**[Please read the ‘Information for Applicants’ document (linked here) before completing this application form.](http://www.nottinghamshire.gov.uk/capital)**

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| **Summary of request:** | Gateway Sign(s) | Information Sign(s) | Memorial | |
| Notice Board | Other (please specify): | |  |

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| **Organisation Details** | |
| **Organisation Name:** |  |
| **Head Office Address:** |  |
| **Postcode:** |  |
| **Website / Facebook:** |  |

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| **Contact Information** | | |
| *Complete this section with the details of two people with whom we can discuss this application during office hours (9am – 5pm). These people must be over 18 years old. If your application is successful, the First Contact will be the contact we will use for on-going, day-to-day correspondence.* | | |
|  | **First Contact** | **Second Contact** |
| **Position in Organisation:** |  |  |
| **Title:** |  |  |
| **First name:** |  |  |
| **Last name:** |  |  |
| **Telephone 1:** |  |  |
| **Telephone 2:** |  |  |
| **E-mail:** |  |  |

**Please note**: It is strongly recommended that all contacts familiarise themselves with the **Local Improvement Scheme Privacy Notice** which is available on the Council’s webpage: [www.nottinghamshire.gov.uk/lis](http://www.nottinghamshire.gov.uk/lis)

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| **Project Information** |
| **Please briefly describe the need for this project / asset and how it will benefit the local community.**  *For example:*   * *What national / regional / local information is there to demonstrate a need for this capital project? E.g. does the application support / contribute to a local community plan? (e.g. local parish / town / village plan?);* * *Does the local community support the application? Has a consultation been carried out? How many people took part in the consultation? What were the responses/comments to the consultation?* |
|  |
| **Please list where the project / asset will be located, including the address and postcode.** |
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| **Financial Information** | | | |
| **Please list ALL itemised costs associated with this capital project / asset (including installation costs where appropriate):**  *If you are requesting funding for one or more signs, please state the size, style and cost of each sign.* | | | |
|  | | | |
| **What is the total cost of this capital project / asset?** | | £ | |
| **How much capital funding are you requesting from NCC?**  *Applicants can request up to 50% of the total cost of the capital purchase. The amount requested must be between £1,000 and £50,000. The maximum amount for partnership applications will be considered on a case-by-case basis.* | | £ | |
| **Please state the amount of funding already confirmed and identify the funders:** |  | | |
| **If you have no funding confirmed, how do you plan to raise the extra funds?** |  | | |
| **Do you have sufficient funding / resources to maintain this project for at least the next 3 years?** | | Yes | No |

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| **It is recognised that there are some challenges and/or risks involved in all projects. Please provide information about the main challenges and/or risks that you anticipate for this project and how your organisation plans to address them.** | |
| **Challenge / Risk**  ***(please indicate the likelihood of each risk in terms of low / medium / high)*** | **How will this be addressed?** |
| *Example: Someone objects to this project / asset. Low risk.* | *Example: Explain your process for dealing with objections.* |
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| **Any Other Information** | | |
| **Does this project / asset require planning permission?** | Yes | No |
| **Isthe applicant using an accountable body?** | Yes | No |
| **If you have any other relevant information to support your application, please provide this below:** *(250 words maximum, please do not include graphics / charts)* | | |
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| **Declaration** | |
|  | The organisation understands and accepts the Local Improvement Scheme Privacy Notice which is available on the Council’s webpage: [www.nottinghamshire.gov.uk/lis](http://www.nottinghamshire.gov.uk/lis) |
|  | This application contains true and accurate information and I (or an authorised representative from my organisation), will inform Nottinghamshire County Council ([LIS@nottscc.gov.uk](mailto:cvs.team@nottscc.gov.uk)), of any subsequent changes to the organisation contact details and / or plans relating to this application, in writing *(e-mail is acceptable)*. |

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| **Application completed by:** |  |
| **Role in Organisation:** |  |
| **Date of completion:** |  |

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| Remember to save this application to your computer. We strongly advise you to check your answers, as the information provided in this application will be considered during the assessment process.  When you are happy with your application, please share it with the Nottinghamshire County Councillor who is supporting this application and ask them to complete the section for County Councillors (the final page). You may wish to email this form to the County Councillor – or arrange to meet with them to discuss.  **Please note that the supporting County Councillor must be listed on the NCC website:** <http://www.nottinghamshire.gov.uk/council-and-democracy/councillors/contact-a-councillor> |

**Section for County Councillors**

**Please read this application carefully before continuing.**

In line with the principle of involving elected members in their communities, all applications for Local Improvement Scheme funding must be signed by a Nottinghamshire County Councillor for the District in which the project / asset will be delivered / situated. However, please note that:

* County Councillor support is **not** a guarantee of application success – all applications will go through the Council’s formal assessment process.
* Only the signature of a Nottinghamshire County Councillor will be accepted on the application form.

Please complete and sign the table below to indicate your support for this project.

|  |  |
| --- | --- |
| **County Councillor name:** |  |
| **County Councillor signature:**  (if you received this form by email, an e-signature is acceptable and is the quickest option) |  |
| **Date signed:** |  |

**County Councillor:**

After you have signed this application, please return it to the named contact on the first page of this application.

**Applicant:**

Once you have received signed support from your nominated County Councillor, please send this form to the Communities Team at: [LIS@nottscc.gov.uk](mailto:LIS@nottscc.gov.uk?subject=Capital%202018-19%20Application) by Thursday 28th February 2019.

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| **On receipt of your application form the Council’s Communities Team will aim to contact you within 12 working days to discuss your application and to explain any additional information required and / or process that needs to be followed in order to progress your application.**  ***“Thank you for your interest in the Local Improvement Scheme”*** |