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**Rural Micro Capital Grant Scheme 2020**

**Application Form**

***Please ensure you have read the guidance notes before completing this application form and remember to keep a copy of the completed application form for your own records. Please do not alter the format of this form and use only the space provided.***

*The Department takes data protection, freedom of information and environmental information issues seriously. It takes care to ensure that any personal information received from you is dealt with in a way which complies with the requirements of the General Data Protection Regulation (2016). This means that any personal information you supply will be processed principally for the purpose for which it has been provided. However, the Department is under a duty to protect the public funds it administers, and to this end may use the information you have provided for this purpose.*

*A full copy of the DAERA Privacy Statement can be found here:-* [*https://www.daera-ni.gov.uk/daera-privacy-statement*](https://www.daera-ni.gov.uk/daera-privacy-statement)

### Applications must be received by 12 noon on Friday 2October 2020

**Section 1: About your Organisation**

|  |  |  |  |
| --- | --- | --- | --- |
| **1.1** | **Name and Registered Address of Organisation**: | **Post Code:** | |
| **1.2** | **Name of Contact Person:** |  | |
| **1.3** | **Position held by Contact Person in Organisation:** |  | |
| **1.4** | **Correspondence Address**  (If different from 1.1 above) | **Post Code:** | |
| **1.5** | **E-mail address:**  (of Contact Person) |  | |
| **1.6** | **Phone Number:**  (of Contact Person) | **Landline** | **Mobile** |

**For Official Use only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date / Time Received:** |  | **Application Ref:** | **RMCGS 2020 -** |
| **Acknowledged by:** |  | **URN Number:** |  |

**Section 1: About your Organisation - Continued.**

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| **1.7** | **If you have any particular communication needs, please tell us what they are.** | | |
| **1.8** | **Please outline the main aims, objectives and remit of your organisation.** | | |
| **1.9** | **Are you a not-for-profit, community voluntary organisation?** | **Yes\*** | **No\*** |
| **1.10** | **If you have a URN please enter it here:**  A Unique Reference Number (URN) is a reference number assigned by the Department for Communities (DfC) to organisations in the Community and Voluntary Sector as a means of recording all awards of grant funding made to an individual organisation. ( govfundingpublic.nics.gov.uk ) |  | |
| **1.11** | **Are you a registered charity?** | **Yes\*** | **No\*** |
| **If yes, enter your Charity Commission number here.** |  | |
| **1.12** | **Is your organisation VAT registered?** | **Yes\*** | **No\*** |
| **If yes, please enter your VAT registration number:** |  | |

## \*Please indicate as appropriate

**Section 2 - About your Project**

|  |  |  |  |
| --- | --- | --- | --- |
| **2.1** | **Project Title:** |  | |
| **2.2** | **If the project is to**  **modernise a building**  **please state building address:** | |  |
| **Project Description:** | | |
| **2.3** | **Please describe how your project will contribute to reducing rural poverty and social isolation in your local community**.  DAERA is providing funding for this Scheme as part of its Tackling Rural Poverty and Social Isolation Framework (Refer to Annex 3 of the Guidance Notes for Applicants). | | |
|  | | |

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| Section 2 - About your Project - continued | | |
| **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 and Communication Technology** |  |
| **Health and Well Being** |  |

## Please refer to ‘What can be funded’ section on page 2 of the Guidance Notes

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| --- | --- |
| **2.5** | **Please describe how your project will focus on the chosen theme?** |
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| **2.6** | **If you are applying to obtain items / complete activities related to recovery from Covid please indicate how your project will benefit from these?** |
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| **2.7** | **How many people do you estimate your project will contribute to improving the lives of? \*\*\*** |  |

## Please refer to ‘Notes’ Section on page 4 of the Guidance Notes;

|  |  |  |  |
| --- | --- | --- | --- |
| **2.8** | **Have the item(s) for which you are now applying for funding already been purchased?** | **YES\*** | **NO\*** |

## Section 3 - Funding your Project

|  |  |  |  |
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| **3.1** | **What is the total cost of the project?**  Two quotes for each item **must** be provided with your application and you are required to highlight the preferred quotation / supplier. These amounts should be net after taking into account recoverable VAT. Delivery costs can be included as part of the overall quote amount.  **Please also complete Annex A.** Note that second-hand equipment is **not** eligible. Continue on a separate sheet if necessary. | | |
| **ITEM(S)** | **Cost**  **£** | **Grant Sought**  **£** |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** |  |  |
| Section 3 - Funding your Project – Continued | | | |
| **3.3** | The Rural Micro Capital Grant Scheme 2020 can offer grant aid from 50% up to 85% of the total cost of your project between **£200** and **£1,500**. **NB: The total project cost must not exceed £3,000.** 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 Scheme 2020 |  | |
| Own resources |  | |
| **Total Cost of Project** | **£** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **3.2** | **Can this project be completed and grant claimed by 31 March 2021?**    Your organisation must complete the project, pay for all items and submit a claim by 31 March 2021. **NO** extensions will be permitted. | **YES\*** | **NO\*** |

