Rural England Prosperity Fund: Colchester City Council

Guidance Notes for making a Full Application

Community Support

This guide explains how to complete a Full Application (FA) form for Colchester City Council's Rural England Prosperity Fund.

Before you start

Before you fill in the form read the ***REPF CCC Delivery Plan for Applicants – Round 3*** that sets out the Priorities and Objectives for the area (which can be found on our website - Applying for a grant · Colchester City Council)

It will help your application if you answer the questions on the application form as fully and clearly as possible. Make sure that the information you give us is focussed and factual and be realistic when describing what your project will achieve.

Don't ask for the full amount if you don't need it: Just because you can get (say) 50% of your costs covered, don't ask for that amount if you don't need it. As long as you stay below the maximum, you can tell us what grant rate you want. (It's better value for taxpayers' money.)

When to send your form

You must submit your full application no later than 5pm on Monday 14th July 2025

How to send your form

You must email your completed full application form as a Microsoft Word attachment only to the email address: REPF.Applications@colchester.gov.uk. You must also attach the completed ***REPF CCC Full Application Spreadsheet Community Round 3*** as a Microsoft Excel document to the email as well as all other supporting documents.

Please note that we are unable to accept electronic applications submitted in other formats other than Word. We will not accept handwritten, scanned or PDF application forms.

We are unable to return any supporting documents so please send copies with your application and not originals.

Your application will be appraised prior going to an approval panel. You will be notified within 5 working days of the outcome of the panel. Please **DO NOT START WORK** on your project prior to receiving written approval.

Filling in the FA Form

Complete every section. You must fill out every section on the form, unless the instructions say you can either write 'N/A' or move to the next question.

Part A: Word Document Full Application Form

Section 1: Project Identification details

1.1: REPF reference number: This is for Internal use only.

1.2: **Project name:** Please provide the name of your project that will be included in any correspondence.

1.3: REPF Priority: Please enter the REPF Priority that you are applying under. The priorities are set out in the *REPF CCC Delivery Plan for Applicants*.

Section 2: Applicant details

2.1 Name of organisation: Please tell us the full name of your organisation. This is the name used on your annual financial accounts and your organisation bank account.

2.2 Organisation address, including postcode: Please give the full address of the applicant organisation. If the organisation has more than 1 address, it should be the address that all postal correspondence should be sent.

2.3 Applicant name: Give your title, first name and surname.

2.4 Role in organisation: Provide your job title or details of your position/role within the business.

2.5 Applicant email address: Please provide the email address we should use to contact you if we have any queries regarding the application. We will use email as our main way of contacting you so please make sure you provide an address that you check regularly.

2.6 Applicant mobile phone number: Please provide your mobile phone number in case we need to speak to you directly.

2.7 Oorganisation telephone number: It is helpful for us to have 2 different telephone contact numbers should we need them.

2.8 Linked businesses: Is the applicant organisation linked with any other business or is it a parent company in a group structure or a subsidiary of a larger organisation? If your organisation is linked to other businesses, we will need to ensure that it still meets the business size requirements for the type of grant you are applying for. Businesses are considered to be linked when:

- one business holds a majority of the shareholders' or members' voting rights in another business.
- one business is entitled to appoint or remove a majority of the administrative, management or supervisory body of another.
- a contract between the business, or a provision in the memorandum or articles of association of one of the businesses, enables one to exercise a dominant influence over the other.
- one business is able, by agreement, to exercise sole control over a majority of shareholders' or members' voting rights in another.

You will need to provide this information at question 2.8a for all linked businesses:

- number of employees.
- turnover; and
- net assets figures.

You must submit latest financial accounts for all linked businesses. If you are part of a group structure (a parent or subsidiary company) you must also provide consolidated group accounts.

2.9 Directors / insolvency register: Please complete the table with yes/no answers to each question and provide details relating to any 'yes' answer. Business 'principals' means an owner, partner or director. Please note that a 'yes' answer will not automatically exclude you from receiving grant funding.

Section 3: Your project

3.1 Project name: Please provide the name of your project that will be included in any correspondence and in any publicity. This should be clear and concise, and preferably no more than 50 characters. Ideally, the project name should be your business name followed by up to 5 words describing the project – for example, Eastern Parish Council: Playground development

3.2 Organisation background: Please provide us with detail to show how your organisation has developed and how and why the proposed project has been identified. What is the history of the organisation and how does this project fit within future plans?

