**East Suffolk Rural Village Hall and Community Centre**

**Repairs and Improvement Fund**

**Please ensure that you fully read the Guidance before applying and review the Section 6. Checklist below.**

1. **Organisation Information**

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| **Name of Community Centre/Village Hall/Community Hub** |  |
| **Venue Address & Postcode** |  |
| **Website Address** |  |
| **Total Amount of Funding Requested** |  |
| **Please provide a brief description of the repairs or improvements e.g. repair leaking roof and upgrade kitchen: 2 lines maximum** | |
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| **Please provide a short description of your building/facility e.g. the facilities and the groups that currently use it, including approximate numbers of total users per month:** | |
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**2. Eligibility**   
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**Delivery organisation details and documents**

**Which type of organisation are you?** *(If your project is operating under an ‘umbrella’ organisation and their own policies and procedures formally cover you, these will suffice).*

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| ***Click in the applicable BOXES and it will change to an ‘x’:***  Community or voluntary group  Registered Charity  Community Interest Organisation (CIO)  Local Branch of a National VCFSE Organisation | Charitable Company Limited by Guarantee  CIC / Social Enterprise  Village Hall/Recreation Ground Committee.  Town or Parish Council  Other - please state: |
| If registered charity, please state number: |  |
| If registered as a company, please state number: |  |

**Which policies and procedures do you have in place?**

**Which of the following insurance cover does the organisation hold?** *Please CLICK the appropriate boxes so a CROSS (X) appears.**It is recommended that Public Liability insurance cover is a minimum of £5 million*

Public Liability Yes  No  Not applicable

Employers Liability Yes  No  Not applicable

Professional Indemnity Yes  No  Not applicable

Other (please specify) Yes  No  Not applicable

1. **Project Details**

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| **Provide a short summary of the project:**  **This should include details of what the project is and why it is needed; what it will enable to take place in the building and how it supports your longer-term ambitions - Word limit 500.** |  |
| **How was the need described above identified e.g. routine maintenance checks, statistical data, local insight, user or resident surveys etc.**  **Word limit 150.** |  |
| **Project outputs and outcomes:**  *Please CLICK the appropriate boxes so a CROSS (X) appears for* relevant outputs and outcomes and provide figures against them  *You will be provided with a monitoring report from East Suffolk Council to capture outputs and how these have been achieved.* | |  |  | | --- | --- | | **Outputs** | **State numerical figure** | | Venues created or improved as a result of the grant |  | | Local events or activities in the venue supported as a result of the grant |  | | Increased users of venue/facilities (approximately) |  | | Volunteering opportunities created as a result of this grant |  | |
| **Project start date:** |  |
| **Project end date:**  ***The end date must be no later than 31 March 2026.*** |  |

You’ll need to collect data to illustrate how you’ve met your stated outcomes. Please describe the data you’ll collect, and how and when you’ll collect it:

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| **What data will be collected?**  *e.g. attendance figures, perceptions etc.* | **From whom?**  *e.g. service users, residents, other organisations etc.* | **Method of collection?** *E.g. survey, workshop, register of attendees etc.* | **When will it be available and collected?**  e.g. *quarterly intervals etc.* |
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**4. Selection criteria**

The answers you give in this section will help us to appraise your application. The grant guidance document contains specific guidance on each question below and explains what we expect your answer to contain.

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| **Strategic fit and priorities** |
| Please explain how your project delivers against the REPF Community Centre and Village Hall Repairs and Improvements Fund priority: **Supporting Community Centres, Village Halls and other Community Hubs to enable people to stay connected, supported, active and engaged in their community.** |
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| **Cross cutting themes – environmental, equality and diversity impacts** |
| 1. How you have considered the environmental impacts associated with the project: |
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| 1. It is a requirement to ensure that the project does not unfairly disadvantage anybody in terms of ethnicity, disability, age, gender, religious beliefs, marital status, gender reassignment and sexual orientation. Explain how you have considered any equality and diversity impacts associated with the project for example through an Equality Impact Assessment: |
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| **Project Delivery** |
| How you will ensure that the project is successfully delivered (on time and within budget), e.g. who will project manage it and any tools they will use: |
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**5. Project Costs & Budgets / Sustainability**

