the market value for new equipment; and
* that the item is operational and fit for the purpose of the project as described by you to them when you get the quote.

You will also need to confirm that the item specification is equal to or better than a new equivalent version, that it meets the requirements of the project and is expected to last for the duration of any grant agreement that might be offered to you.

In additional you will need to confirm that the description given to the supplier was consistent with the purpose for the project as set out in your application (you could supply any email you sent to all prospective suppliers asking them to provide a quote that sets out what you want to use the equipment for).

If you are unable to obtain the supplier confirmation with the quote, you must explain why and tell us how you know that the item will meet the criteria as set out above. What other evidence do you have? Please bear in mind that if you do not provide confirmation from the supplier that meets these requirements prior to claiming any grant, we will be unable to make payment. If your second-hand item is no longer available at the time we approve your application, you can make a request to use a different supplier and will need to provide the confirmation from that supplier as set out above with the new quote.

**Will I need planning permission?**

If you wish to apply for grant funding towards the cost of a building e.g.: converting farm buildings into other commercial or business uses, you will need planning permission and any relevant consent in place before you apply for you to complete your project. (Please note there will be funding rounds during both 2023-2024 and 2024-2025). Alongside your application you will need to submit evidence of your planning consent or confirmation that planning is not required for the project from the local planning office.

You must ensure that your project can be fully completed, and your claim submitted in full by no later than **31.01.2025** for project applications in year 2 (2024-2025).

**Can I apply if I lease the premises?**

If the premises are leased, you will need to have written consent from the property-owner to install/utilise the equipment you are seeking REPF funding for.

You will need to provide a copy of a letter/email from the property-owner to confirm consent. Please ensure this includes the property-owners name, address, and contact details by

**7.0 What is not eligible?**

*Please ensure that you read this section carefully before completing the application.*

**Please note:**

This funding cannot cover any projects that have already commenced, and applicants should not start any work before receiving a grant offer otherwise the project will become ineligible for funding through this programme.

#### **Projects that the REPF cannot support.**

1. Live projects that have received funding from other Defra Schemes. This includes:
	* The [Farming in Protected Landscape Programme](https://www.gov.uk/guidance/funding-for-farmers-in-protected-landscapes)– funding for farmers and land managers to work in partnership with National Parks and Areas of Outstanding Natural Beauty bodies to deliver projects on climate, nature, people and place.
	* The [Platinum Jubilee Village Hall Improvement Grant Fund](https://acre.org.uk/village-halls-small-grants-fund/)– grant funding over three years, to 2025, to support capital improvement projects for village halls, covering extending buildings and modernising facilities.
2. Any revenue costs – **this is a capital only grants programme.**
* Businesses who are not registered within **North Devon Council area.**
* Payments for the project or purchases that have already happened / prior to a Grant Funding Agreement.
* Grants that seek to cover operational costs such as employees’ wages, rent, bills, insurances, utility costs and repairs will not be considered.
* Internal staff costs are not eligible nor are the costs of any self-employed staff to cover operational activities.
* Repeat funding for the same project (i.e., a project which has already been funded from other sources or where an application that you have already applied for funding from elsewhere).
* Any VAT on grant funded items for those who are VAT registered.
* Any items purchased on a credit card where the credit card balance has not been paid off in full before the claim is submitted.
* Any items purchased through Asset finance agreements are not permitted.
* Ongoing financial support once the project has ended.
* Fundraising activities.
* Grants that seek to cover statutory requirements.
* Interest payments or service charge payments for finance leases.
* Gifts or payments for gifts or donations.
* Statutory fines, criminal fines, or penalties.
* Payments for works or activities which the project deliverer, end beneficiary, or any member of their partnership has a statutory duty to undertake, or that are fully funded by other sources.
* Bad debts to related parties.
* Payments for unfair dismissal or other compensation.
* Depreciation or amortisation costs.
* Contingencies and contingent liabilities.
* Dividends.
* Costs resulting from the deferral of payments to creditors.
* Costs involved in winding up a company.
* Legal expenses in respect of litigation.
* Costs incurred by individuals in setting up and contributing towards private pension schemes.
* Payments that breach or are contrary to the funding agreement or UK legislation.
* Projects promoting political or faith activities.
* Payments for activities of a party political or exclusively religious nature.
* Any business that has already received funding / support totaling £315,000 from public funds over a 3-year period covering the current financial year and the preceding 2 years.
* Costs of minor repairs and routine maintenance.
* Grants must be for business or community purposes.
* Grant recipients cannot use grants to fund domestic property improvements.
* Grant recipients cannot use grants to buy domestic / business vehicles.
* Grant recipients cannot spend grants on revenue costs such as running costs, commissioning advice, design and project management costs for any projects, or promotional activities.

