



Department of
**Agriculture and
Rural Development**
www.dardni.gov.uk

AN ROINN
Talmhaíochta agus
Forbartha Tuaithe

MANNYSTRIE O
Fairms an
Kintra Fordèrin



Rural Micro Capital Grant Programme 2015 Phase 2

Application Form

Grant aid is available to eligible rural community-led, voluntary organisations to tackle rural poverty and / or social isolation within their local community. Funding can only be used for short term, capital projects. Revenue / Running costs (e.g. wages, rent, utility costs, etc) will not be funded.

Grant aid in the range of £200 minimum and £1,500 maximum is available. You must be able to provide 15% (minimum) cash match funding towards the cost of your project.

For the Ards and North Down Borough Council, County Down Rural Community Network is delivering this Programme on behalf of the Department of Agriculture & Rural Development.

Please return your completed form and scanned, electronic attachments by email to:
info@countydowntnrcn.com

If you are unable to submit online then the completed application form and attachments (e.g. constitution, insurance certificate/schedule, quotes, etc) should be returned in a sealed envelope, clearly marked **Grant Aid Application** to:

County Down Rural Community Network
Ballymote Centre, 40 Killough Road, Downpatrick BT30 6PY

NB If you have already received an award through Phase 1 of this Programme you are NOT eligible to re-apply

**Applications must be received by 12 Noon on Friday 30 October 2015
Late or incomplete applications will NOT be accepted.**

Please read the Guidance Notes for Applicants carefully before completing this form and remember to keep a copy of the completed application form for your own records.

For Official Use only

Date / Time Received:		Application Ref:	RMCGP15 – P2 -
Acknowledged by:		URN Number:	

Please complete the form in black ink and in BLOCK CAPITALS or type in font size 12.

Section 1: About your Organisation

1.1 Name of organisation / applicant.

1.2 Name of Contact Person. (should be available to answer queries Monday-Friday)

1.3 Position held in organisation.

1.4 Full registered postal address of organisation.

Postcode:

1.5 Address for Correspondence. (If different from above)

Postcode:

1.6 Telephone Landline:

Mobile:

1.7 E-mail Address:

1.8 If you have any particular communication needs, please tell us what they are.

1.9 Please outline the main aims, objectives and remit of your organisation.

1.10 Are you a not-for-profit, voluntary organisation? YES NO

A Unique Reference Number (URN) is a reference number assigned by the Department for Social Development (DSD) to organisations in the Community and Voluntary Sector as a means of recording all awards of grant funding made to an individual organisation.

If you have a URN please enter it here:

1.11 Is your organisation VAT registered? YES NO

If yes, our VAT registration number is

Section 2 - About your Project

2.1 Title / Description of Project:

2.2 Which Council ward(s) will benefit from the project? (Please provide details)

2.3 DARD is providing funding for this Programme as part of its Tackling Rural Poverty & Social Isolation Framework (Refer to Annex 3 of the Guidance Notes for Applicants for more detail). **Please describe how your project will contribute to reducing rural poverty and social isolation in your local community.**

2.4 Which theme will the project principally focus on?
 (Please tick **only** one box, as most appropriate to your project)

- Modernisation (of existing premises / assets)
- Information & Communications Technology
- Health and Well Being

2.5 How many people will benefit from your project?

2.6 Has your project already started? YES / NO

2.7 Can this project be completed and grant claimed within four months?
 YES / NO

Section 3 - Funding your Project

3.1 What is the estimated total cost of the project?
 Please provide a breakdown of the various items of the project, their estimated costs (based on the lowest quotation) and the grant sought for each item. Please ensure you complete Annex A highlighting the preferred quotation/ supplier and return along with supporting information showing that value for money will be sought when purchasing these items (at least 2 written or internet search print-outs for each item **must** be provided with your application). Note that second-hand equipment is not eligible.

ITEMS	Estimated Cost £	Grant Sought £
Total		

Continue on a separate sheet if necessary.

3.2 The Rural Micro Capital Grant Programme 2015 can provide up to 85% of the total cost of your project, up to a maximum grant of £1,500. Match funding must be in the form of a 'cash' contribution. Labour or 'in-kind' contributions **cannot** be accepted. Grants are payable on completion of your project. No advance payments are available. This grant cannot be used to 'match' another funder's project.

