**UK Shared Prosperity Fund – Voluntary Sector Key Fund**

**Application Form**

Make sure you have read the Guidelines for Applicants before you complete this application. Please submit the application in Word document 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)

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| **Section 1: About Your Organisation** | | | | |
| Name of Organisation: | |  | | |
| Address of Organisation: | |  | | |
| Contact Details for the Person Responsible for the Project. | | Name:  Role in Organisation:  Phone Number:  E-mail Address: | | |
| Are you a part of a wider organisation/affiliated to any National Governing Body? | | Yes  No  If yes, please state which organisation / body: | | |
| Please describe your  Organisation. | | **Organisation Type:**  (e.g., Charity / Social Enterprise / Community Group)  **Charity number** *(if applicable):*  **Company number** *(if applicable):*  **Main Purpose / Goals:**  (Mission statement / general area of work)  **Geographical Area of Work:**  (Local Community / County / Regional / National) | | |
| Is membership of your  organisation and the project  open to anyone who wants to  join? | | Yes  No  If no, please explain why: | | |
| How many paid staff /  volunteers does your  organisation have? | | Full-Time:  Part-Time:  Volunteers: | | |
| **Section 2: 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 achieve it? What exactly will the funding be used for? Who do you work with?)* | | | | |
| **Why do you need to do this project?** *(You must show evidence of need, ideally from the community / service users. Include any research / consultation you have conducted. Identify that there is no duplication / that demand exceeds supply of this service)* | | | | |
| **What is the community benefit of this project?** (*What difference will it make? Who will benefit? What are the short-term and long-term benefits?)*  Number of Beneficiaries: | | | | |
| **Please include with your application any evidence of support (letters / emails / quotes)**  *(From service users / local community and / or other organisations / key partners)* | | | | |
| **Which UK Shared Prosperity Fund Intervention does your proposed project align with?** *(Tick all that apply)*  Impactful Volunteering and/or Social Action Projects  Capacity Building & Infrastructure Support Local Groups  Community Engagement Schemes, Local Regeneration  Community Measures to Reduce the Cost of Living  Relevant Feasibility Studies  Click here for more information about the interventions: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1068877/UKSPF_Wales_outputs_and_outcomes.pdf> | | | | |
| **Targets/Outcomes** (*Please give measurable targets and any soft outcomes identified too*  *and how will these be measured? Include volunteer recruitment and job creation/retention if applicable)*  *Outcomes will need to be agreed with a CVSC officer following the application stage.* | | | | |
| **Please describe your sustainability strategy for the project.**  *(How will the project continue when the funding has ended?)* | | | | |
| **Section 3: Project Financial Details** | | | | |
| **Expenditure** | **Cost £** | | **V.A.T. £** | **Total £** |
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| **Total Project Cost £** |  | |  |  |
| **Other Grants Applied**  **for/ received £**  *(Please list and confirm*  *if received / approved,*  *we will need to see*  *confirmation of this)* |  | |  |  |
| **Amount Requested**  **from Voluntary Sector**  **Key Fund £** |  | |  |  |
| Is your Organisation  registered for V.A.T.? | | Yes  No  *If yes, you will be expected to reclaim V.A.T. on your project and any grant paid will exclude the V.A.T. element.* | | |
| This scheme is covered by the current UK Government Subsidy Control Act (2022). The total amount of Minimum Financial Assistance (MFA) received over a rolling period of three fiscal years should not exceed £315,000 per business\*. It is the responsibility of the Applicant to monitor the level of MFA received; you will be asked to declare that this has not been exceeded in the event of an offer being made. [\* The MFA financial threshold applies at company group level.]  Has your organisation received more than £315,000 of MFA in the last 3 years?  Yes  No | | | | |
| **Bank Details** | | | | |
| Account Name: | |  | | |
| Bank Name & Address: | |  | | |
| Sort Code: | |  | | |
| Account Number: | |  | | |
| Names of Authorised  Signatories: | | I/we confirm that our internal financial procedures require a minimum of two signatories (must not be related) per financial transaction.  1.  2. | | |
| **Section 4: Project Check List** | | | | |
| **Please ensure** the following documents have been included as part of your application.   * **Copy of organisation constitution / governing document** * **Equal Opportunities, Language and Safeguarding policy (if required)** * **Written quotes or estimates** * **Copy of last available accounts** * **Bank Statement** * **Evidence/letters of community support for project (5 max)** * **3-year business plan / development plan (if your project is in excess of £25,000)** * **Copy of building lease (at least 5 years on project completion) / ownership (if required)** * **Copy of planning permission or listed building consent (if required)**   **If any of these are not included, please send a covering note as to why/or when they will be received.** | | | | |
| **To be completed by a representative of the organisation / group:**  I confirm that this application is submitted with the full knowledge and approval of the management committee / directors or trustees of this organisation.  I confirm that all the information on this form is true and correct.   |  |  | | --- | --- | | **Representative’s Name****:** | **Position in Organisation:** | | **Phone Number:** | **E-mail:** | | **Signature:** | **Date:** | | | | | |

Community and Voluntary Support Conwy (CVSC), operating on behalf of the UK Government will use your personal information in order to process your funding application. It 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 <https://thirdsectorsupport.wales/privacy/>). The information will be held for the length of the UK Shared Prosperity Fund project and then destroyed securely.

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

[grants@cvsc.org.uk](mailto:grants@cvsc.org.uk)

CVSC, 7 Rhiw Road, Colwyn Bay, Conwy, LL29 7TG

**For further help or advice please contact the Grants Team:**

**A blue windmill on a black background

Description automatically generated with low confidencePhone:** 01492 523845 / 01492 523847 **E-mail**: [grants@cvsc.org.uk](mailto:grants@cvsc.org.uk)

**About the UK Shared Prosperity Fund:**

The UK Shared Prosperity Fund is a central pillar of the UK Government’s Levelling Up Agenda and provides funding for local investment. As a part of this, Community and Voluntary Support Conwy (CVSC) are administering the Voluntary Sector Key Fund: a fund of £800,000 for 3rd sector groups in Conwy.