**8.0 How do I apply?**

**Small Business Grants Application Process**

**Step 1**: **Read the Application Guidance**

Please ensure:

* You are applying under the right Investment Priority grant call – the timetable is published on our website. We cannot accept applications received outside of the timetable stated.
* You have read the guidance, understand the eligibility criteria and purpose of the grant, and can supply all of the required information and supporting documentation, if not your application will be rejected.
* Your business is registered in an eligible location within North Devon
* The activity that your project is proposing is eligible for funding under this scheme and meets one of the 3 Investment Priority Interventions (see investment priority table on pages 3-5).
* Your project will result in the achievement of at least one of the outputs listed above, those projects able to achieve additional outputs will score more favourably.
* You can fund the project in full before making any retrospective financial claims (if over £10k, 2 claims are permitted). Grants are paid retrospectively and generally through one payment. If you will struggle with bankrolling your project costs, we can talk to you about a % upfront payment
* On behalf of North Devon Council, ND+ reserves the right to request any supplementary information from applicants, and they should look to provide this, where requested, as soon as possible. ND+ will suspend an application in the event an applicant fails to provide sufficient requested evidence. If this is not provided within the required timeframe communicated to the applicant in the request, the application may then be rejected

**Incomplete / Inaccurate Applications**

It is the responsibility of the applicant to ensure that application information and all supporting evidence is correct by following the application form and guidance. Incomplete or inaccurate applications may be rejected and there may not be an opportunity to reapply.

**Help and Support**

Please ensure that you have read the guidance in full and if you then have further questions, please contact the local grant support team REPF@northdevonplus.co.uk. We will aim to reply to you within 3-5 working days.

**Fraudulent Applications**

Applicants will need to sign a declaration form to confirm that they are the eligible party, that the business is eligible in accordance with the scheme conditions and to confirm the accuracy of all information within the application form.

The Council will not accept deliberate manipulation and fraud. Any business caught falsifying their records to gain additional grant money will face prosecution and any funding issued will be subject to claw back as may any grants paid in error.

**Step 2: Complete Application Form**

You will need to complete and sign the Application Form in full, supplying all of the supporting evidence required.

**Bank Details:**

At this stage, you must provide proof that a bank account has been set up in your / your business’s name and is used by the business. This evidence should be dated (no earlier than three months before the date of application) and should include the account name, account number and sort-code. It should also include evidence of business-related transactions. The bank account details will be used for both due diligence checks prior to any grant offer and to set up a BACS payment for any successful applicant.

**Step3: Obtain Quotes**

You will need to provide quote(s) for the item(s) to be funded and all quotes or catalogue listings **must** come from **independent suppliers** who are not linked to your business through shared ownership or control.

Please check the table below for the number of quotes you need to supply for each item. We have allowed for a maximum of 5 items / suppliers if your grant request exceeds this then please contact us.

|  |  |
| --- | --- |
| **Value of item** | **Number of quotes required** |
| £1500 or less | 2 quotes or references to 2 catalogue listings (including online suppliers)Please note all quotes supplied must be for equivalent / comparable items.  |
| £1,501 - £10,000 | 3 quotes or references to 3 catalogue listings (including online suppliers) Please note all quotes supplied must be for equivalent / comparable items. |
| £10,001 - £35,000 | 3 quotes or 2 quotes and a references to a catalogue listing (including online suppliers) Please note all quotes supplied must be for equivalent / comparable items. |

As per the quote table above, a quote may be a written quote from a supplier, a screen grab from a website or an image from a catalogue listing but must be provided electronically with the application form and include:

* A detailed and itemised breakdown of costs
* The supplier’s business name, address (including postcode) and telephone number
* The suppliers company number, VAT number and website
* Have been obtained within the last **3** months and still be valid; and
* Be addressed to your business (containing the business name, business, or project address, if different, and postcode). Unless this is a web / online quotation. If the quote is supplied by email then we need to see the email from the supplier that the quote came with.

For online / catalogue listing you must supply a screenshot showing the full specification of the product and the supplier, not just a screenshot of an item/items in a shopping basket.

Quotes from online marketplaces e.g. Amazon, eBay, need to be different suppliers i.e. not all fulfilled by Amazon

Please ensure that you supply the VAT number and Company number where applicable for each quote.

**Independent Suppliers**

In selecting potential suppliers of goods and services, you must ensure there is no conflict of interest. Conflict of interest refers to situations in which personal interest (which may include financial interests) may compromise, or have the appearance of, or potential for, compromising the selection of a supplier. Examples of conflicts of interest include (this is not an exhaustive list):

* Receiving any kind of monetary payment, or non-monetary gift or incentive (including hospitality) from the person providing the quote.
* Having a close member of your family (which term includes unmarried partners) or personal friends providing a quote.
* Having any other close relationship (current or historical) with any person providing a quote.
* No prior commitment to suppliers should be undertaken prior to funding being confirmed

If the quotes do not meet the minimum requirements shown above you will need to submit revised quotes. We reserve the right to remove an item / items if the application is not supported by valid quotes. Please contact us repf@northdevonplus.co.uk if you are struggling to obtain quotes for items.