3.3 Project description: In a maximum of 500 words, please describe exactly what the project is, what it will do and what it will achieve. Tell us what you are going to do, buy, build, install or create with the grant funding.

3.4. Timescales: We need to know your proposed project timescales – input the proposed start date of the project (which is the date you intend to start work on your project and start incurring eligible costs) and the proposed financial completion date (which is the date you will have completed your project, incurred all costs and have submitted your final grant claim).

When considering the project timescales, please be realistic in how long the project will take. This is a common area where applicants underestimate the project timescales. However, you should aim for your project to be finished and paid for, and **all grant claims submitted, by 17th March 2026**. You must ensure that your project can be completed and paid for in full within these timescales.

Section 4: Project costs, funding and quotes

4.1 Total project expenditure: Enter the total cost in £. This is the total expenditure of your project. This should be the total net cost, unless your business is unable to reclaim full VAT and you wish to include VAT in your grant request. For further guidance on VAT, see 8.7 below.

4.2 Total REPF CCC grant funding sought: Tell us how much grant you are applying for in £ (this should be to 2 decimal places for example £20,000.00). Please make sure this is within the minimum and any maximum grant amounts set out in the *REPF CCC Delivery Plan for Applicants*.

4.3 Detailed costs of your project: please provide details of all costs for your project (both grant funded, and non-grant funded). Wherever possible, group the costs into subheadings, for example building costs, ground works, processing equipment etc.

4.4 Sources of project funding: Describe the sources of all the project funding you have secured or have conditional agreement for (subject to grant being awarded for the project), their status and the amount.

You'll need to provide evidence of the match funding part (sub point I above) with your application. This could be an email, letter or copy of the agreement to support this which must show:

• where the funding is coming from (a named person or organisation).
• how much the funding is for.
• that the amount is sufficient to fund the project.
• who the funding is being offered to; and
• the date of the offer.

If you're funding the project from other sources, such as savings, personal loans from family/friends, director's loans or cash reserves within the business you must also be able to demonstrate where it is coming from, how much it is for and that it is sufficient to help fund the project, for example a bank or building society statement that shows the funds are available to the business. If the funding for the project is part of a larger mortgage or loan, please explain how you will be able to make use of this facility and demonstrate that there are sufficient funds available for the project.

4.5 Irrecoverable VAT: Where VAT can be recovered from HMRC, it should not be included in your project costs. Please explain here if you have included VAT in your project costs and why it is not recoverable. This would normally be if your business is not VAT registered.

If you are including VAT in your project costs and grant request, you will need to provide a letter from HMRC or a professionally qualified independent accountant to confirm that you are not VAT registered or are making exempt supplies.

A professionally qualified accountant is defined as: a member of CIMA or the CCAB constituent bodies (Chartered Institute of Management Accountants); or Institute of Chartered Accountants in England and Wales ICAEW, Association of Chartered Certified Accountants ACCA, Chartered Institute of Public Finance and Accountancy CIPFA, Institute of Chartered Accountants of Scotland ICAS, and Chartered Accountants Ireland).

This table may help you decide whether you can include VAT in your project costs or not.

Status	Outcome
You are registered for VAT and making regular returns of VAT to HMRC	You will NOT be able to include VAT in your project costs or grant request because it is recoverable in full on VAT returns
You are not registered for VAT because your business is below the threshold for supplies	You will be able to include VAT in your project costs and grant request provided this status can be verified with your full application
You are not registered for VAT because you opted to join the Agricultural flat rate scheme instead	You will NOT be able to include VAT in your project costs or grant request because the flat rate scheme you have chosen to join is a simplification instead of registering for VAT. The terms of the scheme mean that you receive compensation for not being able to recover VAT paid by your business by retaining a Flat Rate Addition (FRA) added to sales invoices in respect of supplies made to VAT registered customers
You are registered for VAT but you have also opted to join a flat rate scheme	You will NOT be able to include VAT in your project costs or grant request because the flat rate scheme you have chosen to join is a simplification which compensates you for not being able to reclaim input VAT. In addition, you

	are able to reclaim input VAT on certain capital assets costing over £2,000 through your VAT returns
You are registered for VAT and making exempt supplies meaning that not all VAT paid can be recovered on returns of VAT to HMRC	You may be able to include SOME of the VAT in your project costs or grant request providing the extent to which your business cannot recover VAT can be verified by CCC at full application and claim stages

4.6 Evidence of costs: You must provide the required number of quotes or references to catalogue listings for every item included in your application to demonstrate how you will get best value for it.

