**Clocaenog Forest Wind Farm Fund**

**Business Application Form**

Make sure you have read the Guidelines for Applicants before you complete this application. Please submit in word if typed, if handwritten please use black ink. Please answer every question. Where the question is not appropriate to your organisation or project, please write Not Applicable (N/A)

*For Office Use Only:*

*Reference number..................... Date of receipt.........................*

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| **1. Applicants Details** |
| Business / Company Name:  |
| Name & Main Address of Business:Postcode:  | Name & Address of Property to which application refers (if different):Postcode:  |
| Telephone No |  | Telephone No |  |
| Mobile No |  | Mobile No |  |
| Email |  | Email |  |
| Website: |
| Does the Business operate from any other addresses? Yes [ ]  No [ ]  If Yes, please list these addresses: |
| **2. Business Structure** |
| Sole Trader [ ]  Limited Company [ ]  Social Enterprise [ ]  Partnership [ ]  Co-operative [ ]  Other (please specify) ………………………………………... |
| Company Registration No |  |
| Are you VAT Registered? | Yes [ ]  No [ ]   |
| If yes: VAT Registration No |  |
| Is the Business Insured for Public / Employers Liability?  |  Yes No N/A  |
| Main activity of your business: |
| Named Directors / Owners: |  |
|  | Existing Jobs | Anticipated jobs safeguarded as a direct result of this project | Anticipated jobs created as a direct result of this project |
| Full Time |  |  |  |
| Part Time |  |  |  |

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| **3. About your project**  |
| **Project title:****Start date**: **End date:** |
| **Please describe your proposed project –** (What are you going to do? how are you going to do it? what exactly will the funding be used for?) |
| **Why do you need to undertake this project?** (you must show evidence of need, ideally from the community / service users. Identify that there is no duplication / that demand exceeds supply of existing services) |
| **What is the benefit of this project?** (what difference will it make? How many beneficiaries will there be? Who will benefit? What are the short- and long-term benefits?) |
| **Targets/Outcomes** (Please give measurable targets and any soft outcomes identified and how will these be measured? Including volunteer recruitment and job creation/retention if applicable) |
| **Support for the project?** (Please include with your application any market research, quotes of support from service users, the local community and any other organisations or key partners) |
| **If above includes property improvement purposes please answer the following:*** Are you the freeholder of the property? Yes [ ]  No [ ]
* If No, please give the name and address of the freeholder
* If leasehold, what is the unexpired term of the lease?

 * Have you obtained planning permission? Yes [ ]  No [ ]
* Have you obtained building regulations? Yes [ ]  No [ ]
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| **Have you received funding from the Clocaenog Forest wind farm fund before?**Yes [ ]  No [ ]  Date approved: Project reference: |

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| **4: Financial details** |
| **Expenditure** | **Cost £** | **VAT £** | **Total £** |
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| **Total project cost =** |  |  |  |
| **Total Requested from Clocaenog Forest Wind Farm Fund =** |  |  |  |
| **Please give details of any other sources of finance below:** |
| **Specify Source** | **Who / What** | **Amount** | **Status – secured/ applied for to be applied for** |
| Own |  | £ |  |
| Bank Loan |  | £ |  |
| Bank Overdraft |  | £ |  |
| Other Borrowings |  | £ |  |
| Other Grants |  | £ |  |

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| **5: Check list** |
|  **Please ensure** the following documents have been included as part of your application:   | (√) |
| Equal Opportunities, Language / Cynnig Cymraeg and Safeguarding policy  |  |
| Written quotes / estimates x3  |  |
| Copy of your latest accounts   |  |
| Copy of the latest 3 months bank statement  |  |
| Copy of the building lease/ownership (if required) |  |
| Copy of the planning permission or listed building consent (if required)  |  |
| Evidence/letters of support for the project (5 max)  |  |
| 3-year business plan and a financial forecast |  |
| Confirmation of match funding  |  |
| A business review from an approved Business Adviser e.g. Business Wales, Conwy County Borough Council (For Conwy applicants), Cywain, Hwb Menter |  |
| Evidence of registration e.g HMRC, Companies House, UTR |  |
| **If any of these are not included, please send a covering note as to why not/or when they will be received** |

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| **6. Business Bank Details** |
| Account Name |  |
| Name & Address of Bank |  |
| Bank Sort Code |  |  |  | Bank Account N° |  |

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| **To be completed by a representative of the business:****I declare that all the information given on the form is correct and that giving a false declaration may result in action by CVSC against the signatory for recovery of the grant plus related costs, charges and expenses:**

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| Representative name:  | Position:  |
| Phone number:  | E-mail:  |
| Signature:  | Date:  |

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Community and Voluntary Support Conwy (CVSC) operating on behalf of Clocaenog Forest Wind Farm Fund, will use your personal information in order to process your funding application, and will be entered on a database utilised by CVSC and its Third Sector Support Wales partners (further information and our privacy notice are available from thirdsectorsupport.wales). The information will be held for the length of the Clocaenog Forest Wind Farm Fund project and then destroyed securely.

**Please return completed Application Form and supporting documents to:**

**Grants@cvsc.org.uk**

CVSC

7 Ffordd Rhiw

Bae Colwyn

Conwy

LL29 7TG

**For further help or advice please contact:**

 Esyllt Adair 01492 523855 esylltadair@cvsc.org.uk

To find out more about how the Clocaenog Forest Wind Farm Fund is making an impact locally:

[www.clocaenog.cymru](http://www.clocaenog.cymru)



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