**Step 4: Complete** **Sustainability Questionnaire**

All grant applicants **must** complete the sustainability questionnaire and small business action plan and submit this alongside your grant application.

**Step 5: Submit your Application**

Yourcompleted application form (along with all supporting evidence) should then be emailed to REPF@northdevonplus.co.uk and entitled “**REPF Grant Application”.** Please note we cannot accept supporting evidence via post. Please only send one email with all supporting information which is clearly labelled. Please do not send multiple separate emails containing supporting documentation as we may not be able to identify this in relation to your application.

**Step 6: Grant Assessment** / **Notification**

All full and complete grant applications received will be assessed with applications received and assessed on a first come first served basis. Unsuccessful applicants will be sent an email outlining why your project has not been selected. This decision is full and final and there is no right of appeal.

Successful applicants will be sent a grant offer email alongside any supporting documentation which needs completion such as monitoring forms and claim forms, new supplier forms. All 2024/25 projects must be completed including any associated works and final claims submitted **no later than 31.01.2025.**

**Step 7: Purchasing your items**

Please ensure that you:

* do not pay for any items in cash as you will not be able to reclaim these costs.
* ensure that you use any grant funding to only purchase the items that have been pre-approved.
* notify us in advance if you wish to make any changes to the approved grant funded items prior to purchase**,** if you do not, these items may be ineligible for funding and will be purchased at your own risk.

**Step 7: Making a claim.**

Once you have received confirmation and purchased your items, you will need to complete a short claim / feedback form which we will issue alongside any grant offer. You will need to email this back to us along with supporting evidence including:

* Confirmation of outputs achieved.
* Receipts / Invoice for approved items
* Unredacted bank statement to show payment.
* Photographs of item/s in situ

Once all evidence is received you should expect reimbursement of the grant within 30 working days. Payments will be made direct from North Devon Council as the contact holder.

**Section 2 – Rural England Prosperity Fund Application Form**

**How to apply**

Please ensure that you read the [**How to apply**](#Appointment)guidance notes before completing this form.

This form should be completed in full and signed by the applicant (electronic signature is acceptable if the form is emailed from either the business email account or email account used by the business).

Any **incomplete applications** **will not be processed.** Completed Application Forms and supporting evidence should be emailed to REPF@northdevonplus.co.uk with an email entitled “**REPF Grant Application”**

|  |
| --- |
| **1.0 Details of the Business applying for the Grant:** |
| Business / Organisation Name |  |
| Legal status of the business e.g. Sole Trader, Partnership, Limited Company, Registered Charity |  |
| Sector trading in (i.e., Tourism, Retail) |  |
| Please confirm that you are a micro / Small business (under 50 employees and a turnover less than €10m) and are not part of a wider national organisation or group.  | Yes [ ]  / No [ ]  |
| Applicant Name |  |
| Status of the applicant - Sole Trader, Partner, or Director |  |
| Companies House / Charity number - if not applicable please enter N/A |  |
| If business is not registered at Companies House, please include your Unique Tax Reference (this is confidential and just for purposes of due diligence) |  |
| If registered on Co House / Charity etc., Are you a named director or trustee? | Yes [ ]  / No [ ]  |
| If no, please include authority from a Director or trustee for you to make an application. |  |
| VAT Number - if not applicable please enter N/A |  |
| How long have you been actively trading? |  |
| Address |  |
| Address on bank statement (if different) What does this address relate to? |  |
| Postcode |  |
| Is the property where your business/project is based rented? If Y please answer the below |  |
| Are you a tenant? |  |
| Email |  |
| Telephone number(s) |  |
| Website / Social media address |  |
| Are there any linked businesses associated with this business? (i.e., **The related company is one that participates directly or indirectly in the management or ownership of another company)** | Yes [ ]  / No [ ]  |
| If yes – please list the company name, address, postcode, number of employees and turnover.  |  |
| Has your business received support from the UK Shared Prosperity Fund before? | Yes [ ]  / No [ ]  |
| **Project Details****1.1 Project Description**

|  |
| --- |
| **Please give a brief outline of your proposed project and ensure that you make clear how the project will be delivered under one of the investment priorities.** *Please note it is important to include the key details here for the grant assessors to accept or reject your application. More information regarding the three interventions priorities can be found in the What can I apply for grant funding for section of the application guidance.*  |
| **Maximum 150 words** (please note any content exceeding the word limit will not be assessed) |
| **How will your project positively impact your business?** |
| **Maximum 100 words** (please note any content exceeding the word limit will not be assessed) |
| **Please give details of any wider social or economic benefits your project will unlock (**e.g., purchasing from local suppliers, increased sustainability). |
| **Maximum 100 words** (please note any content exceeding the word limit will not be assessed) |

