



UK SPF ACQUISITION OF LOCAL AUTHORITY ASSETS GRANT

Application Form

1.0 CONTACT DETAILS:				
Name of Organisation:				
Address :				
Post Code:				
Contact Name:				
Landline Number:				
Mobile Number:				
Email Address:				
Website Address:				
Please State the Address of the Asset which your Organisation wishes to Purchase				
Post Code:				
Does your Organisation currently hold a lease/licence on this asset?			Yes	No
Type of Organisation / Business:				
Social Enterprise		Community Group		Charity
CIC		Sports & Social Club		Other (please state)
Do you run your organisation / business from a building? If so, please indicate if the building is:				
Freehold:		Leasehold:		Rented:
				No Building:
Is the Organisation VAT registered? If so, please include the VAT registration number below:				

Bank Details:			
Name on the Organisations Business Account:			
Bank / Building Society Name:			
Sort Code (6 digits):		Account Number (8 digits):	
Name(s) of signatory:			

2.0 PROJECT DESCRIPTION:	
Please explain how acquiring the asset will help support/sustain your organisation:	<i>Explain how the grant will assist your organisation in improving its services / activities.</i>
If successful, what outputs/outcomes will the grant help you achieve :	<i>If successful, what are the outcomes of the project? What will be achieved? What will change?</i>
If successful, will the funding enable your organisation to provide new job opportunities for the Local Community and/or safeguard existing employees? Please give details	<i>The UK SPF grant is focused on Levelling up and as such new economic opportunities are welcomed. Please see the scoring methodology in the guidance for further information</i>
What benefits will purchasing the asset have on the wider community:	<i>How will the finance positively impact on the community? Will you increase users of your service / business?</i>
Please explain how your organisation will finance the ongoing sustainability of the asset should you be successful in accessing funding	<i>Do you have a business plan in place, will you seek future funding or loan support?</i>
Please give details of any valuations, surveys, legal support you have accessed in relation to the purchase of this asset. If none to date, please state this.	<i>Please give an update of where you are with any permissions being sought.</i>
As UKSPF Grant Funding must be spent by December 2024, how do you propose to mitigate against any risks or delays in purchasing the asset?	<i>Please indicate how long you envisage your purchase to take including all elements of work</i>
If you are not successful in obtaining this grant what will be the impact on your organisation:	<i>For example, will the project not go ahead? Will it be delayed? Will you have to reduce staffing or services etc.?</i>

3.0 PURCHASE COSTS:**Please provide a summary of the costs relating to your grant application:**

Description of funding needed:	Costs (excl. VAT)	VAT	Total
Total Purchase Costs (excluding VAT):			£
Total VAT costs:			£
Match Funding Secured :			£
Total Amount of Grant Requested:			£

4.0 Subsidy Control**Minimum Financial Assistance (MFA)**

MFA allows public authorities to award low value subsidies without needing to comply with the majority of the subsidy control requirements. MFA has a financial threshold which allows recipients to receive up to £315,000 over three financial years (the current financial year and the two financial years immediately preceding the current financial year).

MTCBC is requesting written confirmation from your organisation that the MFA threshold specified will not be exceeded by receiving the proposed assistance.

Please note no award can be made until written confirmation is received.

Declaration:

- I confirm that I have read and understood the Minimum Financial Assistance (MFA) guidance above.
- I understand that the grant payment made will not exceed the MFA financial threshold.

SIGNED: _____

POSITION IN ORGANISATION: _____

5.0 GDPR:

Undertaking this work means that we must collect and use information about the people we provide services to and keep a record of those services. Because we collect and use personal information about individuals we must make sure that they know what we intend to do with their information and who it may be shared with.

The General Data Protection Regulation (GDPR) gives you important rights, including the right to access the personal information the services hold about you.

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

6.0 AUTHORISATION & SELF DECLARATION:***I can confirm that:***

- Any measures will be of sufficient quality to ensure they provide a sustained and lasting impact and that works will be delivered to appropriate construction and safety standards.
- To the best of my knowledge, all answers on this application form are true and accurate.
- I am authorised to sign this agreement and act on behalf of the organisation making this application.
- I have spoken to MTCBC Estates Department who are in support of the application
- This application is made on the basis that if successful in full or part, the organisation will comply with the terms and conditions that follow in the grant offer letter.
- If successful, the project will not start until confirmation to proceed is officially provided

Name of Applicant:		Position:	
Signature of Applicant:		Date:	

7.0 CHECKLIST:

Please ensure that you have completed all of the sections set out in the application form and attach the required documents stipulated below based on the type of organisation applying:

ALL APPLICANTS:

I have answered all of the questions in this application	
I have read and understand the grant guidance notes	
I have signed the Authorisation & Self-Declaration part in Section 6.0	
I have attached all relevant information pertaining to the purchase	

ADDITIONAL DOCUMENTS:

Copy of your organisations governing document (Constitution, Memorandum/Articles of Association)	
A copy of the latest audited, annual accounts or financial statement	
Evidence of Insurance (e.g. Public Liability)	
Relevant policies:	
Environmental	
Equalities	

Welsh Language
Safeguarding
Health & Safety
Volunteer Management (where appropriate)
Data Protection & Privacy (optional)

LEVELLING
— UP —

FFYNIANT
— BRO —