

Rural Micro Capital Grant Scheme 2018

Application Form

Please ensure you have read the guidance notes before completing this application form and remember to keep a copy of the completed application form for your own records. Please do not alter the format of this form and use only the space provided.

General Data Protection Regulations (GDPR) - When you apply for Rural Micro Capital Grant Scheme 2018 we will ask for some personal information because, for example, your personal email address or telephone number is used on the applicant organisation's behalf. When you provide this information it is processed in adherence with the GDPR, Data Protection Act 2018 as well as the RMC GS 2018 Terms and Conditions to enable us to communicate with you about the application.

To limit the amount of personal information you need to provide we suggest the use, if available, of the applicant organisation's email address and/or phone number. **For further details on your privacy see the [DAERA Privacy Statement \(www.daera-ni.gov.uk/daera-privacy-statement\)](http://www.daera-ni.gov.uk/daera-privacy-statement)**

Applications must be received by 4PM on Friday 5 October 2018

Section 1: About your Organisation

1.1	Name and Registered Address of Organisation:	Post Code:	
1.2	Name of Contact Person:		
1.3	Position held by Contact Person in Organisation:		
1.4	Correspondence Address (If different from 1.1 above)	Post Code:	
1.5	E-mail address: (of Contact Person)		
1.6	Phone Number: (of Contact Person)	Landline	Mobile

For Official Use only

Date / Time Received:		Application Ref:	RMC GS 2018 -
Acknowledged by:		URN Number:	

Section 1: About your Organisation - Continued.

1.7	<p>If you have any particular communication needs, please tell us what they are.</p>		
1.8	<p>Please outline the main aims, objectives and remit of your organisation.</p>		
1.9	<p>Are you a not-for-profit, community voluntary organisation?</p>	Yes*	No*
1.10	<p>If you have a URN please enter it here: A Unique Reference Number (URN) is a reference number assigned by the Department for Communities (DfC) to organisations in the Community and Voluntary Sector as a means of recording all awards of grant funding made to an individual organisation. (govfundingpublic.nics.gov.uk)</p>		
1.11	<p>Is your organisation VAT registered?</p>	Yes*	No*
	<p>If yes, please enter your VAT registration number:</p>		

*Please indicate as appropriate

Section 2 - About your Project

2.1	Project Title:	
2.2	Project Description:	
2.3	Please describe how your project will contribute to reducing rural poverty and social isolation in your local community. DAERA is providing funding for this Scheme as part of its Tackling Rural Poverty and Social Isolation Framework (Refer to Annex 3 of the Guidance Notes for Applicants).	

Section 2 - About your Project - continued

2.4	Which theme will the project principally focus on? (Please tick only one box, as most appropriate to your project)	√
	Modernisation (of existing premises / assets) **	
	Information and Communication Technology	
	Health and Well Being	

Please refer to 'What can be funded' section on page 2 of the Guidance Notes

2.5	How many people do you estimate your project will contribute to improving the lives of? ***	
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Please refer to 'Notes' Section on page 4 of the Guidance Notes

2.6	Have the item(s) for which you are now applying for funding already been purchased?	YES*	NO*
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Section 3 - Funding your Project

3.1	What is the <u>total</u> cost of the project?		
	Please provide a breakdown of the various items of the project, their costs (based on the lowest quotation) and the grant sought for each item. These amounts should be net after taking into account recoverable VAT. Please ensure that you complete Annex A. NB: Two dated, written or internet search print-outs for each item must be provided with your application and you are required to highlight the preferred quotation / supplier. Further detail regarding quotes is included on Annex A. Note that second-hand equipment is not eligible. Continue on a separate sheet if necessary.		
	ITEM(S)	Cost £	Grant Sought £
	TOTAL		

Section 3 - Funding your Project - Continued

3.2	<p>The Rural Micro Capital Grant Scheme 2018 can offer grant aid from 50% up to 85% of the total cost of your project between £200 and £1,500. NB The total project cost must not exceed £3,000. Match funding must be in the form of a 'cash' contribution. Labour or 'in-kind' contributions cannot be accepted. Grants are payable on completion of your project. No advance payments are available. This grant cannot be used to 'match' another funder's project.</p> <p>Please give details below of how you intend to fund your project.</p>	
	Source of Funding	Amount £
	Rural Micro Capital Grant Scheme 2018	
	Own resources	
	Total Cost of Project	£

3.3	<p>Can this project be completed and grant claimed by 29 March 2019? <u>Your organisation</u> must complete the project, pay for all items and submit a claim by 29 March 2019. NO extensions will be permitted.</p>	YES*	NO*
	<p>Does your organisation have insurance?</p>	YES*	NO*
	<p>If not, are you prepared to obtain appropriate insurance if awarded funding? (Public / employers' liability and contents insurance as appropriate)</p>	YES*	NO*

*Please indicate as appropriate

3.4	<p>Has your organisation previously received a rural micro-capital grant?</p>	Yes / No
	<p>If yes, please list these below.</p>	

