



Plain Action – Rural Development Programme for England

Application for grant between £1,000 and £9,999

| | | |
|---------------------------------|---|-----------------------|
| Plain Action to complete | | |
| Reference number: | Potential funding measure: | Date received: |

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SECTION A – ADMINISTRATION AND CONTACT INFORMATION

| | |
|---|--|
| A1 Applicant organisation: | |
| A2 Project name | |
| A3 Contact details. Name: | |
| Postal address: | |
| Telephone landline: | |
| Telephone mobile: | |
| Email: | |
| A4 Organisation details legal status and any registration numbers eg association /registered charity / limited company / Parish Council | |
| A5 Has your organisation received any European funding over the last 3 years? If so please name the source and managing authority in UK. | |
| A6 Organisation's purpose and main activities (50 words or less) | |
| | |



SECTION B – OUTLINE OF PROPOSED ACTIVITY / PROJECT

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|--|
| B1 Please describe in 200 words or less what your activity/project will do. |
| |
| B2 Why are you doing it? Please describe the need/issue you are addressing, and how you know your project is needed. |
| |
| B3 Please describe the local support you have and any other public recognition there is of the need/issue |
| |
| B4 Who will benefit? Please describe them (eg military dependent families, young mothers, school leavers, etc), where they live, and numbers. |
| |

SECTION C – TIMETABLE AND DELIVERY

| | |
|--|-------------------------|
| C1 How long will your activity/project last? (Yrs /mnths) | |
| C2 When do you hope to do it (finance permitting)? | |
| C3 Your planned activity / project timetable. | |
| Milestones / key stages | Yrs / mnths after start |
| | |
| | |
| | |
| C4 What experience do you / your organisation have of undertaking similar projects? | |
| | |

| C5 Who will manage the project/activity – and how? | | | |
|--|-------------------|------------|---------------------|
| | | | |
| C6 Do you need any permissions to carry out your activity/project, such as change of use, building control, consents? If so please indicate progress. | | | |
| | | | |
| C7 What could go wrong? Please complete the risk analysis below <u>proportional</u> to the nature of the activity/project. | | | |
| Risk identified | Severity / impact | Likelihood | Action / mitigation |
| | | | |
| | | | |
| | | | |

SECTION D: ACHIEVEMENTS AND CONTRIBUTION TO PLAIN ACTION

| | |
|--|--------------------------|
| D1 Which <u>one</u> of the following does your activity/project <u>primarily</u> address? | |
| Obj.1 Skills & training; helping people reach their potential and gain appropriate skills | <input type="checkbox"/> |
| Obj.2. Business & employment; supporting existing & new businesses & employment | <input type="checkbox"/> |
| Obj 3. Strengthening communities; improving basic services & facilities, addressing isolation | <input type="checkbox"/> |
| D2 How does your project/activity contribute to Plain Action's underlying themes? | |
| Military civilian integration | |
| Sustainability | |

D3 RDPE Outputs (for completion by Plain Action)

| Legislative Rationale | Code | Measure description | DEFRA Output Code | Output indicators • EU common (EU) • DEFRA Additional (Add) | Definition of Output | Defra Result code | Result indicator • EU common (EU) • DEFRA Additional (Add) | Definition of Results |
|-----------------------|------|---------------------|-------------------|---|----------------------|-------------------|--|-----------------------|
|-----------------------|------|---------------------|-------------------|---|----------------------|-------------------|--|-----------------------|

D4 Please describe here the lasting effect or impact of your activity/project.

D5 What will happen to the proposed project / activity if this application is unsuccessful?

SECTION E: FINANCE

E1 Expenditure

| Capital costs | £ |
|--|------------------|
| Equipment and supply of goods (IT, machinery, tools) | |
| Investment (purchase of land, buildings etc) and construction costs | |
| Value of 'in kind' contributions / non-monetary services | |
| Other (please specify) | |
| Subtotal capital costs | A |
| Revenue costs | |
| Staff costs (salary, NI, pension contributions) | |
| Administration costs and overheads | |
| Events, marketing and publicity External consultants, advice and suppliers of services | |
| External costs, consultancy and suppliers of services | |
| Investment (Capital purchases, land, buildings etc) | |
| Value of 'in kind' contributions / non-monetary services | |
| Other (please specify) | |
| Subtotal revenue costs | B |
| Total | C (A + B) |

E2 Income. (funds from own organisation and others; increase rows as necessary)

| Source | Confirmed or decision date | £ |
|---|----------------------------|---|
| | | |
| | | |
| Plain Action funding as requested in this application | NA | |
| Total income | to match C above | |

E3 Cashflow . You will only be able to claim for expenditure once made. There may then be a delay. Would this present a problem?

SECTION F: SUSTAINABILITY

| Describe how your project addresses: | | Slightly | Quite well | Very well |
|---|--|----------|------------|-----------|
| Environmental sustainability Eg conserving resources, minimizing transport and car journeys, enhancing the natural environment | | | | |
| Social and economic sustainability Eg encouraging community self reliance and involvement, use of local products, materials and services, supporting local businesses and employment incl those in env field. | | | | |

The following should be attached as indicated. Please indicate in the right hand column those attached

| Item | All applications | Some applications | Attached |
|---|------------------|-------------------|----------|
| Signed dated form | x | | |
| Electronic copy by email | x | | |
| Front and other relevant pages (max 5) of applicant organisation's governing instrument | x | | |
| Applicant organisation's latest Annual Accounts. | x | | |
| Consents and permissions | | x | |

NOW PLEASE READ AND SIGN THE DECLARATION OVERLEAF

G Declaration

I/We declare that:

- I/we have a copy of the Plain Action project managers' guide (small grants version) and in making this application are familiar with our obligations and commitments if successful.
- I/we confirm that the information supplied on this form is correct and complete. If successful, this funding will be used solely for the purposes shown in the application and will meet all the terms and conditions attached to any grant offer that is accepted.
- I/We understand the information provided in this application will be used to assess and select proposals for funding under the Rural Development Programme for England (RDPE).
- I/We agree to disclose information about this application to organisations or consultants which Plain Action wishes to consult during the appraisal, ongoing management and evaluation of RDPE applications.
- In applying for RDPE funding I/we accept conditions of payment and understand that payments may be withheld or recovered if it appears that any undertakings have not been complied with or a false or misleading statement has been made.
- We will not be seeking other EU or Defra support for the actions included in this application.
- I/We understand and accept that if this application is successful the grant award will be published by SWRDA, Defra, the EU and the RPA, including the name and address of the applicant and the RDPE funding that has been agreed.

I/We undertake that if this application is successful I/we will:

- Fulfil the obligations of the RDPE including promotion of EU/Defra inputs to this project.
- Provide any further information as may be required by SWRDA.
- Allow access to records and premises to which this application relates for the purpose of carrying out an inspection and ensuring the compliance of this undertaking. This will include allowing access for external auditors and consultants.
- Co-operate and participate as required in any monitoring or evaluation exercises conducted by Plain Action, SWRDA, appointed consultants, the RPA, Defra or the EU.
- Notify Plain Action immediately in writing if any changes occur to the application details.

Signatures

1. Signed:

Name (please print)

Position in organisation:

Date

2. Signed:

Name (please print)

Position in organisation :

Date

