**UK Shared Prosperity Fund – Voluntary Sector Key Fund**

**Application Form**

Make sure you have read the Guidelines for Applicants before you complete this application. Please submit the application in Word document if typed, if handwritten please use black ink. **Please answer every question**. Where the question is not appropriate to your organisation or project, please write Not Applicable (N/A)

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| **Section 1: About Your Organisation** |
| Name of Organisation: |  |
| Address of Organisation: |  |
| Contact Details for the Person Responsible for the Project. | Name:Role in Organisation:Phone Number:E-mail Address: |
| Are you a part of a wider organisation/affiliated to any National Governing Body?  | Yes **[ ]** No **[ ]** If yes, please state which organisation / body:  |
| Please describe your Organisation. | **Organisation Type:**(e.g., Charity / Social Enterprise / Community Group)**Charity number** *(if applicable):***Company number** *(if applicable):* **Main Purpose / Goals:**(Mission statement / general area of work)**Geographical Area of Work:**(Local Community / County / Regional / National) |
| Is membership of your organisation and the project open to anyone who wants to join? | Yes **[ ]** No **[ ]** If no, please explain why: |
| How many paid staff / volunteers does your organisation have?  | Full-Time:Part-Time:Volunteers: |
| **Section 2: About your project** |
| Project Title: |  |
| Start Date: |  |
| End Date: |  |
| **Please describe your proposed project.***(What are you going to do? How are you going to achieve it? What exactly will the funding be used for? Who do you work with?)* |
| **Why do you need to do this project?** *(You must show evidence of need, ideally from the community / service users. Include any research / consultation you have conducted. Identify that there is no duplication / that demand exceeds supply of this service)* |
| **What is the community benefit of this project?** (*What difference will it make? Who will benefit? What are the short-term and long-term benefits?)*Number of Beneficiaries: |
| **Please include with your application any evidence of support (letters / emails / quotes)** *(From service users / local community and / or other organisations / key partners)* |
| **Which UK Shared Prosperity Fund Intervention does your proposed project align with?** *(Tick all that apply)*[ ]  Impactful Volunteering and/or Social Action Projects[ ]  Capacity Building & Infrastructure Support Local Groups [ ]  Community Engagement Schemes, Local Regeneration [ ]  Community Measures to Reduce the Cost of Living [ ]  Relevant Feasibility StudiesClick here for more information about the interventions: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1068877/UKSPF_Wales_outputs_and_outcomes.pdf> |
| **Targets/Outcomes** (*Please give measurable targets and any soft outcomes identified too* *and how will these be measured? Include volunteer recruitment and job creation/retention if applicable)**Outcomes will need to be agreed with a CVSC officer following the application stage.* |
| **Please describe your sustainability strategy for the project.***(How will the project continue when the funding has ended?)* |
| **Section 3: Project Financial Details** |
| **Expenditure** | **Cost £** | **V.A.T. £** | **Total £** |
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| **Total Project Cost £** |  |  |  |
| **Other Grants Applied** **for/ received £***(Please list and confirm* *if received / approved,* *we will need to see* *confirmation of this)* |  |  |  |
| **Amount Requested****from Voluntary Sector** **Key Fund £** |  |  |  |
| Is your Organisationregistered for V.A.T.? | Yes **[ ]** No **[ ]** *If yes, you will be expected to reclaim V.A.T. on your project and any grant paid will exclude the V.A.T. element.*  |
| This scheme is covered by the current UK Government Subsidy Control Act (2022). The total amount of Minimum Financial Assistance (MFA) received over a rolling period of three fiscal years should not exceed £315,000 per business\*. It is the responsibility of the Applicant to monitor the level of MFA received; you will be asked to declare that this has not been exceeded in the event of an offer being made. [\* The MFA financial threshold applies at company group level.] Has your organisation received more than £315,000 of MFA in the last 3 years?Yes **[ ]** No **[ ]**  |
| **Bank Details** |
| Account Name: |  |
| Bank Name & Address: |  |
| Sort Code: |  |
| Account Number: |  |
| Names of AuthorisedSignatories: | I/we confirm that our internal financial procedures require a minimum of two signatories (must not be related) per financial transaction.1.2. |
| **Section 4: Project Check List** |
| **Please ensure** the following documents have been included as part of your application.* **Copy of organisation constitution / governing document**  **[ ]**
* **Equal Opportunities, Language and Safeguarding policy (if required) [ ]**
* **Written quotes or estimates** **[ ]**
* **Copy of last available accounts** **[ ]**
* **Bank Statement [ ]**
* **Evidence/letters of community support for project (5 max) [ ]**
* **3-year business plan / development plan (if your project is in excess of £25,000)** **[ ]**
* **Copy of building lease (at least 5 years on project completion) / ownership (if required) [ ]**
* **Copy of planning permission or listed building consent (if required)** **[ ]**

**If any of these are not included, please send a covering note as to why/or when they will be received.** |
| **To be completed by a representative of the organisation / group:**I confirm that this application is submitted with the full knowledge and approval of the management committee / directors or trustees of this organisation.I confirm that all the information on this form is true and correct.

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| **Representative’s Name****:**  | **Position in Organisation:**  |
| **Phone Number:**  | **E-mail:**  |
| **Signature:**  | **Date:**  |

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Community and Voluntary Support Conwy (CVSC), operating on behalf of the UK Government will use your personal information in order to process your funding application. It will be entered on a database utilised by CVSC and its Third Sector Support Wales partners (further information and our privacy notice are available from <https://thirdsectorsupport.wales/privacy/>). The information will be held for the length of the UK Shared Prosperity Fund project and then destroyed securely.

**Please return completed Application Form and supporting documents to:**

grants@cvsc.org.uk

CVSC, 7 Rhiw Road, Colwyn Bay, Conwy, LL29 7TG

**For further help or advice please contact the Grants Team:**

**Phone:** 01492 523845 / 01492 523847 **E-mail**: grants@cvsc.org.uk

**About the UK Shared Prosperity Fund:**

The UK Shared Prosperity Fund is a central pillar of the UK Government’s Levelling Up Agenda and provides funding for local investment. As a part of this, Community and Voluntary Support Conwy (CVSC) are administering the Voluntary Sector Key Fund: a fund of £800,000 for 3rd sector groups in Conwy.