**Braintree District Council Rural Prosperity Fund**

**Supporting Rural Communities Grant Scheme**

**Summary**

This grant scheme is for eligible organisations in the Braintree District. It is funded by the [Rural Prosperity Fund](https://www.gov.uk/government/publications/rural-england-prosperity-fund-prospectus), of which £589,191 has been allocated to Braintree District Council in recognition of the specific challenges rural areas are facing including lower productivity rates, poorer connectivity, and poorer access to key services. This community grant is able to help community groups to improve the wider physical and capital resources of the rural areas including improvements to local greenspace, cultural and heritage improvements and projects and projects to improve social capital in rural areas such as volunteering opportunities and creating a rural circular economy.

It is a capital grant for organisations with legal status to help improve productivity and strengthen the rural economy. This includes local authorities, Parish Councils, public sector organisations, higher and further education institutions, voluntary organisations and registered charities. Grants of between £10,000 and £50,000 are available.

Only one grant will be awarded to any organisation.

Organisations must be operating within the eligible area of Braintree district (ie excluding Braintree town) and must show the outcomes and outputs occurring within the eligible area.

Applicants are advised to carefully read the eligibility criteria and declaration of the grant below.

This grant scheme has a **limited funding availability** and therefore eligible applications will be assessed in order of receipt on a first come first served basis within the application window of 11th September 2023 – 1st January 2024. Request for grant funding must be new projects and cannot be claimed retrospectively. Once approved, all projects must be completed and invoices received by the Council not later than the 16th March 2025 and so final payments can be processed by the end of the grant funding window of the 31st March 2025.

**Eligibility Criteria**

To be eligible for the combined grant, organisations must;

1. Be operating within the Braintree District but outside of the main urban area of Braintree and Bocking. Please check Defra magic map for exact boundary [Magic Map Application (defra.gov.uk)](https://magic.defra.gov.uk/magicmap.aspx)
2. Must have appropriate legal status
3. Have all the necessary licences and planning permissions in place to operate the project
4. Must be able to report and evidence outcomes and outputs as set out within the application form

Please complete all details requested to enable us to assess your application as quickly as possible. Our Economic Development Team are on hand to support you with any queries you may have by emailing economicd@braintree.gov.uk.

**Application Form**

**Please read the** [**Rural England Prosperity Funding Prospectus and Supporting Information**](https://www.gov.uk/government/publications/rural-england-prosperity-fund-prospectus) **carefully before completing this application form.**

**Key things to remember:**

* Send the completed full application form to us by email to [economicd@braintree.gov.uk](mailto:economicd@braintree.gov.uk)
* You must submit all applicable supporting documents as set out at the back of this form. You can submit these electronically or in hard copy format.
* Your application will not be processed until all required information and evidence is received. Any delays in providing required information/evidence may result in an unsuccessful application.
* This grant scheme has limited funds and will be allocated on a first-come-first served basis to organisations that score over 50% on the assessment board’s scoring matrix. Final assessment scores are at the discretion of the assessment board.
* Please complete all sections below.

**Section 1. Applicant details**

Please provide the details of the business or organisation applying for the grant. The applicant is normally the owner, a director or partner named in the business accounts.

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| --- | --- |
| **Name of organisation** |  |
| **Companies House Reference Number, Registered Charity Number if applicable,** |  |
| **Organisation address, including postcode** |  |
| **Lead contact name**  **(Title, first name, surname)** |  |
| **Role in organisation** |  |
| **Applicant email address** |  |
| **Applicant mobile phone number** |  |
| **Organisation telephone number** |  |
| **Organisation website/social media pages if held** |  |

**Section 2. Grant Scheme**

I am applying for:

|  |  |
| --- | --- |
| **Grant Scheme Description** | **Tick One** |
| Funding (capital grants) for investment in capacity building and infrastructure support for local civil society and community groups. |  |
| Funding (capital grants) for creation of and improvements to local rural green spaces. |  |
| Funding (capital grants) for existing cultural, historic and heritage institutions that make up the local cultural heritage offer |  |
| Funding (capital grants) for local arts, cultural, heritage and creative activities. |  |
| Funding (capital grants) for rural circular economy projects.  \*circular economy is about sharing, leasing, reusing, repairing, refurbishing and recycling existing materials and products for as long as possible |  |
| Funding (capital grants) for impactful volunteering and social action projects to develop social and human capital in local places. |  |

**Section 3. Project overview**

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| **Project**  Provide a summary of the project including details of your organisation, what the project is, how it was identified and what it is aiming to achieve (500 words max) |
|  |
| Please explain how the project will help address rural challenges and benefit the wider rural community and/or economy (max 250 words) |
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| --- | --- | --- |
| Please identify the expected outcomes the project would deliver by completing the middle column. You do not need to be able to demonstrate against all of the outcomes, only those you determine relevant to your project and will capture following delivery. However the figures set out in the application form will need to be monitored and reported on for the lifetime of the project, as such please be as accurate as possible | | |
| **Outcome** | **Amount project will achieve within one year of delivery (estimate)** | **Unit/Measure** |
| increase in users of facilities or amenities? |  | % increase |
| Increase in the number of community led programmes as a result of support |  | No of programmes |
| Improved engagement numbers |  | % increase |
| Jobs created |  | No of FTE jobs |
| Jobs safeguarded |  | No of FTE jobs |