 **1.2 Displacement**

|  |
| --- |
| **Will your project displace or negatively impact other local businesses?** (If not, why not (i.e., there are no local competitors, new market, new product).If so, have you considered engagement with other businesses where relevant to avoid displacement?(Any projects that are likely to result in significant displacement will not be taken forward). |
| **Max 100 words** (please note any content exceeding the word limit will not be assessed) |

**1.3 Environment**

|  |
| --- |
| **How will your project contribute to net zero and nature recovery objectives**? e.g., reducing greenhouse gas emissions, clean air, clean water, sustainable food chain, thriving plants and wildlife, minimizing waste, and enhancing engagement with the natural environment |
| **Maximum 100 words** (please note any content exceeding the word limit will not be assessed) |

**1.4 Project Timescales**

|  |
| --- |
| **How will you ensure that your project can be delivered and claimed in full by 31.01.2025?**You will be asked to identify Key Milestones and any project risks in the sections below. Please note the programme ends Jan 2025 so there will be no extensions granted beyond that date -any applicants unable to complete their project in full by this date will put their funding at risk.. |
| **Maximum 100 words** (please note any content exceeding the word limit will not be assessed) |

**1.5 Project Milestones** Complete the table below with the key project specific outputs and milestones/stages for the implementation of the project and the dates they have been or are expected to be achieved.  Examples might include:* Key stages in construction e.g., completion of ground works.
* recruitment of new employees.
* Other key deliverable project specific outputs (commence marketing of new project).

The project milestones should reflect the key steps of your project delivery – what you will need to do and when. Please note all projects need to be completed and claimed in full no later than **31.01.2025.**

|  |  |
| --- | --- |
| **Milestone** | **Target Date** |
| Project Start date  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Project end | 31.01.2025 |

**1.6 Risks**Risks could be defined as events that are or could be foreseeable.To effectively manage the project, you will need to outline any risks that may be associated with the delivery of this. Please complete the table below with any potential risks that you identify and explain how you will manage the risk. If you have identified more than 5 risks, please right-click on the table, select ‘Insert’ and click on ‘Insert Rows Below’ to expand the table.

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Description** | **Impact**(Low, Medium, or High) | **Likelihood**(Low, Medium, or High) | **How will you manage the risk?**  |
| Example - Supplier delays | High | Medium | Find an alternative supplier / quote and re- submit details to ND+ for approval. |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

**1.7 Project Funding**  |
| As part of the Value for Money (VfM) assessment for the project, the value of the grant requested will be assessed against the number of outputs it is able to achieve. Therefore, in a competitive application process it is in the applicant’s interest to apply for the minimum funding amount to make the project happen.**Details of the item(s) to be funded:** |
| **Please note if your** grant request exceeds 5 items / suppliers then please contact us).

|  |  |
| --- | --- |
| **Purpose of Grant** (e.g., “purchase of equipment for new product line”.) |  |
| **Project costs (one-off items of capital expenditure)** |
| **Item 1** |
| Item Description (including make/model) |  |
| Name of preferred supplier |  |
| Is the supplier VAT registered | Yes / No (delete as appropriate) |
| If Yes please enter supplier VAT number |  |
| Are you VAT registered  | Yes / No (delete as appropriate) |
| **Item Cost (exc VAT)** | **£** |
| **VAT** | **£** |
| **Item 1 Total** | **£** |
| **Item 2** |
| Item Description (including make/model) |  |
| Name of preferred supplier |  |
| Is the supplier VAT registered | Yes / No (delete as appropriate) |
| If Yes please enter supplier VAT number |  |
| Are you VAT registered  | Yes / No (delete as appropriate) |
| **Item Cost (exc VAT)** | **£** |
| **VAT** | **£** |
| **Item 2 Total** | **£** |
| **Item 3** |
| Item Description (including make/model) |  |
| Name of preferred supplier |  |
| Is the supplier VAT registered | Yes / No (delete as appropriate) |
| If Yes please enter supplier VAT number |  |
| Are you VAT registered  | Yes / No (delete as appropriate) |
| **Item Cost (exc VAT)** | **£** |
| **VAT** | **£** |
| **Item 3 Total** | **£** |
| **Item 4** |
| Item Description (including make/model) |  |
| Name of preferred supplier |  |
| Is the supplier VAT registered | Yes / No (delete as appropriate) |
| If Yes please enter supplier VAT number |  |
| Are you VAT registered  | Yes / No (delete as appropriate) |
| **Item Cost (exc VAT)** | **£** |
| **VAT** | **£** |
| **Item 4 Total** | **£** |
| **Item 5** (if your grant request exceeds 5 items then please contact us). |
| Item Description (including make/model) |  |
| Name of preferred supplier |  |
| Is the supplier VAT registered | Yes / No (delete as appropriate) |
| If Yes please enter supplier VAT number |  |
| Are you VAT registered  | Yes / No (delete as appropriate) |
| **Item Cost (exc VAT)** | **£** |
| **VAT** | **£** |
| **Item 5 Total** | **£** |
| **Grant Total** |
| **Item 1 (exc VAT)** | **£** |
| **Item 2 (exc VAT)** | **£** |
| **Item 3 (exc VAT)** | **£** |
| **Item 4 (exc VAT)** | **£** |
| **Item 5 (exc VAT)** | **£** |
| **Grant Total Item Cost (exc VAT)** | **£** |
| **Total VAT** | **£** |
| **Match funding** – All projects require the match funding as a minimum:**£2,500 - £10,000** - 10% of the total value of the items will be required as private match.**£10,001 - £35,000** - 20% of the total value of the items will be required as private match. | **Please enter Match funding here:****£** |
| **Grant amount requested (£)**(Total project costs minus match funding)  | **£** |
| Rationale if cheapest quote not selected |  |

