Local Improvement Scheme: Capital Funding 2020-21

*Please note: This form is best completed electronically.*

**Summary of request:**

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| [ ]  Community Access | [ ]  Gateway Sign(s) | [ ]  Green Spaces | [ ]  Information Sign(s) |
| [ ]  Memorial  | [ ]  Pilgrim Roots 2020 | [ ]  Play Areas (incl. Skate Parks) | [ ]  Play Equipment |
| [ ]  Sport Facilities | [ ]  Other (please specify):  |

**Organisation Details**

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| **Organisation Name:** |  |
| **Head Office Address:***(including Postcode)* |  |
| **Website / Facebook:***(use separate lines)* |  |
| **Legal Structure of Organisation:***Select or highlight all options that apply to your organisation* | [ ]  A charitable company (limited by guarantee)[ ]  A charitable incorporated organisation (CIO)[ ]  A community interest company (CIC)[ ]  A community benefit society[ ]  A cooperative society[ ]  A Parish or Town Council [ ]  A sports club[ ]  A charitable Trust[ ]  An unincorporated association[ ]  Other (please state):  |

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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 indicate the person who will lead on publicity for this project:** | [ ]  | [ ]  |

**Project Information**

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| **What asset / project is this application for?** *e.g. new playground equipment, a new skate park, a village gateway sign, a new ramp and/or access paths that improves community access, sporting facilities, green / horticultural improvements to open spaces, memorial / heritage improvements, signposts and information boards, an asset that commemorates the Pilgrim Roots (50 words maximum)* |
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| **What information is there to show that there is a need for this capital project?***e.g. does the application contribute to a local community plan (i.e. parish / town / village plan)? Was a consultation carried out? How many Nottinghamshire residents took part in the consultation?**(250 words maximum)* |
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| **Please summarise the response to any consultations held, including information about supportive responses and objections** *(100 words maximum)* |
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| **How many Nottinghamshire residents are expected to benefit from this asset?** |  |
| **Will this capital project benefit the community for at least 3 years?** | [ ]  Yes | [ ]  No |
| **Please provide the full address and postcode for the proposed location:** |
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**Project Planning**

*Please note: All projects must be delivered between July 2020 and June 2021.*

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| **What date will this project begin?** |  |
| **What date will this project be completed?** |  |
| **What are the key stages for this project?***Please include dates, e.g. September 2020: Breaking ground, October 2020: Laying the foundations etc.*  |
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| **Who will oversee / manage this project?** |  |
| **Who will maintain this project over the next 3 years?** |  |
| **Please indicate below the status of any planning permission for this project / asset:** |
| [ ]  Not applicable | [ ]  Not submitted | [ ]  Awaiting outcome | [ ]  Granted | [ ]  Not granted |
| **Under the terms of the Local Improvement Scheme Agreement, Nottinghamshire County Council (NCC) must be acknowledged as a funder as part of all publicity about the project.** |
| **How do you plan to publicise the project?** *(e.g. press release, open day)* |  |
| **When do you plan to publicise the project?** *(please provide month and year)* |  |

**Financial Information**

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| **Please list all the Capital items you plan to purchase for this project, with their costs, below.*** *NCC cannot pay for VAT which organisations can reclaim.* ***Please do not include VAT in the costs of items for which you intend to reclaim VAT – speak to your financial advisor if you need further advice on VAT.***
* *Please use a separate line for each item. You can insert more rows if required.*
* *Please be as accurate as you can. Estimated costs are acceptable at this stage, however if your application is successful you will need to provide more details / quotes (and invoices on completion of the project).*
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| **Item (including number of items and cost per item)**  | **Total Cost** |
| *Example: Accessible ramp x2 @ £750 each excl. VAT* | £1,500 |
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| **What is the TOTAL cost of the proposed project to the organisation?***Please do not include VAT in the costs for items on which you intend to reclaim VAT.* |  |

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| **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 £30,000.*
 | £ |

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| **Please list all the funding you plan to use towards this project and whether it is confirmed.*** *Please use a separate line for each source of funding. You can insert more rows if required.*
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| **Source of funding / Item** *(e.g. fundraising, donated items, reserves)* | **Value** *(£)* | **Confirmed?** *(Y/N)* |
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| **What other funding or non-financial support does your organisation receive from NCC, for this project or otherwise?** *Please enter ‘None’ or ‘N/A’ if this is not applicable to your organisation.* |
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**Declaration**

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| This application contains true and accurate information and I (or an authorised representative from my organisation), will inform The Communities Team (LIS@nottscc.gov.uk) of any changes to the organisation or project in writing (e-mail is acceptable). | Yes / No |
| The organisation and contacts understand and accept 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) | Yes / No |
| The organisation confirms that they have in place the required governance documents and arrangements: Governing document, Health & Safety, Safeguarding and Equalities policies and procedures; and will provide these to the NCC on request. | Yes / No |
| The organisation accepts responsibility for the necessary requirements / regulations as appropriate for this project, e.g. planning permission, and will provide these to NCC on request. | Yes / No |
| The organisation confirms that they have considered and take responsibility for the difficulties and/or risks for this project and how the organisation will address them. | Yes / No |
| The organisation confirms that if successful, it will publicise the funded project in line with guidance from the Council: [www.nottinghamshire.gov.uk/LIS](http://www.nottinghamshire.gov.uk/LIS). | Yes / No |
| The person indicated as the lead for publicity on this project agrees to being contacted by the Communications and Marketing Team if this application is successful. | Yes / No |

**Next Steps**

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 elected **Nottinghamshire County Councillor** who is supporting this application and ask them to complete the section for County Councillors below. You may wish to email this form to the County Councillor and/or arrange to meet with them to discuss it in person.

**Please note that the supporting elected County Councillor must be 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 an elected 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 an elected Nottinghamshire County Councillor will be accepted on the application form.
* Please note the LIS funding year runs from July 2020 to June 2021. As such, all project plans must fall within these days.

**Please complete and sign below to indicate your support for the project as outlined in this application.**

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| **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 by Friday 28th February 2020.

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|  **The Council will notify all applicants about the outcome of their application as soon as possible after the awards have been approved by the****Communities and Place Committee.**  |