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| **Please set out this project will contribute to net zero and nature recovery objectives, including the projects impact on natural assets and nature. You may wish to refer to the** [government’s 25 year environmental plan](https://www.gov.uk/government/publications/25-year-environment-plan/25-year-environment-plan-our-targets-at-a-glance)  **(max 200 words)** |
|  |

**Section 4. Project costs and funding requirements**

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| --- | --- |
| **Total project cost** | **£** |
| **Grant funding requested** | **£** |
| **Any other grant funding secured** | **£** |

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| **Please provide a break down of costs for the project including any funding which has been or is attempting to be sort from other sources of grant funding?** |
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| **Please set out how you will ensure the long term sustainability of the project? This should include how you will manage the revenue funding associated with the project over the next 5 years.** |
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**Section 5. Permissions and licences**

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| --- | --- |
| **Will the project take place on rented / leased / tenanted land or premises?** |  |
| **If yes, have permissions been obtained?** |  |
| **Is planning permission required for the project? If ‘Yes’, please complete the table below** |  |

|  |  |
| --- | --- |
| **Planning application Ref** |  |
| **Date of approval/expected date of approval** |  |

**Section 6. Timescale**

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| --- | --- |
| **Please set out the estimated project timeline** |  |
| **Please set out how will ensure the project is delivered and invoiced by the deadline of 31st March 2025** |  |

**Section 7. Declarations and signatures**

Please read the declarations and sign in the relevant space below, then complete the supporting documents checklist to ensure that you provide all of the information required to assess your application.

**Applicant's Declaration**

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| I confirm that, to the best of my knowledge and belief, all of the information contained in this application is true and correct and I accept full responsibility for it.  I understand that, should this application be successful, I will be required to supply additional information. If there is any change to the information I have provided, I will notify Braintree District Council.  I understand that any information I supply may be shared and used by public bodies and partners in connection with the Rural Prosperity Fund and that I may be contacted from time to time, whether or not my application is successful.  I am aware of the conditions that apply to this application and have complied with them. I declare that I have read, understood and complied with all of the relevant guidance information relating to this grant scheme.  I understand that my project may be inspected and I agree to give access, cooperate and provide such assistance as is required.  I confirm that this request for grant funding is compliant with Subsidy rules.  I understand that I will be required to display a plaque at the project site setting out the funding source.  I confirm that this project is not also benefiting from funding from the Farming in Protected Landscape programme, the Farming Investment Fund or the Platinum Jubilee Village Hall Improvement Grant Fund  I understand that if my application is successful, I will be required to enter into a grant funding agreement, and payment of any grant funding will be conditional on compliance with the terms of that agreement.  I recognise that it is my responsibility to obtain all necessary permissions from my landlord and in signing this application confirm that I have done so.  I understand this is for capital funding only and will be claimed in arrears  I understand that the project and money claimed must be completed by March 2025. Any projects completing after this time will not be eligible for funding  I understand that I will be required to provide monitoring data every 3months to the Council for two years after the completion of the project  I understand that I will be expected to take place in publicity activities lead by the Council on this project  I understand that any publicity regarding this project carried out either by the business or the council must follow the UKSPF branding and publicity guidance |

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| --- | --- |
| **Applicant Name** |  |
| **Applicant Signature** |  |
| **Date** |  |

BRAINTREE DISTRICT COUNCIL IS A DATA CONTROLLER FOR THE PURPOSES OF DATA PROTECTION LEGISLATION. ALL PERSONAL INFORMATION IS HELD AND PROCESSED IN ACCORDANCE WITH THIS. PLEASE REFER TO OUR PRIVACY NOTICES PUBLISHED ON OUR WEBSITE AT WWW.BRAINTREE.GOV.UK/PRIVACY FOR DETAILS. PLEASE CONTACT US IF YOU NEED THE PRIVACY NOTICE IN AN ALTERNATIVE FORMAT.

**Supporting Documents Checklist**

Where applicable, please submit the following documents with your completed application.

**Please note that we will not return any documents so please provide copies.**

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| --- | --- |
| **Document** | **Included** |
| Proof of organisation trading address or area operating in |  |
| Appropriate consents and permissions:   * Copy of full planning permission if required * Tenancy agreement information (if applicable) * Environmental consents (if applicable) * Listed building consents (if applicable) * Any other licences or consents required for the project |  |
| Any additional information relevant to your proposal which are not currently mentioned which you would like to be considered. This includes photos or diagrams, business plans |  |