You must provide details of all the evidence of costs on Tab B 'Costs and suppliers' in the FA spreadsheet.

This table explains how many quotes or catalogue references are required, depending on the value of an item.

Value of item or service	How to show value for money
£1,500 or less	2 quotes or references to 2 catalogue listings (including online suppliers)
>£1,501 to £10,000	3 quotes or references to 3 catalogue listings (including online suppliers)
>£10,001 - £50,000	3 quotes or 2 quotes and a reference to a catalogue listing (including online suppliers)
>£50,001 or more	3 quotes

If you have not provided the required number of quotes or references to catalogue listings for any item included in your project costs, please explain why. Are there no other suppliers available, either domestically or globally? You also need to explain how you have ensured that the cost of the item represents value for money and provide evidence of this with your application.

All quotes or tenders must:

• come from different, independent suppliers who are not linked to each other or to your business through shared ownership or control.
• be sourced independently by you or your agent. A supplier cannot source quotes from other suppliers on your behalf; and
• meet the detailed requirements set out below.

The quotes or tenders must:

• include a detailed and itemised breakdown of costs.

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- include the supplier's business name, address (including postcode) and telephone number.
- be comparable with each other in terms of quality, size, quantity, units and specification for every item.
- have been obtained within the last 9 months and still be valid; and
- be addressed to the applicant business or agent (containing the business name, business or project address, if different, and postcode). If the quote is addressed to your agent, it must clearly reference the project and its location.
- If the quotes or tenders don't meet the requirements shown above, you may need to submit revised quotes or tenders that do. Ultimately, we may remove the item from consideration if it is not supported by valid quotes or tenders.

Lowest quote

We expect applicants to use the best value quote – that means getting the best value on the market and so you are expected to use the cheapest supplier for each project item. Where a more expensive quote has been selected, we will base any grant on the value of the cheapest quote only. You can still use a more expensive supplier but will be expected to fund the difference in cost yourself fand explain your rationale.

4.9 Second hand items: Provide details of any project items that you intend to purchase second hand and why you wish to do this. When you request quotes for the second-hand item, you will need to ask the supplier to confirm the following points (provide a copy of the email with your application):

- detail of the origin of the item and confirmation that during the previous 7 years the item has not been purchased with public funding. If you are unable to obtain this confirmation from the supplier you should make your own enquiries and provide us with a declaration to confirm that to the best of your knowledge, the item has not previously been grant funded.
- that the item meets health and safety legislation.
- that the item doesn't cost more than the market value for new equipment; and
- that the item is operational and fit for the purpose of the project as described by you to them when you get the quote.
- You will also need to confirm that the item specification is equal to or better than a new equivalent version, that it meets the requirements of the project and is expected to last for the duration of any grant agreement that might be offered to you.
- You will also need to confirm that the description given to the supplier was consistent with the purpose for the project as set out in your application (you could supply any email you sent to all prospective suppliers asking them to provide a quote that sets out what you want to use the equipment for).

If you are unable to obtain the supplier confirmation with the quote, you must explain why and tell us how you know that the item will meet the criteria as set out above. What other

evidence do you have? Please bear in mind that if you do not provide confirmation from the supplier that meets these requirements prior to claiming any grant, we will be unable to make payment. If your second-hand item is no longer available at the time we approve your application, you can make a request to use a different supplier and will need to provide the confirmation from that supplier as set out above with the new quote.

You do not need to obtain 3 quotes for second hand items. It is acceptable to submit 1 quote for the second-hand item and 2 further quotes for new items as long as they are comparable with each other in terms of item specification and the cost of the second-hand item is cheaper than the cost of a new item.