Please give details below of how you intend to fund your project.

Source of Funding	Amount (£)
Rural Micro Capital Grant Programme 2015	
Own resources	
Total Cost of Project	£

NB The total project cost must not exceed £3,000.

Section 4 - Additional Information

4.1 Please provide any other information which you consider relevant to your application and list any reports, etc. relating to you or your organisation and /or the project which you have enclosed.

Evidence of Value for Money

Annex A

Please use this form to provide detail of the quotes that you have obtained in respect of the individual items you wish to purchase. An example has been provided in the first line. Continue on a separate sheet if necessary.

ITEM	ESTIMATED COSTS – QUOTES RECEIVED				PREFERRED SUPPLIER	COST
	Supplier 1	Quote	Supplier 2	Quote		
<i>Printer, Model XYZ Windows 10</i>	<i>ABC Printers Ltd</i>	<i>£205.12</i>	<i>Printers R Us</i>	<i>£210</i>	<i>ABC Printers Ltd</i>	<i>£205.12</i>

NB:

- At least 2 quotes from 2 separate suppliers should be sought for each item.
- Quotes should be 'like-for-like', particularly where items are specific e.g. laptop / IT / lawnmower etc., quotations for the same make and model of products must be provided.
- Written quotes should be addressed to your organisation.
- Internet searches should be printed off and sent with your application – we will not accept website addresses / links to websites.
- The lowest quotation should be selected with corresponding costs detailed on the application form.
- Please note that DARD will reimburse the cost of the lowest quotation.

CHECKLIST

Have you filled in all parts of the form, including Annex A ?		Are you sure this project can be completed and grant claimed within four months?	
Have you provided contact details where we can contact you between 9am and 5pm on weekdays?		Have you included a fully costed breakdown of the project budget?	
The following documents must be attached to your application:			
Constitution / Governing documents		Accounts / Financial Statement	
Recent Bank / Building Society Statement (within 3 months)		A copy of your lease/ proof of ownership (projects involving work to your building)	
Copy of your current Insurance certificate & schedule (Public liability / contents / building / employers as appropriate)		Quotations (two written quotes for each item, printed internet searches acceptable.) detailed at Annex A.	
Additional pages, where appropriate		NB we cannot accept links to websites etc	

Please ask for assistance or clarification on any of the above from CDRCN.

DECLARATION

Note: If returning your completed Application Form by post or by hand, signatures are required from two persons in authority within your organisation including the Chairperson and another office bearer e.g. Secretary or Treasurer. If you are returning the Application Form electronically, then type in the appropriate names below. If your application is successful, appropriate signatures will be collected through the Letter of Offer process.

Signed:	Chairperson
Name: (block caps)	Date:

Signed:	Position held:
Name: (block caps)	Date:

Closing Date for receipt of completed application forms is:

12 Noon on Friday 30 October 2015

No LATE or INCOMPLETE applications will be accepted.

Data Protection and Freedom of Information Issues

DARD and our delivery agents take data protection and freedom of information issues seriously. We take care to ensure that any personal information supplied is dealt with in a way which complies with the requirements of the Data Protection Act 1998. This means that any personal information you supply will be processed principally for the purpose for which it has been provided. However, DARD may also use it for other legitimate purposes in line with the Data Protection Act 1998 and Freedom of Information legislation. These include:

- Occupational health and welfare;
- Compilation of statistics;
- Disclosure to other organisations when required to do so; and
- Disclosure under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 where such disclosure is in the public interest.

WARNING

To knowingly or recklessly make a false statement to obtain aid for yourself or anyone else, will lead to disqualification, liability to refund of any aid already paid and possible prosecution.

The information provided on this form may be made available to other Departments/Agencies for the purposes of preventing and detecting crime.

DARD FRAUD HOTLINE 0808 1002716

The Rural Micro Capital Grant Programme 2015 is funded by the Department of Agriculture & Rural Development as part of its Tackling Rural Poverty and Social Isolation Framework.