



UK SPF SOCIAL ENTERPRISE PROFESSIONAL FEES GRANT

Application Form

1.0 CONTACT DETAILS:				
Name of Organisation:				
Address :				
Post Code:				
Contact Name:				
Landline Number:				
Mobile Number:				
Email Address:				
Website Address:				
Type of Organisation / Business:				
Social Enterprise	<input type="checkbox"/>	Community Group	<input type="checkbox"/>	Charity
CIC	<input type="checkbox"/>	Sports & Social Club	<input type="checkbox"/>	Other (please state)
Do you run your organisation / business from a building? If so, please indicate if the building is:				
Freehold:	<input type="checkbox"/>	Leasehold:	<input type="checkbox"/>	Rented:
				No Building:
				<input type="checkbox"/>
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 provide details of the type of fees you plan to use the grant for:	<i>Be specific about <u>what</u> you are using the grant for, <u>what</u> the money will be spent on and <u>how</u> you will deliver the project.</i>
Please explain how the professional fees grant will help support your organisation:	<i>Explain how the grant will assist your organisation in improving its services / activities. Please give details of the work/project/development this will enable.</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? How will this positively impact upon the sustainability of your organisation?</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>
How do you know that there is a need for your project:	<i>Please provide any information that relates to need of this grant or any community consultation that has been undertaken.</i>
Please outline how long your proposed project will take to start and end:	<i>Please indicate how long your project will take covering all elements of work from start to finish. Please provide timescales for work funded by the fees grant as well as subsequent timescales for any related projects.</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 PROJECT COSTS:

Please provide a summary of the costs relating to your grant application:

Description of items needed:	Costs (excl. VAT)	VAT	Supplier:	<i>Please ensure that all costs are accurate All quotations must be submitted as part of this application. All agents / contractors / suppliers must be recognised.</i>
Total Project 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 appropriate construction and safety standards will be adhered to.
- 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.
- 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 quotes / potential costs for the fees applied for	

ADDITIONAL DOCUMENTS:

Copy of your organisations governing document (Constitution, Memorandum/Articles of Association)	
If applicable, confirmation from the asset owner that they are in support of the application	
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)	

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— UP —

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