Section 5: Other funding

5.1 **Other public sector or European funding**: Please tell us if you or your organisation has received any other public sector funds **in the last three years** and if you or your organisation have received or applied for any other public sector funds for your proposed project.

5.2 Use the table in the application form to provide details of the funding

This should include details of any other grant applications you have made and not yet heard the outcome. This does not include Single Payment Scheme or Basic Payment Scheme payments.

This **does include** funding from public sector organisations such as your local authority, Big Lottery, levy board funds or other Government grants.

You will know if grant was awarded under industrial de minimis because it will say so on your grant agreement, or in other paperwork relating to that funding.

Section 6: Permissions and licences

6.1 Rented/leased/tenanted land or premises: Confirm here whether the project will take place on land or in premises that are rented, leased or tenanted. If yes, you will need to provide details of your rental, lease or tenancy agreement including end dates of the current agreement, where applicable.

You don't need to send us a copy of the whole agreement at this point, but we may ask for it in the future. We will need to see a copy of the sections containing the property address, tenant, landlord, signatures and the tenancy term for fixed term arrangements.

If your application is approved and a fixed term arrangement is in place but has less than 6 years to run, you will need to provide evidence that a new agreement is in place and provide the above details when your current agreement ends.

If you have an oral tenancy agreement, you should provide written evidence from your landlord confirming that you have security of tenure for at least 6 years.

6.2 **Planning permission:** Please tell us here if planning permission is required for your project. If it is, please complete question 7.2a.

6.2a Please provide your Local Authority reference number and the date of approval, or the date you are expecting a decision. <u>You will need to have full planning consent in place before a decision can be made on your application</u>. You must provide a copy of the permission document to show this. You must make sure that the planning consent is consistent with the proposed end usage as set out in your application.

If you have not yet submitted your planning application to the CCC, do not submit your full grant application until you have done so.

This is a competitive scheme, and we are unable to commit funds to projects that are dependent on planning permission to proceed.

6.2b We would normally expect planning permission to be required for all projects that involve building work or a change of use of existing buildings. Where your project falls into one of these categories but planning permission isn't required, you must explain why and provide written confirmation (a letter or email) of this from CCC.

6.2c Use the table in the application form to list any other permissions or consents that are required for your project. These could include environmental consent or listed building consent.

Section 7: Meeting the Priorities of the CCC REPF

The information that you provide in this section will be assessed to establish how well your project meets the eligibility and priority criteria for REPF CCC Programme grants. It is important that you answer each question as fully and clearly as possible so we can understand exactly how your project meets each criterion.

7.1 Strategic fit and priorities: Please set out how our project meets the aims, specific needs and opportunities identified in the *REPF CCC Delivery for Applicants*. We need clarity that your proposal fits with its strategy. You should not try to make your proposal fit with the strategy to obtain grant support. Such projects fail to deliver what either the applicant or the CCC really want to achieve. Projects that do not fit with the REPF Delivery Plan and programme will not be supported.

7.2 Project Outputs are the actual and real benefits that will result from your project which are used to evidence its success – you must be able to measure them. Please use the tick box to indicate whether you expect your project to deliver an output. If you have ticked the box, please then provide a number or quantity to indicate how much of that output is expected.

7.3 Please provide further narrative detail around the expected outputs and outcomes of the project – when and how will they be delivered? As well as the standard project outputs listed above, the project may deliver additional measurable project specific outputs which should be listed in 7.3. Please explain how you have determined the number and type of outputs that the project will achieve.

7.4 Milestones: Complete the table in 7.4 with the key project specific outputs and milestones/stages for the implementation of the project and the dates they have been or are expected to be achieved. Examples might include:

• the start of the construction work.
• key stages in construction e.g., completion of ground works.
• recruitment of new employees.
• achieve * rating for accommodation.
• obtain food hygiene certification.
• the start of delivery.
• key deliverable project specific outputs (including any that are not listed in REPF Outputs); and
• dates payments are complete.

The project milestones should reflect the key steps of your project delivery – what you will need to do and when.

Section 8: Project need

8.1 Why project needs funding to enable it to go ahead. You must provide a detailed rationale to justify the support of public funding. Explain how the project will deliver additional activity over and above what would otherwise be delivered. We can't support projects that we consider will take place anyway without grant funding and you must demonstrate that the grant contribution to a project will enable it to proceed.