Section 4 - Additional Information

4.1	<p data-bbox="220 232 1422 349">Please provide any other information which you consider relevant to your application and list any reports, etc. relating to you or your organisation and /or the project which you have enclosed.</p>
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CHECKLIST

Please ensure you have:	√
Filled in all parts of the form, including Annex A. (Last page of this application form)	
Provided contact details where we can contact you between 9am and 5pm on weekdays.	
Included a fully costed breakdown of the project budget (after taking into account recoverable VAT).	
Provided a copy of your Constitution / Governing documents signed and dated by an office bearer (must detail numbers on management committee & financial procedures).	
Provided a copy of your most recent Accounts or a signed Financial Statement (statement to be signed by a person in authority within your organisation).	
Provided a copy of Recent Bank / Building Society Statement (within 3 months).	
Provided a copy of your current Insurance certificate or confirm that you will obtain appropriate insurance if awarded funding.	
Provided Quotations (two written/email dated quotes for each item, printed internet searches acceptable) as detailed at Annex A. NB we cannot accept links to websites etc.	
Provided a copy of your lease/ proof of ownership (projects involving work to your building / land).	
Identified to DAERA any Conflict of Interest, however arising, that may occur between your organisation and any other organisation, supplier, person or employee associated in any way with the delivery of the Project.	
Provided additional pages, where appropriate.	
Finally, are you sure this project can be completed, paid for and grant claimed by 29 March 2019?	
Please ask for assistance or clarification on any of the above from CWSAN/COSTA	

DECLARATION

Note: If returning your completed Application Form by post or by hand, signatures are required from two persons in authority within your organisation including the Chairperson and another office bearer e.g. Secretary or Treasurer. If you are returning the Application Form electronically, then type in the appropriate names below. If your application is successful, appropriate signatures will be collected through the Letter of Offer process.

Signed:	Chairperson
Name: (block caps)	Date:

Signed:	Position held:
Name: (block caps)	Date:

**The Rural Micro Capital Grant Scheme is funded by the
Department of Agriculture, Environment and Rural Affairs as part of its
Tackling Rural Poverty and Social Isolation Programme.**

For the Mid Ulster area, CWSAN/COSTA is delivering this Scheme on behalf of the Department of Agriculture, Environment and Rural Affairs.

Please email your completed application and scanned, electronic attachments to:

microgrants@cwsan.org

Alternatively, print and post the completed application form and attachments (e.g. constitution, insurance certificate /schedule, quotes, etc) in a sealed envelope to:

*CWSAN The Crieve Centre, 2 Hillhead, Stewartstown
Dungannon BT71 5HY*

or

*COSTA President Grant's Homestead, 45 Dergenagh
Road, Dungannon, BT70 1TW.*

Applications must be received by 4PM on Friday 5 October 2018

Late or incomplete applications will NOT be accepted.

Proof of postage is NOT proof of receipt.

Data Protection and Freedom of Information Issues

DAERA and our delivery agents take data protection and freedom of information issues seriously. We take care to ensure that any personal information supplied is dealt with in a way which complies with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation. This means that any personal information you supply will be processed principally for the purpose for which it has been provided. However, DAERA may also use it for other legitimate purposes in line with the Data Protection Act 2018 and Freedom of Information legislation. These include:

- Occupational health and welfare;
- Compilation of statistics;
- Disclosure to other organisations when required by law to do so;
- Disclosure under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 where such disclosure is in the public interest;
- The prevention and detection of fraud or maladministration (e.g. The Comptroller & Auditor General and HM Revenue & Customs).

For further details on your privacy see the [DAERA Privacy Statement \(www.daera-ni.gov.uk/daera-privacy-statement\)](http://www.daera-ni.gov.uk/daera-privacy-statement)

WARNING

To knowingly or recklessly make a false statement to obtain aid for yourself or anyone else, will lead to disqualification, liability to refund of any aid already paid and possible prosecution.

The information provided on this form may be made available to other Departments/Agencies for the purposes of preventing and detecting crime.

DAERA FRAUD HOTLINE 0808 1002716

Evidence of Value

Annex A

Please use this form to provide detail of the quotes that you have obtained in respect of the individual items you wish to purchase. An example has been provided in the first line. Continue on a separate sheet if necessary.

ITEM	ESTIMATED COSTS – QUOTES RECEIVED				PREFERRED SUPPLIER	COST
	Supplier 1	Quote	Supplier 2	Quote		
Example: Printer, Model XYZ Windows 10	ABC Printers Ltd	£205.12	Printers R Us	£210	ABC Printers Ltd	£205.12

NB:

- At least 2 quotes from 2 separate suppliers should be sought for each item.
- Quotes should be 'like-for-like'; particularly where items are specific e.g. laptop / IT / machinery etc. **Quotations for the same make and model of products must be provided.** Email quotes are acceptable and should include any covering email.
- **Quotes must be dated prior to close of call and contain the supplier's name.**
- Internet searches should be printed off and sent with your application – we will not accept website addresses / links to websites.
- The lowest quotation should be selected with corresponding costs detailed on the application form.
- Please note that DAERA will reimburse at the cost of the lowest quotation