



Plain Action – Rural Development Programme for England Micro-business Support Application for grant between £1,000 and £9,999

Plain Action to complete		
Reference number:	Potential funding measure: 312/313	Date received:

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SECTION A – ADMINISTRATION AND CONTACT INFORMATION

A1 Business/trading name:	
A2 Individual contact name:	
A3 <u>Contact details</u> Business postal address:	
Telephone landline/mobile:	
Email:	
A4 Is your business already in operation or are you currently setting it up?	
A5 Business legal status and any registration numbers e.g. sole trader, partner, limited company	
A6 Have you/your business received any European funding over the last 3 years? If so please name the source and managing authority in UK and provide brief details.	
A7 How many people do you currently employ (including yourself)?	
A8 What was your last full year's turnover (if applicable)?	
A9 Please describe briefly the nature and activities of your business.	



SECTION B – OUTLINE OF PROPOSED ACTIVITY / PROJECT

B1 SEE ALSO SECTION G BEFORE COMPLETING THIS. Please describe fully what you need a grant for (e.g. capital equipment training, to fund first year operating costs, publicity/marketing) i.e. **your project**

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B2 Please explain why the funds cannot be obtained elsewhere (e.g. from bank, own resources).

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B3 Please outline any wider community benefits that will result from the grant and from the operation of your business

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SECTION C – TIMETABLE AND DELIVERY

C1 How long will your project last? (Months)	
C2 When do you hope to do it (finance permitting)?	
C3 Your planned activity / project timetable in summary.	
Key stages	Months after start
C4 Please outline here briefly your background and business experience to demonstrate your capacity to undertake this project and develop your business?	

C5 Please indicate if you have had any professional advice or other support in developing this project / your business.

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C6 Do you need any permissions to carry out the project, such as change of use, building control, planning permission, other consents? If so please indicate progress.

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C7 What could go wrong? Please complete the risk analysis below proportional to the nature of the project.

Risk identified	Severity / impact	Likelihood	Action / mitigation

SECTION D: ACHIEVEMENTS AND CONTRIBUTION TO PLAIN ACTION

D1 Please indicate in descending order (i.e. 1,2,3) which, if any, of our objectives your project addresses?

Obj.1 Skills & training; helping people reach their potential and gain appropriate skills

Obj.2. Business & employment; supporting existing & new businesses & employment

Obj 3. Strengthening communities; improving basic services & facilities, addressing isolation

D2 Does your project/activity contribute to either of Plain Action’s underlying themes, and how?

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
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D4 What will you do if this application is unsuccessful?

SECTION E: FINANCE

E1 Costs *Please list items to be purchased and the source of the prices e.g. quote(s) obtained*

Capital costs e.g. equipment, land purchase, construction costs	£
Subtotal capital costs	A
Revenue costs e.g. wages, training, publicity, rent, consultants	£
Subtotal revenue costs	B
Total	C (A + B)

E2 Income

Source e.g. own resources, other funders / applications <i>(please explain)</i>	Confirmed or decision date	£
Plain Action funding as requested in this application		
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 any field.				

SECTION G: BUSINESS CASE

Please attach a sheet(s) showing the case for the proposed investment. This might amount to a business plan for your business for the next three years, or it may be more limited. Either way we need to see that there is a reasonable case for your proposition.

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

Item	Attached
Signed dated form	
Electronic copy by email	
Front and other relevant pages (max 5) of documents establishing business legal status	
Applicant organisation's latest Annual Accounts.	
Business case / business plan	

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