8.2 Explain what options you have considered: Did you look at alternative project designs, funding packages, premises or location, timescales or scaling back other planned projects? For example, did you consider other sources of commercial funding? Explain who you have contacted to enquire about funding. Explain why full funding for the project has not been secured and why the project requires grant support for it to proceed as proposed in the application.

8.3. What would happen if grant not offered: Explain how would this impact on project timescales, specification, and forecast achievement of outputs? E.g. would the project go ahead but on a slower timescale? Would any of the outputs be delivered or would they be delivered over a longer timescale? Identify which specific project outputs would be impacted.

Section 9: Community need and demand.

9.1 Describe the community need: Explain the need for your project and explain any research that has been undertaken.

9.2 Identify your target audience: Who or what is your target audience and beneficiaries?

Section 10: Ability to supply.

10.1: Explain how you will meet the need and demand for your project: If required, do you have agreements in place or have you started negotiations with any necessary suppliers? Do you have the staff/volunteers in place to deliver the project?

10.2 How will you target your audience: Explain how you will promote the proposed product/service to your target audience. What marketing activity will you carry out? Will you have a website, use social medial or produce a brochure or flier for example? Do you have a marketing or publicity plan in place?

Section 11: Financial health and projections

11.1 How will the proposed project impact directly on your existing operations/activities: Explain to us how by undertaking the proposed project will impact financially on your existing organisation and the capacity you have to manage this. Please detail this and explain how you would/could manage the grant being paid in arrears (for successful applicants, a detailed payment plan can be agreed). How will you manage your cash flow to fund the existing organisation and the proposed project activity? Are there any relevant financial issues relating to the applicant organisation that you think we should be aware of?

Section 12: Environmental, diversity, equality and community cohesion impacts

12.1 Environmental impacts of your project: All applicants should seek to ensure that the project activity does not have adverse effects on the environment. Possible negative impacts should be minimised, and any positive impacts should be enhanced wherever possible. Explain how any impacts have been taken into account in the design and delivery of the project. Please detail how your project can contribute to net zero and nature recovery objectives:

These include:

- the UK's commitment to cut greenhouse gas emissions to net zero by 2050.
- wider environmental considerations, such as resilience to natural hazards
- the 25 Year Environment Plan commitments.

Positive environmental impacts could include improvements in energy efficiency and reduction of carbon emissions which help reduce the impact of climate change, enhancements of natural habitats, eco-systems and biodiversity or investments to help reduce the loss of biodiversity, reduction in waste generation, use of recycled materials or consideration of sustainable transport. Identify any environmental benefits that the project will deliver and achieve and explain how any positive impacts will be maximised.

Negative environmental impacts could include visual impact, significant increases in traffic, pollution (including noise and dust) and impacts on wildlife habitats and biodiversity. These might be short term impacts (for example, during a construction phase) or longer-term impacts from the ongoing presence and use of a facility with for example increased footfall and more vehicles in the area.

Describe what actions will be taken to mitigate or minimise these impacts, for example tree planting to screen development, environmental or natural habitat enhancements, offsetting environmental areas, road improvements etc.

Projects that deliver the greatest economic, environmental and social benefits will be prioritised.

12.2 Equality and diversity impacts: Explain how you have considered any equality and diversity impacts and how these have been taken into account in the design and delivery of the project. What steps have you taken to understand the potential impact, both positive and negative, of the project on different equality groups and communities including race, gender, age and disability? Equality should be integrated into all aspects of project planning, development and implementation. If your organisation has an Equality and/or Diversity Policy, please provide a copy with your application.

12.3 Community cohesion impacts: Explain how your project will improve local community cohesion for people. Is the local community in support of your project? Is the community the project will benefit proactively involved in the development and implementation of the activity? Is the community the project will benefit proactively involved in the development and implementation of the activity? Are they working in partnership with the project applicant? Are they working in partnership with you, the project applicant?

12.4 Improving health and wellbeing: Projects should demonstrate how they contribute to improving physical and mental health outcomes for individuals and communities. This might include increased access to green space, opportunities for physical activity, social interaction, or support for vulnerable or isolated groups. Initiatives that promote social prescribing, community cohesion, or tackle health inequalities in underserved rural areas are particularly encouraged. Proposals should outline clear links between project activities and improved health indicators and ideally work in partnership with local health and care networks.