## \*Please indicate as appropriate

|  |  |  |
| --- | --- | --- |
| 3.4 | **Has your organisation previously received a rural micro-capital grant?** | **Yes / No** |
| If yes, please list these below. |  |

## Section 4 - Additional Information

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| --- | --- |
|  | **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.** |
|  |  |
| 4.2 | **The RMCGS 2020 necessitates attendance at a workshop prior to Letter of Offer of grant aid. If you are the person who attended RMCGS workshop in 2019 confirm below by adding your name. In the event the project proposal is accepted you will not be required to attend the workshop.** |
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**CHECKLIST**

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| **Please ensure you have:** | **√** |
| Filled in all parts of the form, including Annex A. (Last page of this application form) |  |
| Provided contact details where we can contact you between 9am and 5pm on weekdays. |  |
| Included a fully costed breakdown of project budget (taking into account recoverable VAT). |  |
| Provided a copy of your Constitution / Governing documents signed and dated by an office bearer which details management committee of at least 3 & financial procedures. |  |
| Provided a copy of your most recent signed Accounts or a signed Financial Statement. |  |
| Provided a copy of most recent Bank / Building Society Statement. |  |
| Provided 2 x Quotations for each item, as detailed at Annex A. |  |
| Provided a copy of your lease / proof of ownership (for project involving modernisation work to a building). |  |
| Identified to DAERA any Conflict of Interest, however arising, that may occur between your organisation and any other organisation, supplier, person or employee associated in any way with the delivery of the Project. |  |
| **Finally, are you sure this project can be completed, paid for and grant claimed by 31 March 2021?** | |
| **Please ask for assistance or clarification on any of the above from County Down Rural Community Network.** | |

### DECLARATION

**Note:** Signatures are required from two persons in authority within your organisation including the Chairperson and another office bearer e.g. Secretary or Treasurer. In returning the Application Form electronically, 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:** |

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

**The Rural Micro Capital Grant Scheme is funded by the**

**Department of Agriculture, Environment and Rural Affairs as part of its**

**Tackling Rural Poverty and Social Isolation Programme.**

For the Ards and North Down Council and Lisburn & Castlereagh Council areas, County Down Rural Community Network is delivering this Scheme on behalf of the Department of Agriculture, Environment and Rural Affairs.

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| --- |
| Please email your completed application and scanned, electronic attachments to:  [microgrant@countydownrcn.com](mailto:microgrant@countydownrcn.com) |
| Applications must be received by 12 noon on Friday 2 October 2020Late or incomplete applications will NOT be accepted. |

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| Data Protection and Freedom of Information Issues DAERA 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 2018 and the General Data Protection Regulation. This means that any personal information you supply will be processed principally for the purpose for which it has been provided.  However, DAERA may also use it for other legitimate purposes in line with the Data Protection Act 2018 and Freedom of Information legislation. These include:   * + - Occupational health and welfare;     - Compilation of statistics;     - Disclosure to other organisations when required by law to do so;     - Disclosure under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 where such disclosure is in the public interest;     - The prevention and detection of fraud or maladministration (e.g. The Comptroller & Auditor General and HM Revenue & Customs).   **For further details on your privacy see the** [DAERA Privacy Statement](https://www.daera-ni.gov.uk/daera-privacy-statement) ([www.daera-ni.gov.uk/daera-privacy-statement](http://www.daera-ni.gov.uk/daera-privacy-statement)) |

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| 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.  **DAERA FRAUD HOTLINE 0808 1002716** |

**Evidence of Value Annex A**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Estimated costs – quotes received** | | | | **Preferred Supplier** | **Cost** |
| Supplier 1 | Quote | Supplier 2 | Quote |
| Example:  Printer, Model XYZ Windows 10 | ABC Printers Ltd | £205.12 | Printers R Us | £210 | ABC Printers Ltd | £205.12 |
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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.

NB:

* At least 2 quotes from 2 separate suppliers should be sought for each item.
* Quotes should be ‘like-for-like’; like for like refers to the specification relating to the item. E.g. For a laptop, the specification should be written using specific detail of the product features (15inch screen, storage, memory, etc.). Email quotes are acceptable and should include any covering email.
* Quotes must be dated prior to close of call and contain the supplier’s name.
* The lowest quotation should be selected with corresponding costs detailed on the application form. DAERA will reimburse at the cost of the lowest quotation. Delivery costs can be included as part of the overall quote amount.