

Town Action Grant Application Form

If you meet the following requirements, please proceed with the application form:

- This Grant scheme is open to stakeholders in town centres, including commercial, not-for-profit and public sector organisations. Proposals linked to co-ordinated town-based action plans will be prioritised.
- Applications from individual businesses will not normally be considered, unless the project is linked to a stakeholder led action plan and/or has a wider community focus.
- Any funding sought should be for projects within and/or directly for the benefit of the town centres at Sittingbourne & Milton Regis and Sheerness and Queenborough.
- Grants are available to support
 - Local arts, cultural, heritage & creative events and activities in and around the town centres that create interest and promote footfall and usage
 - Promotional campaigns to encourage visits and exploring the town centres, increasing interest and footfall
 - Projects that enhance the existing cultural, historic & heritage offer, helping re-enforce a sense of place and encourage visitors
 - Other projects that are identified as part of a co-ordinated stakeholder action plan for the benefit of the relevant town centre(s)

Please ensure you have read the [accompanying guidance](#) and complete all sections of this form. Any missing/incomplete information may delay or invalidate your application. If you need any support with this form, please contact prosperityfund@swale.gov.uk

All persons signing this form in Section 5 are declaring that they have the authority to make this application on behalf of the organisation.

Once completed, send the application form and required supporting documents by email to prosperityfund@swale.gov.uk.

Supporting documents will be requested in the event that your application is to be taken forward, to be considered for funding through a grant. This may include the following:-

- Bank statement from within last two months of the application date
- Valid insurance document (e.g. public liability, professional indemnity)
- Last set of full accounts (if less than 12 months old, then a full year's projection including cashflow)
- For unincorporated organisations, a governing document for that has as a minimum the name, aim/purpose, a dissolution clause for the organisation and a list of committee members.



Section 1. Applicant details

1.1	Name of Organisation applying for a grant	
1.2	Legal status of the organisation	
1.3	Organisation address inc. postcode	
1.4	Applicant full name inc. title	
1.5	Applicant role in organisation	
1.6	Applicant email address	
1.7	Applicant mobile number	
1.8	Website (if applicable)	
1.9	Year of establishment	
1.10	No. of FTE employees (1 FTE = 35 hrs/wk)	
1.11	Company registration number (if applicable)	
1.12	VAT number (if applicable)	
1.13	Has your organisation received public funding in excess of £315,000 over the last 3 years? If so, please provide the total amount received.	
1.14	Briefly describe the main features of your organisation and its purpose (e.g. what services does it provide).	



Section 2. Project overview

2.1	Project title (please provide a short descriptive title for your project)	
2.2	Does the project meet all necessary guidance and legislation, for example, health/safety and environmental regulations?	
2.3	When do you propose to start and finish the project?	Start: dd/mm/yyyy Finish: dd/mm/yyyy
2.4	Please describe the proposed project and where it will take place (max. 350 words).	
2.7	Why is grant funding being sought? (max. 250 words).	



2.8	What outputs and outcomes will the project provide? How will you record/measure these? Please refer to paragraph 2.7 in the accompanying guidance for this scheme and be as specific as you are able (max 350 words)
2.9	What risks are associated the project and its successful delivery? (max. 100 words).