Section 13: Governance and delivery of the project

13.1 Successful delivery of project: Explain how you intend to manage the project successfully from when funding is agreed to date of final claim. Please explain what the project management team are with any relevant skills and experience of delivering similar projects.

13.2 Post grant funding: Explain how the project will continue post project completion.

13.3 How will you monitor the success of the project: Please explain how you will know if your project has been successful and how you will monitor and manage this success.

13.4. Risk: what are the risks to the delivery of the project? Explain how you will mitigate them. What are the risks post project completion. Complete the table at 13.4.

Declarations

Please read this section and make sure that you are in agreement with and can meet the requirements set out in it. You must make sure the person who agrees to the declaration has the authority to do so as we may ask to see evidence of this.

By submitting and/or agreeing to the submission of the full application form, you will be agreeing to the declaration.

When agreeing to your declaration, you need to be aware than in certain scenarios grant support may be refused or withdrawn in full. These are when it has been determined that:

•   a serious non-compliance by the grant beneficiary has occurred.
•   the grant beneficiary has provided false evidence; or
•   the grant beneficiary has failed to provide the necessary information due to negligence.

The withdrawal of grant support may be applied for the calendar year of notification plus the following calendar year. In addition, support may be refused for other Rural Development schemes. Grant Beneficiaries will be notified and will have the right of appeal against such a decision.

Supporting documents checklist

All supporting documents that you need to submit to support your application are listed at the back of the application form. You need to review this list and tick the box to confirm you have included the document with your application. There is a comments box for you to provide an explanation if necessary.

If we don't receive all of the supporting documents required for your project, we won't be able to assess it. This may impact on your project timescales. If you don't provide these documents when we request them from you or they don't meet our requirements, your application may be rejected.

Please make sure your supporting documents meet the following requirements:

Full application and spreadsheet

Detailed instructions on how to complete the FA appendix spreadsheet are set out at Part B below. This must be fully completed and saved in the correct format.

Applicant business accounts

We require the last 2 or 3 consecutive and most recent years of full audited or unaudited accounts. You must make sure that you send a full set of accounts, including profit and loss, balance sheet and the cover, title and introduction pages. Include the pages which disclose all

the Notes to the Accounts if there are any. Do not send 'abbreviated accounts' as these will not be accepted.

Please use the comments box on the application form to tell us if your business accounts do not meet these requirements. For example, some small businesses may not produce full sets of accounts, but we would still expect to see a profit and loss and balance sheet summary.

Please note that we are unable to accept only 'Abridged Accounts' from small or micro companies and Limited Liability Partnerships (LLPs) as they do not contain fundamental information on turnover that we need to assess eligibility and financial viability. If you produce 'Abridged Accounts' you must provide a statement to accompany them which discloses turnover, cost of sales/direct costs and gross profit for the 3 most recent accounting periods. This statement must be endorsed by an independent and suitably qualified accountant.

Consents and permissions

If your project requires planning permission, you must provide a copy of the full consent document with your application if it has been approved. If it has not yet been granted, you must provide the full planning consent as soon as it is available. If planning is not required, provide written evidence from your CCC Planning Department that confirms this.

If you are a tenant, include the relevant sections from your agreement as set out on the form.

If you have obtained any other consents, licences or permissions for your project, forward copies to us.

Evidence of match funding

You must provide evidence that match funding is in place or will be in place to cover the cost of the project not funded by grant.

This is required for each funder and the evidence must show who is providing the funding (a named person or organisation), the amount of funding being offered or indicated, that it is sufficient to fund the full project costs, who it is being offered to, and the date of the offer.

If you are not using commercial funding for the project, such as a bank loan or an overdraft, you must provide other evidence that the business can afford to bankroll the project in its entirety. This could be a copy of your latest business bank statement for example, that shows there is sufficient cash in place or a copy of a statement for a savings account you intend to use.

Grant is paid in arrears in agreed stages, and we expect you to make a maximum of 3 claims over the course of the project. You must show that you have sufficient funds to pay for the project costs until you get the grant payments.