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| **How much funding are you applying for from this scheme?**  ***Please note that the maximum grant intervention rate on this scheme is 80% of eligible costs.*** | £ |
| **Total project costs net of VAT (unless VAT is non recoverable, in which case, explain why)**.  ***All items covered by this funding application MUST be paid for by 31.3.26*** | £ |
| **Outline any other funding options your organisation has considered and why this was not feasible.**  ***For example, have you considered bank loans, other grant schemes, self-financing etc., and sharing with a nearby Hall/Centre?*** |  |
| **Unrestricted Reserves: How much you have and why you cannot use this:** | £  Please explain why you cannot use this funding: |
| **Do you have any funding applications pending for this project? If so, who have you applied to and how much have you applied for?** |  |
| **Is there a funding shortfall? If so, how do you plan to cover this shortfall?** |  |

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| **Do you or your organisation have any connection or association with any of the businesses providing quotes on the project costs? If ‘Yes’, identify the supplier and explain the association.** |  |
| **How will this project and your Centre/Hall be sustained / maintained after the funding grant has been spent? *Eg Will your income be able to cover maintenance costs, bills, etc?*** |  |

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| **Does your project / activity require any permissions or licenses? *Eg Planning permission, permission from landlord or landowner and any additional licences from the relevant local authority?*** | Yes  No  If YES, please explain here: |

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| **Local Authority name** | **Date of approval/date expected** |
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| **Will the project take place on rented / leased / tenanted land or premises?**  **If ‘Yes’, attach with your email a letter of authority from the property or landowner** |  |

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| **List any other permissions or licences that are required for your project and when they will be obtained:** | |
| **Permission / Licence Required** | **Date due to be obtained** |
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**6. Submission Checklist**

*Before you submit this application, please ensure you have checked the following:*

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| **Description** | **Yes / No** |
| Have you read the guidance through in full before submitting? |  |
| Does this funding application cover items that will be paid for by **31.3.26?** |  |
| Have you made sure your project costs are eligible and can be funded (maximum 80% (please see guidance document) |  |
| Have you ensured that your application fits with the priorities of this fund? |  |
| Have you clearly demonstrated the need and demand for the project? |  |
| Have you attached all documents and evidence requested to your email? eg quotes and policies? |  |
| Have you read, understood and signed all THREE sections below? |  |

**7. Applicant Declarations & Data Protection**

**YOU ARE REQUIRED TO SIGN EACH OF THE THREE SECTIONS BELOW:**

The information you have supplied is being collected in order for East Suffolk Council to perform a task in the public interest and for our official functions. The task or function has a clear basis in law under section 50 and 51 of the United Kingdom Internal Market Act 2020.

Your information will be used to process your application for the East Suffolk Village Hall and Community Centre Grant Fund in accordance with the grant scheme guidance. Your application may be shared with the members of the Grant Panel as part of the assessment process, but your Information will not be used for any other purpose unless East Suffolk Council obtains your consent or unless permitted by law.

Due to corporate retention requirements for financial information relating to this scheme, information relating to this application will be retained for 7 years.

Data will be processed and held securely and in accordance with the UK General Data Protection Regulations and the Data Protection Act 2018 (and any updates).

Further information about data protection and the full Economic Development Team privacy notice can be found on the East Suffolk Website:

[https://www.eastsuffolk.gov.uk/assets/Your-Council/Access-to-Information/Privacy-Notices/Economic-Development-and-Regeneration-Privacy-Notice.pdf](https://www.eastsuffolk.gov.uk/assets/Your-Council/Access-to-Information/Privacy-Notices/Economic-Development-and-Regeneration-Privacy-Notice.pdf    )

I confirm that:

