## Rural England Prosperity Fund (REPF)

## Lancaster City Council

## Application Form – Year 2 (from 1 April 2024)

### Introduction

Before you begin completing this form, please read the information relating to the REPF on our [website](https://www.lancaster.gov.uk/business/business-support/uk-shared-prosperity-fund).

This application form relates to a targeted call for projects to fulfil the spend and deliverables requirement for projects starting delivery in **Year 2 (April 2024 to March 2025).**

Project submissions should outline the annual spend requirements alongside total output/outcomes for the life span of the project.

If you have any questions about completing the Application Form, please contact [UKSPF@lancaster.gov.uk](mailto:UKSPF@lancaster.gov.uk)

## Applicant Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Name  *Provide the name of the project* |  | | | |
| Project Applicant  *Provide the name of the person /organisation submitting the application form* |  | | | |
| Organisation Type (please tick where applicable)  *Provide the type of organisation undertaking the delivery of the project, business, charity, government etc.* | For profit business | | |  |
| Not for profit organisation | | |  |
| Charity | | |  |
| Government organisation | | |  |
| Other (please specify): | | | |
| Company Registration Number (or equivalent)  *Please provide company registration number or registered charity number (leave blank if not applicable)* |  | | | |
| Is your organisation VAT registered? | Yes: |  | No: |  |
| If Yes, please provide your VAT Number.  *Please note VAT reclaimable from HMRC is ineligible.* |  | | | |
| Name of Senior Responsible Owner  (the person responsible for ensuring the project meets its objectives and delivers its intended benefits)  *The name of the person responsible for the delivery of the project* |  | | | |
| Contact Name  *Please provide the name of the individual submitting the application* |  | | | |
| Applicant Address  *Please provide the address of the individual/organisation submitting the application* |  | | | |
| Applicant Postcode  *Please provide the postcode of the individual/organisation submitting the application* |  | | | |
| Are there any aspects of delivery that will occur outside of the Lancaster City Council district?  *The boundaries of the Lancaster district can be found* [*here*](https://www.google.com/maps/place/Lancaster+District/@54.0788876,-3.002064,10z/data=!3m1!4b1!4m5!3m4!1s0x487c82c1b58f6bd3:0x41062bc58693500!8m2!3d54.0982886!4d-2.6943317)*. If you are not sure whether a postcode is within the Lancaster district, you can search* [*here*](https://www.gov.uk/find-local-council)*.* | Yes: |  | No: |  |
| If yes, please indicate which local authority area(s) you anticipate delivery to occur in. |  | | | |
| If applicable, will you be seeking funding from this/these district(s) in addition to funding from Lancaster City Council? | Yes: |  | No: |  |
| Contact Email  *Please provide the email of the individual/organisation submitting the application* |  | | | |
| Contact Telephone  *Please provide the phone number of the individual/organisation submitting the application* |  | | | |
| Contact Mobile  *Please provide the mobile number of the individual/organisation submitting the application* |  | | | |

## Summary Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Project Description   Please provide a brief summary description of your project. Further information on the project will be requested at the Strategic Case Section therefore please summarise in no more than 250 words.  *Why is the project needed? How will it resolve this need? How will the project be delivered? Will partner organisations be involved in delivering the project?*  *Please note that funding is for capital projects only. This means you must spend grants on lasting assets such as a building or equipment.*  *Grants must be for business or community purposes. You cannot use grants to fund domestic property improvements or to buy private vehicles. You cannot spend grants on revenue costs such as running costs or promotional activities.* | | | | | | |
|  | | | | | | |
| 1.1 Total Project Cost  *Total cost of project includes match funding and REPF funding required* | £ | **1.2 REPF Grant Request**  *Amount of REPF funding requested for the project* | | | £ | |
| 1.3 Proposed Start Date  *Date that project delivery will commence* | |  | | | | |
| 1.4 Proposed Practical Completion Date  *Date of the end of project delivery* | |  | | | | |
| 1.5 Proposed Date for Completion of Outcomes  *Date when all outcomes will have materialised* | |  | | | | |
| 1.6 Is any of the information contained in the application of a commercial nature and should not be published? If yes please provide details in relevant sections in the application form. | | **Yes:** |  | **No:** | |  |