If you buy an item for the project using lease or hire purchase, you must own the item outright before you can claim any money towards it. This means that before you claim any grant you must have paid all of the instalments and show that the title has passed to you.

Quotes or other evidence of costs

Refer to the table at 5.8 to see how many quotes/references to catalogue listings/tenders you are required to provide for every project item.

The quotes, references to catalogue listings or formal tenders must prove that you will get the best value when buying goods and services that you intend to claim for as part of the project.

All quotes and catalogue listings must be genuine and sourced from legitimate suppliers who are actively trading. Checks will be carried out to ensure that quotes, catalogue listings and tenders submitted to support an application have not been fabricated or manipulated in any way. We will also check that there has been no collusion between suppliers or between the applicant or agent and suppliers in relation to submission of supporting quotes or tenders.

Any attempt made to provide false or misleading information could lead to prosecution.

If the supplier is VAT registered and will be charging VAT, you must provide the supplier's VAT number if it is not on the quote.

In addition, if the supplier is a Limited Company, you must provide the company registration number if it is not on the quote. There is a space on Tab C 'Costs and Suppliers' in the full application appendix spreadsheet for you to use for this purpose.

In order to establish value for money all quotes are compared in £ sterling. If you're providing quotes in currency other than £ sterling, you'll need to convert these to £ sterling in your application.

When converting from other currently to £ sterling, please be aware that any fees including non-sterling transaction fees are not eligible for grant funding, so you'll need to exclude these from the value being converted.

We would expect the majority of applicants to be able to provide 3 quotes for each project item. For large scale and complex projects where applicants are proposing to use a formal tender process they must provide:

• a detailed estimate of costs with explanation of the basis for these with independent evidence, for example a fully specified and costed project plan compiled by a chartered Quantity Surveyor or person of similar professional standing; and
• the basis of any assumptions used.

If you are proposing to use a formal tendering process, we recommend that you contact us to discuss this to make sure this is appropriate for your project and its timescales.

Public bodies may have existing framework contacts in place for the supply of goods or services CCC that they wish to use for this project. If so, they must provide:

- full and detailed evidence that these contracts were procured through a competitive process; and
- information about the call-off process.

However, they must still ensure that they can demonstrate value for money for the specific project costs in the application.

Any references to a catalogue listing must be sent as PFF scans, and they should include:

- the date on which it was scanned.
- the item description and the price.
- the name of the company or catalogue; and
- the page number or webpage.

Second hand items

If you are proposing to purchase any project items second hand, you must get confirmation from the supplier of that item and send it to us with the quote. The declaration must cover all of the points set out at 5.7.

Irrecoverable VAT

Refer to the table at 4.7 to check whether you are able to include irrecoverable VAT in your project costs. If you consider that you can, you must provide a letter from an independent professionally qualified accountant that evidences your VAT status and confirms that your business cannot recover the VAT you have included in the project costs.

Equality/diversity policy

If your business has a policy that sets out your approach to equality and/or diversity impacts, please provide a copy with your application.

Part B: Spreadsheet Full Application

Tab A: Application Details

Please enter the project name, applicant business name as entered onto the application form.

We need to know your proposed project timescales – input the proposed start date of the project (which is the date you intend to start work on your project and start incurring eligible costs) and the proposed financial completion date (which is the date you will have completed your project, incurred all costs and have submitted your final grant claim).

When considering the project timescales, please be realistic in how long the project will take. This is a common area where applicants underestimate the project timescales. However, you must have your project to be finished and paid for, **and all grant claims submitted, by 17th March 2026.**

You must ensure that your project can be completed and paid for in full within these timescales.

Tab B: Costs and Suppliers

For each item of project expenditure, provide the supplier's name, the quoted amount (both excluding and including VAT) and the supplier's VAT number and company registration number (where applicable).

You must show all costs that are being included in your grant application. Wherever possible, group the costs into subheadings, for example building costs, ground works, processing equipment etc.

You need to provide these details for each supplier, starting with your preferred supplier and moving to the right to complete each row for the second and third suppliers.

You should also complete the table under the main project expenditure lines to show any non-grant funded project expenditure that you will incur. This is project spend that is critical to the project, but you are not seeking grant support for as it is ineligible for grant.