Please note the minimum grant you can apply for is **£2,500** and the maximum is **£35,000**. Upon confirmation of any grant offer you will need to pay for the grant funded items / equipment ahead of claiming back the grant costs retrospectively. For larger grant you can have up to 2 claims.**1.8 Match Funding**

|  |
| --- |
| **Please indicate how your match funding will be sourced.** Any funds that have been spent prior to receiving a grant will not be included as match funding. |
| Existing cashflow | Yes [ ]  / No [ ]  |
| Personal Loan / Overdraft | Yes [ ]  / No [ ]  |
| Credit Card (credit card balances must be cleared in full before claim made). | Yes [ ]  / No [ ]  |

**1.9 Grant Funding Rationale**

|  |
| --- |
| **Please let us know why you require grant funding to deliver your project and outline why your business is unable fund delivery of the project without REPF funding?**  |
| **Maximum 250 words \* (**please note any content exceeding the word limit will not be assessed) |

|  |
| --- |
| **2.0 Outputs - Details of the how the grant will support the business.**  |
| **Create Jobs**: i.e., new, permanent, paid, full-time equivalent (FTE) jobs created following support. (Based on normal full time working hours for business) | Please tick to indicate.Yes [ ]  / No [ ]  |
| If Yes, how many new full-time jobs? |  |
| Job Title and Salary Level | **£** |
| If Yes how and what impact will this have on the business? |  |
| **Improve sustainability** - Business sustainability refers to doing business without negatively impacting the environment, the community and society as a whole.  | Yes [ ]  / No [ ]  |
| If Yes, how, and what impact will this have on the business? (Please complete and reference the recommendations form the sustainability questionnaire Action Plan here). |  |
| **Adopting new to the firm technologies or processes?** | Yes [ ]  / No [ ]  |
| If Yes what technologies/processes? and How many? |  |
| **Will the grant assist the business in any other ways?**  | Yes [ ]  / No [ ]  |
| If so how?  |  |

Please ensure that you **only answer the questions** below relating to the **investment priorit**y that you are applying for.**2.1 Small scale investment in micro and small enterprises in rural areas** **Funding for net zero infrastructure projects only**

|  |
| --- |
| **Please detail what the proposed net zero infrastructure project and describe how this would directly benefit the business?** *Additional supporting documentation and evidence can be attached to this application form where relevant to support the project (please ensure this is clearly labelled).* |
| **Maximum 250 words \* (**please note any content exceeding the word limit will not be assessed) |

For us to make an assessment of whether we can fund your project, it is critical that you are able to provide the following information as part of your supporting evidence.

|  |  |
| --- | --- |
| **Energy Assessment Questions** | **Please enter your answers here** |
| Have you completed a review of your energy use? If YES, what did this show?If NO, please ensure that this is completed in support of your application for capital investment.  |   |
| Please provide (a summary of )12-months utility data for:  Heating oil, Gas, LPG, Diesel, F-gases, and electricity? (Supply where appropriate)Please provide figures for each of your bills covering the last 12 months (please provide the (monthly KW) summary only, do not send in individual energy statements).  |  |
| Please provide a calculation of your annual scope 1 & 2 carbon footprint.If you do not have this, then please see a list of resources below for you to obtain this to include in support of your project application within your supporting evidence. **Definitions****Scope 1** – are direct emissions -that are owned or controlled by the company.(Fossil fuels - Oil, gas, LPG, Diesel, Petrol, use)**Scope 2** – are indirect emission as a consequence of the activities of the company occur from sources not owned / controlled by the business.(Electricity use)  |  |
| Please provide your weekly business operating hours. (e.g., Monday – Friday 9-5pm).  |   |
| Having completed an energy assessment, what energy efficiency measures are relevant for your business, and how many have you already completed? |   |
| How much carbon will be (predicted to) save annually once the equipment is operational? There are a range of online carbon calculators that can help you with this -please see links below to these resources.  |    |