## Rural Interventions and Priorities

|  |
| --- |
| 1. Interventions, Outputs and Outcomes   *Please read this information carefully before completing only the sections that are relevant to your project.*  *This section will set out how your project will contribute to the overall REPF programme via its Priorities, Interventions, Outputs and Outcomes. The project’s success will be judged on its ability to deliver its intended outputs/outcomes, and thus they are key to realising the benefits of the REPF programme.*  *Further definitions on the Outputs and Outcomes can be found* [here.](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101590/Rural_England_Prosperity_Fund_interventions__objectives__outputs_and_outcomes_list.pdf) |

|  |
| --- |
| 2.1 Evaluation  *It is important that all projects are properly monitored and evaluated to demonstrate their impact in the Lancaster district. Please summarise your overall approach to monitoring and evaluation in the box below.*  *All projects will need to comply with a quarterly online reporting schedule to enable Lancaster City Council to fulfil the government’s requirements, including:*   * *Capturing and holding data sets (including baseline data) to support monitoring, in addition to the formal reporting requests.* * *Obtaining unique identification numbers from beneficiaries of interventions* * *Collecting Company Record Numbers (CRN) for all businesses who directly benefit from REPF interventions within the Lancaster district. This data will need to be captured and stored by Lancaster City Council for the duration of the project.* * *Ensuring that privacy notices are in place to inform data subjects of the need to collect and share personal data* |
|  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Supporting Rural Business**  Please select the Interventions that your project will support if your project is within the Supporting Rural Business priority. Before selecting an Intervention, please read the information for each in the text box below. We welcome project proposals that will deliver on multiple Interventions, so please select all that apply.  Please also add indicative total Outputs and Outcomes for the Interventions you have selected, both as a total for your project and on a quarterly basis if possible and relevant. We recognise that these figures will be subject to change during the programme.  If your project does not cover the Supporting Rural Business priority, please leave this section blank. | | | | | | |
| **SRB1: Small Scale Investment**  **Capital grant funding for small scale investment in micro and small enterprises in rural areas.** Including capital funding for net zero infrastructure for rural businesses, and diversification of farm businesses outside of agriculture to encourage start up, expansion or scale up of these businesses where this involves converting farm buildings into other commercial or business uses. | | **Project Total** | **Year 2 (2024-25)** | | | |
| **Q1** | **Q2** | **Q3** | **Q4** |
| **Output** | Number of businesses supported |  |  |  |  |  |
| Number of farm businesses supported |  |  |  |  |  |
| Number of farm diversification projects supported |  |  |  |  |  |
| Number if micro businesses supported |  |  |  |  |  |
| **Outcomes** | Jobs Safeguarded |  |  |  |  |  |
| Number of businesses adopting new to the firm technologies or processes |  |  |  |  |  |
| Number of businesses with improved productivity |  |  |  |  |  |
| Number of businesses experiencing growth |  |  |  |  |  |
| Number of businesses increasing their turnover |  |  |  |  |  |
| **SRB3: Visitor Economy**  **Capital grants funding for the development and promotion (both trade and consumer) of the visitor economy.** Such as local attractions, trails, tourism products more generally. | | **Project Total** | **Year 2 (2024-25)** | | | |
| **Q1** | **Q2** | **Q3** | **Q4** |
| **Output** | Number of businesses supported |  |  |  |  |  |
| Number of visitor experiences supported |  |  |  |  |  |
| Number of farm businesses supported |  |  |  |  |  |
| Number if micro businesses supported |  |  |  |  |  |
| **Outcomes** | Jobs Safeguarded |  |  |  |  |  |
| Number of businesses adopting new to the firm technologies or processes |  |  |  |  |  |
| Number of businesses with improved productivity |  |  |  |  |  |
| Number of businesses experiencing growth |  |  |  |  |  |
| Number of businesses increasing their turnover |  |  |  |  |  |
| **Supporting Rural Communities**  Please select the Interventions that your project will support if your project is within the Supporting Rural Communities Priority. Before selecting an Intervention, please read the summary information for each in the text box below. We welcome project proposals that will deliver on multiple Interventions, so please select all that apply.  Please also add indicative total Outputs and Outcomes for the Interventions you have selected, both as a total for your project and on a quarterly basis if possible. We recognise that these figures will be subject to change during the programme.  If your project does not cover the Supporting Rural Communities priority, please leave this section blank. | | | | | | |
| **SRC2: Capacity Building and Infrastructure**  Capital grants funding for investment in capacity building and infrastructure support for local civil society and community groups. | | **Project Total** | **Year 2 (2024-25)** | | | |
| **Q1** | **Q2** | **Q3** | **Q4** |
| **Output** | Number of EV charging points |  |  |  |  |  |
| Number of visitors or locals using charging points |  |  |  |  |  |
| Number of community energy projects funded |  |  |  |  |  |
| **Outcomes** | Improved perception of facilities or amenities |  |  |  |  |  |
| Increased users of facilities or amenities |  |  |  |  |  |
| Improved perceived or experienced accessibility |  |  |  |  |  |
| Increased use of cycleways or paths |  |  |  |  |  |
| **SRC3: Green Spaces**  Capital grant funding for creation of and improvements to local rural green spaces. | | **Project Total** | **Year 2 (2024-25)** | | | |
| **Q1** | **Q2** | **Q3** | **Q4** |
| **Output** | Amount of rehabilitated land or premises |  |  |  |  |  |
| Square metres (m2) of land made wheelchair accessible or step free |  |  |  |  |  |
| Amount of public realm created or improved |  |  |  |  |  |
| Number of facilities supported or created |  |  |  |  |  |
| Amount of green or blue space created or improved |  |  |  |  |  |
| **Outcomes** | Improved perception of facilities or amenities |  |  |  |  |  |
| Increased users of facilities or amenities |  |  |  |  |  |
| Improved perceived or experienced accessibility |  |  |  |  |  |
| Increased use of cycleways or paths |  |  |  |  |  |
| **SRC6: Active Travel**  Capital grant funding for active travel enhancements in the local area | | **Project Total** | **Year 2 (2024-25)** | | | |
| **Q1** | **Q2** | **Q3** | **Q4** |
| **Output** | Amount of new or improved cycleways or paths |  |  |  |  |  |
| Number of facilities supported or created |  |  |  |  |  |
| Amount of green or blue space created or improved |  |  |  |  |  |
| **Outcomes** | Improved perception of facilities or amenities |  |  |  |  |  |
| Increased users of facilities or amenities |  |  |  |  |  |
| Improved perceived or experienced accessibility |  |  |  |  |  |
| Increased use of cycleways or paths |  |  |  |  |  |

