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**RURAL/URBAN CAPITAL IMPROVEMENT GRANT** **(RUCIS) APPLICATION**

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| **ORGANISATION DETAILS** | |
| Name and address of organisation: |  |
| Please describe how the organisation and / or facilities are used by the local community and activity groups including **frequency of use and approximate numbers**: |  |
| Please provide details of any membership scheme, fees and charges (including hire costs): |  |
| Please provide details of the organisations equality policy: |  |
| Please provide the organisations registration number: | Charity registration number:  Register of Friendly Societies registration number:  Company registration number:  Other registration number (please state):  Or state if none held: |
| Is there a formal organisational structure?  NOTE: please note the specific structure details. | YES / NO |
| Is the organisation registered for VAT? | YES - VAT Number:  NO |
| Will the organisation be able to reclaim VAT in connection to this project? | YES / NO |
| Is this a not-for-profit organisation **within Warwick District** run for and by local people which makes use of volunteer labour?  Please note, the following organisations are ineligible for a grant:   * Schools, nurseries, etc: facilities are primarily school-day and term time usage for the facility attendees within that location rather than available to and benefit of the wider community (Warwick District) across a wide range of hours, all year-round. * Organisations who lease their premises from other Council’s and where the grant is contributing towards project works on the other Council’s assets (buildings). * Churches, mosques or other religious places where the project works are on or for the benefit of the building / facility where the primary / main function is religious activity. | YES / NO |
| Is the organisation able to provide 3 years annual accounts? | YES / NO |
| Please confirm that the organisation doesn’t have cash reserves to fund the project themselves, i.e. cash in bank that totals more than 12 months of the organisations operating costs | YES - after contributing to the project the cash reserves are less than 12 months operating costs  NO |
| Please confirm that the project hasn’t already taken place or started | YES – the project hasn’t started yet |

**NOTE – If any of the last four questions noted above are answered “no”, your organisation unfortunately does not meet the criteria to apply for a grant.**

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| **YOUR CONTACT DETAILS** | | |
| Name / address: |  | |
| Tel number(s): |  | |
| Email address: |  | |
| Position held: |  | |
| **TELL US ABOUT YOUR PROJECT** | | | |
| Project title: | |  | |
| Please provide a detailed description of your project and what you intend to achieve: | |  | |
| Please detail what consideration you have given to Climate Change and / or Biodiversity Net Gain within your project?  Please note that we expect you:   * In your designs, to make every effort to minimise impact on existing biodiversity / trees. * To make every effort to ensure appropriate safe access for pedestrians and cyclists. * To investigate and consider the most environmentally friendly option available (see the ‘Grants cannot be awarded if’ section below).   If the above bullet points aren’t being met / pursued without good reason, it is likely we may not be able to contribute to your project.  \* Grants cannot be awarded if the project impacts on climate change and isn’t environmentally sensitive, for example, gas boilers (including ‘A’ rated), Incandescent lighting and 3G turf. | |  | |
| If the project involves work on premises, please confirm if the premises are rented and if so, the number of years remaining on the lease.  NOTE: please provide a signed copy of the lease or, if the property is owned, a copy of the title deed.  \* Organisations who lease their premises from other Council’s and where the grant is contributing towards project works on the other Council’s assets (buildings) are ineligible for a RUCIS grant. | |  | |
| Please confirm that appropriate insurance is held in case of potential future damage or loss:   * Contents and buildings cover * Public liability * Employers’ liability   NOTE: Please provide a copy of the insurance schedule(s). | | Insurance company:  Policy number:  Type(s) of insurance held:  Amount(s) insured: | |
| What will be the main benefits to the community? | |  | |
| Please provide details of how you established the need for the project.  For example:   * Letters of support / complaint * Parish plan * Questionnaire / survey results * Requests from the community / members / hirers * Evidence of Health & Safety issues | |  | |
| Proposed start date of the project and how long it will take to complete: | |  | |
| Is planning approval required?  NOTE: if yes, evidence of planning approval is required before the grant application can be considered. | | YES / NO | |

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| **CONTRIBUTION TO THE COUNCIL’S ‘CORPORATE STRATEGY WARWICK DISTRICT 2030’** | |
| **Priority 3: Creating vibrant, safe, and healthy communities of the future.** | |
| Reduce anti-social behaviour: |  |
| Reducing obesity, particularly in children: |  |
| Increase opportunities for everyone to enjoy and participate in sports, arts and cultural activities: |  |
| Engaging and strengthening communities: |  |
| Targeting disadvantage in rural / urban areas: |  |
| Environmentally sensitive - “clean, green and safe”, for example; project includes energy efficiency and renewable energy technology |  |

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| **FUNDING DETAILS** | | |
| **Source** | **£** | **Status - approved, requested or yet to be made?** |
| Parish / Town Council  NOTE: A financial contribution is normally expected |  | A formal contribution request **must** be completed and evidenced before a RUCIS grant application can be considered for award. |
| Organisation’s Own Funds - Please provide recent bank statements for all accounts held |  |  |
| Other funding / grants (please give details) |  |  |
| WDC RUCIS - Small Grants Scheme (projects with an overall cost of up to £10,000 inclusive of vat)  NOTE: Maximum allowed is 80%, or up to 90% if an environmentally sensitive project, of the overall project costs |  |  |
| WDC RUCIS - Main Grants Scheme (projects with an overall cost of over £10,000 inclusive of vat)  NOTE: Maximum allowed is 50%, or up to 60% if an environmentally sensitive project, of the overall project costs |  |  |
| **Total Cost of Project / Scheme =** | | |

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| **QUOTE SUMMARY** |

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| ***Organisation from which quote sought and work to be undertaken/purchase to be made***  *(Minimum THREE for all aspects of the project work)* |  | ***Written Quote Received?***  *(Yes / No)* |  | ***Quote Cost*** |
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| **PREFERRED BIDDER/QUOTE** |

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| ***Organisation and work to be undertaken/purchase to be made***  *(There is an expectation that the preferred organisation is the cheapest/best value quote)* |  | ***Lowest quote?***  *(Yes / No)* |  | ***Quote Cost*** |
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| *If the lowest bidder isn’t the preferred supplier/contractor, on what basis do you want to choose them to complete the project work?* |  |

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| **CHECKLIST** | |
| Last three years independently audited accounts enclosed;  Including recent bank statement for all accounts held | YES / NO |
| Three separate written quotations for all aspects of the project work | YES / NO |
| Copy of application(s) made to other grant providers (including Parish / Town Council) and acknowledgements of receipt. | YES / NO |
| Copy of approval of funding from other sources | YES / NO / Not Applicable |
| Copy of planning approval | YES / NO / Not Applicable |
| Plan and / or drawings | YES / NO / Not Applicable |
| Copy of lease agreement or title deed (proof of ownership) | YES / NO |
| Copy of insurance documents | YES / NO |
| Copy of equality policy | YES / NO |
| Copy of organisation structure chart | YES / NO |
| Proposals are open to examination by the Council’s officers including site visits and the right to monitor works during progress and on completion | YES (Mandatory) |
| Estimates of any future running costs of the project and how these will be met | YES / NO / Not Applicable |

**NOTE: Checklist statements detailed “Yes / No” - your application cannot be considered unless all items are answered “Yes” and where required documents / evidence are enclosed with the application.**

**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>

I have read and understand the above statement.

Name: Signature:

Date**:**