 **Please ensure that you submit copies of your energy assessment with your applications as part of your supporting evidence.**If you have not yet obtained an independent energy assessment, then we would advise that you look at the following information and to contact the below agencies who may be able to offer assistance or advice.  <https://www.carbontrust.com/our-work-and-impact/guides-reports-and-tools/sme-carbon-footprint-calculator> [SME Carbon Footprint Calculator | The Carbon Trust](https://www.carbontrust.com/our-work-and-impact/guides-reports-and-tools/sme-carbon-footprint-calculator) [Carbon calculator - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/carbon-calculator)Sustainable Business Resource CIC[www.thesbr.org.uk](http://www.thesbr.org.uk) 01271 603611361 Energy CIC[www.361energy.org](http://www.361energy.org) 07807 906853[UK Business Climate Hub - find advice on energy saving and net zero for SMEs](https://businessclimatehub.uk/)  **2.2 - Small scale investment in micro and small enterprises in rural areas** **Diversification of farm businesses outside of agriculture projects only**

|  |
| --- |
| **Please detail what the proposed diversification project would be and how this would directly benefit the business?** *Please include details on your target customer base, competition, details of any* *market research undertaken including customer demand and your ability to supply that demand.* *Additional supporting documentation and evidence can be attached to this application form where relevant to support the project (please ensure this is clearly labelled).* |
| **Maximum 250 words \* (**please note any content exceeding the word limit will not be assessed) |

**2.3. Growing the local social economy and supporting innovation projects only**

|  |
| --- |
| **Please detail how your project will enable your community business / social enterprise to provide improvements to local retail, hospitality, and leisure sector facilities or to enhance the rural visitor economy and rural leisure opportunities.***Please include details on your customer base, competition, details of any* *market research undertaken including demand and your ability to supply that demand.* *Additional supporting documentation and evidence can be attached to this application form where relevant to support the project (please ensure this is clearly labelled).* |
| **Maximum 250 words \* (**please note any content exceeding the word limit will not be assessed) |

 **2.4. Developing and promoting the visitor economy projects only**

|  |
| --- |
| **Please detail how your project will develop and or promote local attractions, trails, and tourism products more generally.***Please include details on your target customer base, competition, details of any* *market research undertaken including customer demand and your ability to supply that demand.* *Additional supporting documentation and evidence can be attached to this application form where relevant to support the project (please ensure this is clearly labelled).* |
| **Maximum 250 words \* (**please note any content exceeding the word limit will not be assessed) |

**3.0 Submission Checklist**Before submitting your grant application form, please ensure that you have completed and attached all of the following supporting documents and complete the below table. Any incomplete applications will not be processed.  |

|  |  |  |
| --- | --- | --- |
| **Document title –** Why we need this | **Action required** | **Submission required** |
| **Quotes –** we need this to verify quote checks prior to issuing grant offers. | Please ensure that you read the [quotes guidance section](#ObtainQuotes) ensuring you have submitted the relevant number of quotes with the required level of detail for the item value. For any second-hand item/s confirmation from the supplier [(see link to second hand items section)](#Secondhanditems)If applicable proof of irrecoverable VAT on eligible costs (if not VAT registered). | Yes [ ]  |
| **Annual Accounts / Tax return**We need this as part of our due diligence checks for establishing your trading status. | Submit a copy of your most recent complete annual accounts (either audited or unaudited), or most recent tax returns if accounts are not available. | Yes [ ]  |
| **Recent Unredacted Bank Statement for business / organisation / applying.** We need this as part of our due diligence checks and for details of where to pay any grant funds to. | Submit copy of your most recent unredacted bank statement (within the last 3 months) for the business or organisation applying. If you are a sole trader without a business account, then please submit the unredacted bank statement for the account you use for business transactions.  | Yes [ ]  |
| **Appropriate consents and permissions**We need this as part of our due diligence checks. | Submit a copy of your planning approval or relevant consents.Appropriate consents and permissions:* Copy of full planning permission or evidence that planning is not required.
* Environmental consents listed building consents and any other licenses or consents for the project.
* Letter / email from Landlord giving permission for project if leasing the premises.
 | Yes [ ]  |
| **Sustainability Plan –** Please note when you have indicated this is complete on the checklist it will auto populate the relevant outputs below. | Please open and complete the short questionnaire and submit this with your application.If you would like some follow-on business support as a result of this, then please email us on info@northdevonplus.co.uk  | Yes [ ]  |
| **Subsidy Declaration -**We need this as part of our due diligence checks to ensure you are within the grant subsidy limits set by government. | This is a separate document that you **must complete** and return with your other supporting documents to declare that you have not received over €315k allowable limit of state aid over a period of 3 years. | Yes [ ]  |
| **Need and Demand –** If you submit this your project may be scored more favorably. | Feasibility Study, market research, marketing plan. | Yes [ ]  |
| **Support for the project -** If you submit this your project may be scored more favorably. | Letters of support or forward orders. | Yes [ ]  |
| **Please ensure that you only complete one of the following sections in relation to the Investment Priority you are applying for.** |
| **Net Zero projects only** | Energy Assessment Scope 1 and 2, Carbon reduction calculations. Please see resources in [Funding for Net Zero Section](#FundingforNetZero) Summary of )12-months utility data forCalculation of your annual scope 1 & 2 carbon footprint.Copy of independent energy assessment | Yes [ ]  |
| **Diversification of farm businesses outside of agriculture projects only** | Please reference the planning, need, and demand and support for project sections above.*Additional supporting documentation and evidence can be attached to this application form where relevant to support the project (please ensure this is clearly labelled).* | Yes [ ]  |
| **Growing the local social economy and supporting innovation projects only** | Please reference the planning, need, and demand and support for project sections above.*Additional supporting documentation and evidence can be attached to this application form where relevant to support the project (please ensure this is clearly labelled).* | Yes [ ]  |
| **Developing and promoting the visitor economy projects only** | Please reference the planning, need, and demand and support for project sections above.*Additional supporting documentation and evidence can be attached to this application form where relevant to support the project (please ensure this is clearly labelled).* | Yes [ ]  |