## Strategic Case

|  |
| --- |
| 3.1 Project Aims  *Please describe the overall aims or desired outcomes that the project hopes to achieve (300 word limit), linking these to the relevant REPF Interventions, Outputs and Outcomes where possible.* |
|  |
| 3.2 Project Objectives  *A set of Specific, Measurable, Achievable, Realistic and Time-limited (SMART) objectives should be identified that show how the project aims will be achieved (150 word limit).* |
|  |
| 3.3 Demand and Need for the Project  *Why is the project needed? Describe the impact of the project. Projects will specifically be evaluated on their localised approach and impact. (200 word limit)* |
|  |

## Commercial Case

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 4.1 Procurement Declaration  *Do you accept this guidance on procurement for goods and services. We may require evidence of your procurement process if awarded funding*  Value of contract Minimum procedure  £0 - £2,499 Direct award  £2,500 - £24,999 3 quotes  Over £25,000 Formal tender process | Yes: |  | | No: |  |
| 4.2 Subsidy control  *All applications must take consideration of how the activity outlined will deliver in line with subsidy control requirements as outlined by the* [*UK government’s guidance*](https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities).  *A full subsidy control analysis will be conducted on each application. To assist and speed this process, please consider the following questions:*   1. *Is the requested grant amount over £315,000, or is your organisation likely to receive more than £315,000 in grants over a three-year period?* 2. *Is your organisation an ‘enterprise’ (i.e. a business conducting economic activity)?* 3. *Will the grant create an economic advantage for your organisation?* 4. *Will the grant have, or be capable of having, an effect on competition either within the UK or internationally?* | | | | | |
| 4.3 Does any aspect of the project involve the provision of subsidies?  *State which aspects of the project are involved.* | **Yes:** | |  | **No:** |  |
| 4.4 If yes, please summarise how the subsidies are compliant with the UK’s subsidy control as set out in the guidance. | | | | | |
|  | | | | | |