Section 3. Project costs, funding and quotes

3.1	<p>Total grant funded expenditure (£)</p> <ul style="list-style-type: none"> • This is the total cost of what you want to do, and not the total grant that you are requesting. • If you are VAT registered, enter the costs as net (excluding VAT). If you are not VAT registered, enter the costs as gross (VAT inclusive) • Note: All recoverable VAT is ineligible expenditure and your grant will be calculated on net expenditure (exclusive of VAT). If at any time the organisation registers/deregisters for VAT please inform us Immediately. • Please seek advice from a VAT advisor if required. 	
3.2	<p>Total grant funding sought (£)</p> <ul style="list-style-type: none"> • Should not be less than £1,000 or exceed £5,000 • Note: HMRC recognises public grants as a form of income and they should be declared accordingly. Please seek advice if you are unsure about the potential impact on your organisation. 	
3.3	<p>Total match funding (£)</p> <ul style="list-style-type: none"> • This is the difference between the total in 3.1 and the grant requested in 3.2 • Please indicate the source of this match funding. 	
3.4	<p>Has the project described in this application already commenced (i.e. goods or services have been contracted or procured)?</p>	
3.5	<p>Are you actively seeking support from any other public funding source for the same project as the one described in this application?</p>	
3.6	<p>If 'Yes', please provide details of the funder, the amount being sought, and the reason why this application should be considered.</p>	
3.7	<p>Do you or any member of the management of your organisation have any connection or association with any of the businesses providing quotes on the project costs? (If 'No', proceed to question 4.1)</p>	
3.8	<p>If 'Yes', please identify the supplier and explain the association:</p>	
<p></p>		



Section 4. Permissions and licences

4.1	Will the project take place on publicly owned / rented / leased / tenanted land or premises?	
4.2	If yes to the above question, do you have formal/legal permission from the land/property owner to undertake the proposed project?	
4.3	Is planning permission required for the project?	
4.4	If 'Yes', please complete the table below:	
	Short description of planning matters	Date of approval/date expected
4.6	Please list any other permissions or licences that are required for your project and when they will be obtained:	
	Permission(s) / Licence(s) Required	Date due to be obtained

Section 5: Declarations, signatures and other information

Applicant's Declaration

NOTE: You should not commence project activity, or enter into any legal contracts, including the ordering or purchasing of any equipment or services, before your application has been formally approved and you have entered into a grant funding agreement. Any expenditure incurred before the approval date is at your own risk and may render the project ineligible for support.

- I declare that to the best of my knowledge and belief, the information given on this application form and in any supporting material is correct and that I am authorised to make this application on behalf of the Organisation. If I provide any incorrect or false information, then I may be liable to repay the grant and face criminal action.
- I understand that acceptance of this application by Swale Borough Council does not in any way signify that that the project is eligible for assistance or will receive grant aid.
- I acknowledge that Swale Borough Council will undertake any appropriate checks considered necessary to assess the application and to check the nature, use and impact of the funding in the future. This may involve sharing the information with other Council Services, the Councils appointed contractor(s), other public agencies and Government departments.
- I understand that, should this application be successful, I may be required to supply additional information. If there is any change to the information I have provided, I will notify Swale Borough Council without delay.
- If information changes in any way, I will inform project staff promptly and if I fail to notify, I may be liable to repay the grant.
- I understand that my organisation may be inspected and agree to give access, cooperate and provide such assistance as is required.
- 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 understand that by submitting this form I am agreeing to allow Swale Borough Council to hold the information on a secure database for it to administer this grant scheme.
- I recognise that it is my responsibility to obtain all necessary permissions and in signing this application confirm that I have/intend to do so.
- I understand that Swale Borough Council may withdraw all or part of the grant at its discretion.

Lead applicant name	Applicant Signature	Date (dd/mm/yyyy)

As data controller we ensure that processing is carried out in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation. The personal information provided on this form will be used solely in connection with your Community Grant Application and will only be shared where it is necessary for your application to be processed and there is a legal requirement to do so. Please be advised that information held by the Council is subject to requests under the Freedom of Information Act 2000. Should information be requested as part of an FOI request, reasonable efforts will be made to contact the named individuals using the contact information provided. Personal information will not be disclosed under FOI.

The lawful basis which enables the Council to process your data for this purpose is public interest Article 6, paragraph (e) of the UK GDPR. The information will be stored and destroyed in line with the Council's Retention and Deletion Schedule. Please visit the Privacy pages for further information: <https://swale.gov.uk/footer/privacy>

Additional applicant name	Applicant Signature	Date (dd/mm/yyyy)

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