**3.1 Keeping in Touch**

|  |  |
| --- | --- |
| Do you wish to be added to our mailing list to be kept up to date with the latest business support news and grants? | Yes [ ]  / No [ ]  |
| If Yes, how would you like us to keep in touch – please tick the relevant options below. |
| Email |[ ]
| Post |[ ]
| Telephone / Text |[ ]

|  |  |
| --- | --- |
| **3.2 Applicant’s Declaration:** |  |
| I declare that:I am applying for a REPF Grant in respect of the project outlined above.I confirm that any grant funding awarded will be used to fund the approved items on this list and this funding will not be used to finance day-to-day operational costs (such as employee wages, rent, bills, insurances, utility costs or similar). I confirm that any assets purchased will be retained by the business for a minimum of 12 months from the purchase date.I can confirm that no funding has been received for this project / these items from any of the following funds: 1. The [Farming in Protected Landscape Programme](https://www.gov.uk/guidance/funding-for-farmers-in-protected-landscapes)– funding for farmers and land managers to work in partnership with National Parks and Areas of Outstanding Natural Beauty bodies to deliver projects on climate, nature, people and place.
2. The [Farming Investment Fund](https://www.gov.uk/guidance/farming-investment-fund)– grants to improve productivity and bring environmental benefits, covering two funds – the [Farming Equipment and Technology Fund](https://www.gov.uk/government/publications/farming-equipment-and-technology-fund-fetf-2023)and [Farming Transformation Fund](https://www.gov.uk/guidance/about-the-improving-farm-productivity-grant/about-the-farming-investment-fund-and-farming-transformation-fund)
3. The [Platinum Jubilee Village Hall Improvement Grant Fund](https://acre.org.uk/platinum-jubilee-village-halls-fund/)– grant funding over three years, to 2025, to support capital improvement projects for village halls, covering extending buildings and modernising facilities.

I confirm that the information supplied in this form is honest and accurate. I understand that North Devon Council may take action against me if the information I provide is false or misleading.I am legally authorised to act on behalf of the company, partnership, or organisation.I understand that all applications for grants may be reviewed in the future, and I am aware that if I make a statement which I know to be false or do not believe to be true to the best of my knowledge then I may potentially commit a criminal offence. I understand that North Devon Councill is committed to the prevention, detection and investigation of any allegations or indications of fraud and will seek to apply criminal, disciplinary, regulatory, and civil sanctions where allegations are proven. This includes the recovery of identified losses to ensure that all Public Purse resources are used for their intended purpose.Signature \*: Date: Applicant’s Full Name:Position in Business/Organisation:\* An electronic/typed signature is acceptable if the form is emailed from either the business email account or email account used by the business |

**Please email this form and all of your supporting evidence in full to:** **REPF@northdevonplus.co.uk**please ensure that your supporting evidence is clearly labelled and submitted in full along with your application. Please do not send documents in separate emails as we will not be able to identify that this is part of your application.

**3.3 How we will use your data**

The Data Protection Act 2018 and the General Data Protection Regulation establish principles which organisations such as the Council are required to adopt. These principles help ensure personal information is treated responsibly and with regard to the rights of individuals. The privacy notice relating to grant applications can be [**viewed here**](https://www.northdevon.gov.uk/council/data-protection-and-freedom-of-information/privacy-and-data-protection/).

North Devon+ is supporting North Devon Council to administer this fund. The information supplied on this form will be held by North Devon+ and North Devon Council. Additional information gathered in relation to this application may be held by North Devon+ and North Devon Council. The information you provide will be used to make a decision regarding your request for an award from the fund. I/We give our permission for North Devon Council and North Devon+ to share with and/or seek information about the company from other external agencies in respect of this application. This agreement is based upon my understanding that due care will be taken to obtain and disclose only that information that is relevant to my application I/we understand that all information will be held in accordance with Data Protection legislation. I/We understand that North Devon Council has a responsibility to protect public funds which they handle, therefore, I/we agree that they may use the information provided on this form to prevent and detect fraud. I/We agree that North Devon Council may also share this information, for the same purposes, with other organisations which handle public funds. Any information provided may also be used to check the accuracy of other records held by North Devon Council including Council Tax and Housing Benefit records.