## Financial Case

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5.1 Please set out the financial profile for the project by type of spend and funding source for Year 2 (2024-25).*Please note VAT reclaimable from HMRC is ineligible.**Please note REPF is for CAPITAL PROJECTS ONLY.* | | | | | | |
| Year | | **REPF Required (£)** *Do not include match funding* | | | | |
| Y2 2024-25 | |  | | | | |
| 5.2 Please outline the key components of expenditure and overheads of your project.*Please consider the minimum and maximum amounts for scalability, including any optional elements of your project that could be included or excluded according to the funding available. We may request further detail on your expenditure as part of our evaluation process.**VAT which is recoverable, by whichever means, is ineligible, even if it is not actually recovered by the final purchaser or individual recipient.**Irrecoverable VAT can be claimed as an eligible cost provided the claim is substantiated by appropriate evidence, such as a VAT registration letter that confirms the VAT status of the organisation, from the organisation’s auditors or accountants.*(Add rows as needed) | | | | | | |
| Component of Expenditure*What will the funds be spent on?**CAPITAL SPEND ONLY* | | **Total Expenditure (£)** | | | **How has this been determined?** | |
| **Min** | | **Max** |
|  | |  | |  |  | |
|  | |  | |  |  | |
|  | |  | |  |  | |
| Total | |  | |  |  | |
| 5.3 Match Funding*Please outline the details of any match funding that will be used to deliver the project alongside REPF funding.* | | | | | | |
| Will the project require match funding? | | | | | | |
| Yes |  | | **No** | | |  |
| If yes, how much match funding will be required? (£) | | | | | | |
| 5.4 Please outline the source(s) and status of the match funding if using.If your application is successful we will require evidence of this match funding. | | | | | | |
| Source of funding | | | | **Status of funding** | | |
|  | | | |  | | |
|  | | | |  | | |
|  | | | |  | | |

## Financial Case: Annual Spend Request

|  |  |  |  |
| --- | --- | --- | --- |
| 5.5 Please set out the financial profile for the project by type of spend and funding source for appropriate Y2 (2024-2025). | | | |
|  | **Capital Spend**  **(£)** | **Revenue Spend**  **(£)** | **Total**  **(£)** |
| Match Funding |  |  |  |
| REPF |  | n/a |  |
| Total Project Cost |  |  |  |

## Management Case

|  |
| --- |
| 6.1 Risk  *Please summarise your overall approach to managing the key risks to your project in the box below.* |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 6.2 Please describe the key risks to your project, along with any proposed actions to mitigate these. | | | | |
| **No.** | **Risk Detail** | **Mitigating Actions** | **Likelihood**  **(1 to 5)** | **Impact**  **(1 to 5)** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 6.3 Are any statutory consents required to deliver the project?  *For example, planning applications, legal considerations or any other consents required.* | Yes: |  | No: |  |
| If yes, has this been obtained? If yes, please append evidence. Evidence will also be required of the discharge of any conditions. | | | | |
| If no, what date is this expected? |  | | | |
| 6.4 Publicity  *Guidance on the branding/publicity requirements for REPF is available* [*here*](https://www.gov.uk/guidance/uk-shared-prosperity-fund-branding-and-publicity-6)*.*  *Please confirm that you have read and will comply with all aspects of the fund branding and publicity requirements, which may include displaying a plaque.*  *Type ‘yes’ in the box opposite to confirm.* |  | | | |

|  |  |
| --- | --- |
| 7. Declaration | |
| I am content for information supplied here to be stored electronically and shared in confidence with other public sector bodies who may be involved in considering the case.  I confirm as the applicant I have not committed, nor shall commit, any Prohibited Act.  I understand that if I give information that is incorrect or incomplete, grant may be withheld or reclaimed, and action taken against me. I declare that the information I have given on this form is correct and complete.  I confirm that I have full authority from the appropriate level within the applicant organisation to enter into this application and any subsequent Funding Agreement.  I understand that any offer may be publicised by means of a press release giving brief details of the project and the grant amount.  I confirm that any activity relating to the information provided here will be of an inclusive and non-discriminatory nature and incorporate the diversity and inclusivity practices of Lancaster City Council. | |
| Signed |  |
| Print Name |  |
| On Behalf of |  |
| Position within organisation |  |
| Date |  |