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**COMMUNITY ECONOMIC RECOVERY FUND (CERF)**

Use this document to prepare for completing the [Community Economic Recovery Fund online form](https://www.warwickdc.gov.uk/cerf).

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| Date of application |  | Reference Number  *(office use only)* |  |

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| **YOUR CONTACT DETAILS** | |
| Name/address: |  |
| Tel number(s): |  |
| Email address: |  |
| Position held in organisation: |  |

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| **ORGANISATION DETAILS** | |
| Name and address of organisation: |  |
| Please provide the organisations registration number: | Charity registration number:  Register of Friendly Societies registration number:  Company registration number:  Other registration number:  Or state if none held: |
| Is the organisation registered for VAT? | YES - VAT number is: / NO |
| Will the organisation be able to reclaim VAT in connection to this project/scheme/activity?  NOTE: if the organisation is reclaiming VAT a successful CERF award will only be towards the net costs | YES  NO – please note the reason(s) why VAT will not be reclaimed; |
| What type of not-for-profit organisation is this?  To qualify it must be one of the following;  • Voluntary and community organisation/group  • Local registered charity which doesn’t have a national infrastructure to support them  • Foodbank  • Town or Parish Councils (if they have set-up a specific infrastructure to respond to the COVID-19 crisis) |  |
| To ensure the organisation is eligible to apply, please confirm;   * The organisation is based within Warwick District and is carrying out services for the Warwick District community * The application isn’t for a project, scheme or activity that has already taken place * The project must not require the Council to assist with any future organisational core running costs outside of the scope of, and not specific to, the delivery of the project itself * The organisations unrestricted cash reserves are not more than 6 months operating expenditure costs (basic fixed costs to ensure the organisation can exist for a further 6-month period should there be no income) * The organisation hasn’t had a CERF grant award within the last 12-month period   NOTE; unless all statements can be answered ‘YES’ the organisation is not eligible to apply | YES – I can confirm all these statements are correct |
| Please describe the work that the organisation does and/or the facilities that it provides for the benefit of the local community. |  |
| Is the organisation experiencing short-term financial hardship due to COVID-19, for example; have had to cease operations or there is simply a need for funding to provide, adapt or increase services for community benefit in the aftermath of this crisis? | YES/NO |
| In total, how much does the organisation currently have in cash reserves (savings)?  NOTE: please provide a copy of the last years’ annual accounts or if the organisation hasn’t been in existence long enough, copies of the last 3 month’s bank statements for all accounts held |  |
| Please confirm the amount of any restricted cash reserves: |  |
| What are the restricted funds reserved for? |  |
| How much of the unrestricted cash reserves can be spent to support those individuals impacted by Covid-19 and how? |  |
| Payment details for a successful application:  NOTE: all payments will be made by BACS direct to the organisations bank account. Please provide a copy of a recent bank statement to evidence account details.  Organisations that have recently been established in response to Covid-19 and don’t currently have a bank account; if a ‘parent’ organisation has agreed to hold funds please provide confirmation from the account holder of this and that they will restrict/’ring-fence’ a successful award for the sole use of carrying out the project that the CERF grant is contributing towards. | Bank Account Name:  Sort Code:  Account Number:  Email Address for Notice of Payment:  Contact Name and Phone Number: |

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| **TELL US ABOUT YOUR PROJECT/SCHEME/ACTIVITY THAT REQUIRES FUNDING** | |
| What is the precise nature of the support that will be provided to those most in need in the recovery phases of this crisis?  NOTE: if you need funding to purchase equipment or make adaptations specific to Covid-19 recovery in order to deliver support services to the most vulnerable, please give specific details. |  |
| How will it be delivered? |  |
| What outcomes will be achieved? |  |
| What is the expected duration of the project, scheme or activity for the amount being requested? |  |
| Total Cost: |  |
| How have you calculated this cost?  Note: please provide quotes, invoices and/or receipts as appropriate with your completed application to evidence this |  |
| Have you applied for/received funding from other sources for this project/scheme/activity? | YES/NO  If yes please provide details of funder, amount applied for/received and dates of application/award: |
| Please provide a **detailed** breakdown of how the overall cost will be funded including the amount being applied for (maximum £3,000): |  |
| What would the consequences be if the organisation is not successful in securing this funding request? |  |

**CERF Terms and Conditions:**

* The project/scheme/activity must not require the Council to assist with any future organisational core running costs outside of the scope of, and not specific to, the delivery of the project itself
* Applications can only be made electronically via the online application form;
  + A copy of a recent bank statement for all accounts held by the organisation must be included along with a copy of the last years’ annual accounts. If the organisation hasn’t been in existence long enough to have a set of annual accounts, the last 3 months’ bank statements will need to be provided instead
  + If the organisation has recently been established in response to Covid-19 and doesn’t currently have a bank account either an account will need to be opened or the organisation will need to find a ‘parent’ organisation to hold funds on their behalf, for example; a registered charity. In either case, a bank statement must be provided to evidence the account to receive payment
  + If a ‘parent’ organisation has agreed to hold funds, we will also need confirmation from the account holder that they have agreed to hold funds on the applying organisations behalf which they will restrict/’ring-fence’ for the sole use of carrying out the project that the CERF grant is contributing towards
* Retrospective grant applications cannot be made
* Evidence of costs/grant amount requested must be supplied with the application, for example; quotes, invoices, receipts
* The offer of a grant does not convey approval of technical, legal, financial or other matters relating to the project/scheme/activity, which will remain the responsibility of the applicant; the Council cannot accept liability for any misjudgements by applicants
* Applicants are required to have the relevant insurance in place for their project such as public liability insurance, where appropriate
* The organisation may be offered a contribution to their project and not the full amount
* Payments can only be made directly to the bank account of the organisation undertaking the project/scheme/activities subject to the discretion of the Council
* Payments can be made up-front, however, any unspent funds must be promptly returned back to the Council to be used to support other organisations
* Awards for projects/schemes/activities where VAT will be reclaimed by the organisation will be a contribution towards ‘net’ costs only
* Grants should be spent within 12 months of the award being made, and a monitoring & evaluation form will have to be completed and returned. The Council may require return of the money (or part thereof) if it has not been spent without good reason.
* Organisations cannot apply to the Fund more than once in a 12-month period for the same project and/or where the project previously funded or part thereof is still active. Previous awards must be spent and evaluated before further applications can be submitted.
* The award of a grant remains at the discretion of the Council regardless of whether or not an application meets the fund criteria and conditions

NOTE: applications and payments will be checked and any instances of fraud will be reported to the Police.

**PRIVACY STATEMENT**

The information that you have provided in this application form, and any subsequent information you provide in relation to this application, will be held on file for 6 years.

We work with partners to provide you with public services. To do this, we may need to share your information. We will do this in a way that protects your privacy.

We are under a duty to protect public funds. We may use any of the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies that are responsible for auditing or administering public funds.

Please let us know when any of your contact details change. You have the right to know what information we hold about you and we try to make sure it is correct.

You have the right to access your personal data and to complain if you think your data is being used incorrectly. You may also have other rights, such as to have your data corrected or erased. For full details on your personal data rights and for the Data Controller and Data Protection Officer’s contact details, please see Warwick District Council’s main Privacy Notice on:

<https://www.warwickdc.gov.uk/privacynotices>