If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO at dataprotection@northdevon.gov.uk  or by telephone on 01271 388 231.

1. **Part E: Frequently Asked Questions (FAQs)**

**4.1 When will I receive payment of the grant?**

Grant payments will be made if your project is offered funding. Once all your purchases are complete, you will submit an official claim form to us along with evidence that your approved items (as per your Grant Funding Agreement) have been purchased, received, installed and are in working order. Once your claim form has been verified as correct and eligible, North Devon Council will pay you your grant within 30 working days.

* 1. **How will the grant decision be made?**

Applications will be reviewed using assessment criteria. There are checks that we must complete to ensure that grant funding is only being given to legitimate businesses / organisations and is for projects that meet the objectives of the rural business grant. Only applicants that meet the following criteria will be offered grant funding:

* Applications are received on time and in full on time with all supporting evidence.
* ALL required supporting documents are submitted with the application, including the required number of quotes (dependent on value) for each item.
* The project clearly meets the REPF Investment priorities can demonstrate this alongside Value for Money (VfM).
* The business meets the eligibility criteria (status, sector, age of business, size of business and location)
* The proposed project is within an eligible area and meets all REPF eligibility criteria.
* The expenditure items are eligible for a grant under REPF, and the costs are realistic.
* The application is within the grant thresholds more than £2,500, and less than £25,000) and can provide the required match funding.
* Match funding is in place or will be by the time a full application is submitted.
* The project is achievable within the timescales of the grant.
* Any required permissions are in place or will be granted by the time the application is submitted.
* The project does not displace any existing business or community activity/service.
* Satisfactory completion of checks to ensure the legitimacy of the business, and suppliers of quotes.

The assessment of each application will be undertaken by an ND+ grant assessor and approved or rejected by a Senior Officer.

The tables below provide an overview of how we will score and assess full applications. Each part of the application will be scored 0-5 based on the quality and content of the answers provided, and how well the applicant demonstrates the points below.

|  |  |
| --- | --- |
| **Theme** | **Component** |
| **Evidence/justification of need for funding** | * The need for grant funding is clearly demonstrated.
* Will the project help the business to grow and develop?
 |
| **Strategic Fit** | * Does the project clearly meet one of the Investment Priorities
 |
| **Value For Money** | * Does the project offer VfM for example:
	+ Quality and number of outputs.
	+ Level of grant requested.
	+ Match funding contribution confirmed.
	+ Quotations show value for money
 |
| **Deliverability** | * It is clear how the economic outputs will be achieved, measured, and evaluated.
* Milestones look realistic and achievable.
* Key risks have been identified and information provided on how these will be managed.
* The financial health of the applicant business indicates the applicant’s capacity to deliver the project.
 |
| **Need and Demand** | * Has the applicant identified the need for the project and demonstrated the need for any new products / service / process.
* Will the project significantly affect the marketplace, locally in a negative way.
 |
| **Sustainability** | * Has the applicant completed the Sustainability Questionnaire and referenced the action plan within the application.
 |

* 1. **What is a Grant Funding Agreement?**

A Grant Funding Agreement (GFA) is an agreement that sets out what North Devon Council will do to support the business, and any terms of the grant that the recipient business / organisation must adhere to. Successful applicants who are offered a grant will need to follow the terms of the GFA. This will include participating in publicity about the grant, and how it has supported your business or organisation. This will be explained in more detail if a grant is offered.

The Funding Agreement is a legal document that will allow the Council to reclaim REPF funding from the REPF grant recipient should the terms and conditions set out in the Funding Agreement not be met.

Successful applicants will enter into a Grant Funding Agreement with North Devon Council.

Applicants must ensure that the project is compliant with the [UK subsidy control regime](https://www.gov.uk/government/collections/subsidy-control-regime) and will be asked to demonstrate this in their Subsidy Control Declaration Form. Applicants will be asked to declare on the form whether they or their organisation has received EU funding or other public sources as part of the application process.

**4.4 How can I find out what is happening with my application?**

We will be dealing with a high number of applications and therefore there is no need to contact us about the progress of your application. Applicants will be advised by email if their application has been successful or not as soon as a decision has been made. If we require any missing information or clarification, we will contact you via the email address supplied within your application form.

**4.5 I have not been awarded a grant – what can I do?**

There is no automatic right to a REPF grant, and not all applications will be successful**.** There are a number of reasons why the application may be unsuccessful. Applicants will receive email confirmation if their application is unsuccessful, which will briefly outline why they have not been awarded a grant.

The decision is final and there is no right of appeal.

# FOR OFFICE USE ONLY

Business Advisers / Assessors please complete the Grant Checklist excel document.

|  |  |  |
| --- | --- | --- |
| Variation No | Date approved | Change made |
|  |  |  |
|  |  |  |