

# Regenerate NPT

## STAGE 3 Application Form for LEADER Funding 2014 - 2020



### Section 1: *additional information about your organisation/group*

<b>1</b>	<b>Title of Project:</b>	
<b>2</b>	<b>Name of Project Manager:</b>	
<b>3</b>	<b>Contact details:</b>	
	Full Postal Address:	
	Telephone - Landline Daytime:	Mobile:
	Email:	
<b>4</b>	<b>Project Manager's Role in Organisation/Group:</b>	
<b>5</b>	<b>Organisation/Group's Main Purpose:</b>	
<b>6</b>	<b>When was the Organisation/Group established? (please submit Constitution or other ruling document)</b>	
<b>7</b>	<b>Number of Members:</b>	
<b>8</b>	<b>Organisation/Group's Banking Details: (please submit last statement or set of accounts)</b>	
<b>9</b>	<b>How often does your Organisation/Group meet?</b>	

<b>10</b>	<b>Will any other groups or organisations be involved in managing or delivering this project (other than as paid contractors)? If YES, give a brief description of who they are and how they will be involved. Please attach any relevant documentation, such as a Partnership Agreement to this Application Form.</b>
<b>11</b>	<b>Cross Cutting Themes: The LEADER programme has a number of cross cutting themes and your project activity needs to maximise its contribution to the following. Please explain how you intend to do this. Please specify any policies that your organisation may have in relation to the following and attach any relevant documents to this Application Form.</b>
➤ Equal Opportunities	
➤ Sustainable Development including Economic, Environmental and Social	
➤ Tackling Poverty and Social Exclusion	

## **Section 2: *additional details about your project***

<b>1</b>	<b>Please give a detailed description of your project. Attach additional sheets or documents if necessary:</b>
<b>2</b>	<b>Why is your project needed?</b>
<b>3</b>	<b>What evidence do you have of the need for your project?</b>
<b>4</b>	<b>Who is going to benefit from your project?</b>
<b>5</b>	<b>What are your project's key milestones and outcomes and when will each of these be achieved?</b>

<b>6</b>	<b>Please explain how your project contributes to the objectives, outcomes and priorities that you ticked in section 2 of your stage 2 EOI</b>	
<b>7</b>	<b>Please give a post code location for your project:</b>	
<b>8</b>	<b>What part of your project will be funded by LEADER?</b>	
<b>9</b>	<b>Project start date:</b>	<b>Project completion date:</b>

### **Section 3: *delivering and managing your project***

<b>1</b>	<b>What feasibility/survey and planning work have you undertaken with regard to the project?</b>	
<b>2</b>	<b>How/by whom will each stage of the project be managed?</b>	
<b>3</b>	<b>What risks have you identified that might affect your project?</b>	
<b>4</b>	<b>How do you intend to deal with these risks?</b>	
<b>5</b>	<b>Have you explored alternative methods of carrying out this project? If so, why were they rejected?</b>	
<b>6</b>	<b>Have you explored any other funding streams? If so, why weren't they acceptable?</b>	

## **Section 4: *long term impact of your project***

<b>1</b>	<b>How will the project be sustainable? What plans do you have to maintain the project once it is completed?</b>
<b>2</b>	<b>How is the community involved in your project and how will this involvement be sustained?</b>
<b>3</b>	<b>Are there any links to other projects and initiatives which will help sustain the project?</b>

## Section 5: *financial information*

### 5.1 Project Costs

<b>Grant sought from LEADER:</b>	<b>£</b>	<b>% of total project cost:</b>	
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Please give details of all total costs and actual or proposed income:

<b>Costs</b>	<b>Total £ &amp; P (incl. VAT)</b>	<b>Dates to be incurred. Please enter month and year (00/16) and separate out into boxes if your expenditure is going to be over a number of months</b>											
Total Revenue Cost:		Date											
		Amount											
Total Capital Cost:		Date											
		Amount											
<b>Total Project Cost:</b>													
<b>Income</b>	<b>Total £ &amp; P (incl. VAT)</b>	<b>Dates to be received/claimed (00/16)</b>											
Other funding secured or being sought:		Date											
		Amount											
Value of in kind funding		Date											
		Amount											
Income generated by project:		Date											
		Amount											
<b>Total Income:</b>													

## 5.2 Items of Expenditure

Please break down ALL your costs and supply quotations as required.

Item of expenditure	Preferred Supplier	Cost	VAT incl. in cost?	To be funded by LEADER?	Quotations attached?
			Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N

## 5.3 Other sources of funding for the project

Please give details and supply evidence of all other sources of funding secured or being sought for the project.

Source	Amount applied for	Date of decision	Evidence attached
			Y / N
			Y / N
			Y / N
			Y / N
			Y / N
			Y / N
			Y / N

## 5.4 Value Added Tax

If you are not VAT registered please complete the following:

I/we hereby declare that I am/ we are not registered or about to be registered for the purpose of VAT and that I/we have not claimed and will not claim deduction or repayment as input tax of any amounts of VAT included in the price paid for the detailed works or facilities which will be subject of the claim for grant made by me/us.

Please tick box to confirm the above statement.

## 5.5 Exclusions

**Please declare here if you or your group have been excluded from receiving financial support from any public funding schemes since 2000. Please state the reasons for any exclusion.**

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## Section 6: *the rules and regulations*

### 6.1 Statutory Requirements and Permissions

Do you require:	Yes (please tick)	No (please tick)	Attached (please tick)
Landlord, landowner or lease holder consent			
Planning permission			
Building regulations			
Licences			
Specific permission for continued general public access			
<b>Any other statutory permission (eg. Environment Agency consent etc.). If yes please list:</b>			
1			
2			
3			
4			
5			
6			
7			
8			

**If yes to any of the above, please provide copies of the approval documentation with this application. If “no” where appropriate please provide written confirmation from the relevant authority that permission is not needed.**

### 6.2 Data Protection and Publicity

The information provided on this application will be used in connection with the processing of the projects application and publicising, administration, evaluation and monitoring of the LEADER programme. To progress this application we may disclose the information we receive from you to others including public bodies and other Government Departments. To publicise, administer, monitor and evaluate the programme we may also disclose information to other organisations or consultants which we consider appropriate. The project description and details, if approved, will be used in various forms of publicity for the NPT LEADER programme, including being placed on the Regenerate NPT web site.



## Section 7: *feedback*

	Very Easy	Easy	OK	Difficult	Very difficult
How easy was the application process to understand?					
How easy was the application form to complete?					
What improvements do you feel are required?					
What further guidance is required?					

*By providing us your feedback, you are helping us understand what we do well and what improvements we need to implement.*

### Signature and confirmation

I declare that to the best of my knowledge the factual information contained in this form is correct and complete. I understand that if I have given information that is incorrect or incomplete, the offer of any LEADER funding may be withheld and action taken against me or my organisation. I also declare, unless otherwise stated in this application form, that I/the organisation has not started activity or committed expenditure that relates to this project. If any information changes I will inform the Regenerate NPT Manager immediately.

<b>Signed:</b>	
<b>Name:</b>	
<b>Position in organisation/group:</b>	
<b>Date:</b>	

### Check list for supporting information required

Supporting Information	Enclosed
Organisation's constitution	Y / N
Copies of all relevant consents	Y / N
Quotations for activities to be undertaken	Y / N