* I have the authority to represent the organisation making this grant application.
* All information provided in this application form is correct and complete to the best of my knowledge.
* I confirm I am not withholding any information that would be likely to affect the outcome of the application.
* I shall inform East Suffolk Council if, prior to any grant funding being awarded, I become aware of any further information which might reasonably be considered as relevant in deciding whether to fund the grant application.
* I have informed all individuals whose personal data has been included in this application or supporting paperwork that their information has been collected and shared, and I have advised them of the relevant East Suffolk Council Privacy Notices.
* I understand that without prior reference to me the information given in this application may be submitted for checking against records held by East Suffolk Council or other organisations (such as government departments, other agencies, local authorities and the police) for the purposes of assessing my eligibility for grant funding or for the purposes of the prevention and detection of crime.
* I understand that where checks against other departments or organisations are made and discrepancies are identified, the Council may provide details of this application to those departments and organisations, and this may result in changes being made to those external records.
* I understand that data recorded by or on behalf of East Suffolk Council is subject to the Freedom of Information Act 2000, including information provided in relation to grant applications.

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| **Signature:**  ***Enter your name in the box only if you agree to be bound by the terms set out in this form. We will treat this as your signature on the form (a typed name will suffice)*** |  |
| **Your Name:** |  |
| **Position within the Organisation:**  ***Please note that this should be someone with legal and financial responsibility.*** |  |
| **Your email address:** |  |
| **Your telephone number:** |  |
| **Date:** |  |

**8. Subsidy Control (formally State Aid)**

The EU State aid rules no longer apply to subsidies granted in the UK following the end of the transition period, which ended on 31 December 2020. This does not impact the limited circumstances in which State aid rules still apply under the Withdrawal Agreement, specifically Article 10 of the Northern Ireland Protocol. The United Kingdom remains bound by its international commitments, including subsidy obligations set out in the Trade and Cooperation Agreement (TCA) with the EU.

East Suffolk Council will be providing this grant to the business / organisation as a Minimum Financial Assistance (MFA) subsidy under the Subsidy Control Act (2022).

MFA subsidy limit is £315,000 over a three-year period (including your current financial year and the previous two financial years).

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| **Subsidies and State Aid** Has your organisation, or any received, in the last three years, or are currently applying for, any grants or Subsidies/State Aid including: de minimis aid received under the State aid rules pursuant to Commission Regulation (EU) No 1407/2013; Commission Regulation (EU) No 360/2012; MFA received under section 36 of the Subsidy Control Act 2022; services of public economic interest assistance received under section 38 of the Subsidy Control Act 2022; and subsidies (which may have been described as “small amounts of financial assistance” or “SAFA”) received under article 364(4) or 365(3) the EU-UK Trade and Cooperation Agreement? If *Yes*, please provide details below. *You may be asked to be provide copies of the agreements.*  ***Regulations:* de minimis aid received under the State aid rules pursuant to Commission Regulation (EU) No 1407/2013; de minimis aid for services of general economic interest** **received under the State aid rules pursuant to Commission Regulation (EU) No 360/2012; MFA received under section 36 of the Subsidy Control Act 2022; services of public economic interest assistance received under section 38 of the Subsidy Control Act 2022; and subsidies (which may have been described as “small amounts of financial assistance” or “SAFA”) received under article 364(4) or 365(3) the EU-UK Trade and Cooperation Agreement.**  Yes  No | | | |
| **Date of application / award** | **Name of provider** | **Amount awarded / applied for** | **Reason for or purpose of payment** |
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**Please sign below to confirm that the MFA threshold has not and will not be exceeded by the enterprise receiving the proposed assistance.**

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| **Your Name:** |  |
| **Signature:**  ***Enter your name in the box only if you agree to be bound by the terms set out in this form. We will treat this as your signature on the form (a typed name will suffice)*** |  |
| **Date:** |  |

**9. Scheme Promotion**

Your information will be publicly available as part of this application process - for example your information may be used for promotion and publication of press articles or for publicly available end project evaluations. By signing below, you acknowledge that your information will go into the public domain, and you are consenting to this and that you understand that either consenting or not consenting to this will not affect your application process.

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| **Your Name:** |  |
| **Signature:**  ***Enter your name in the box only if you agree to be bound by the terms set out in this form. We will treat this as your signature on the form (a typed name will suffice)*** |  |
| **Date:** |  |

**Queries? We will do our best to help! Please email** [**grants@eastsuffolk.gov.uk**](mailto:grants@eastsuffolk.gov.uk)