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| **For Office Use Only** |
| **Application No.** |  |
| **Date Received** |  |
| **Approval Date** |  |

**NEW FOREST RURAL FUND FOR BUSINESSES**

**This scheme is subject to limited funding and will close on the date stated on our website or when the allocated budget has been awarded in full, whichever is sooner.**

**Application Form**

**Before completing this application form you must ensure your business is based within the New Forest Rural Fund area. You can check here:** [NFDC WebMap (newforest.gov.uk)](https://maps.newforest.gov.uk/publicmap/map.aspx?mapname=REPF)

**This application form is for the New Forest Rural Fund for Businesses only.**

**For information on Rural Fund support for rural community organisations please visit** [www.newforest.gov.uk/CommunityGrants](http://www.newforest.gov.uk/CommunityGrants)

Save this application form to your computer and send the completed full application form to us by email along with all the required supporting evidence. We cannot accept scanned copies or PDF versions of these forms.

**Key things to remember:**

* This is a competitive process with a time limited grant budget.
* You must submit all applicable supporting documents, as set out at the end of this form, to us by email.

**The Council will only accept fully completed applications with the required supporting evidence.**

* + **If the application is not accompanied by the required supporting evidence, you will only be contacted once by us using the contact details you have supplied to provide the required information.** It is the applicant’s responsibility to check their email accounts for this correspondence, including Junk folders.
	+ **If we do not receive your response within 10 working days from the date of our email, your application will automatically be rejected, and no further contact will be made by the Council.**
	+ **The Council reserves the right to request any supplementary information from businesses to support or clarify their application.**
* Information provided on behalf of the business must be true and correct to the best of the applicant’s knowledge and belief, and should it be subsequently determined that the grant was awarded on the basis of wrong or misleading information, or paid in error, the grant will be subject to recovery in full.

Neither the Council, nor the Government, will accept deliberate manipulation of the scheme or fraud. Any applicant found to be falsifying information to gain grant money or failing to declare entitlement to the grants will face prosecution and any funding issued will be recovered from them.

Complete all sections below as fully as possible. You must also ensure that you complete, **Section 8: Declarations and signatures**.

* Approval must be granted by us before you start the project, you cannot apply for items/works that have been undertaken and/or paid for before you submit this application.
* Projects must lead to growth of the business, like for like replacement of existing equipment is not eligible for grant support.
* Purchases made in cash will not be eligible for grant funding; all purchases must be shown in the bank account used by the business.

**About the grant award:**

* Grant monies are paid retrospectively. This means that once you have approval from us to go ahead with the project, you pay for the items and once they are on site or works completed and in your ownership, you can submit your grant claim form to us with supporting information. We will then process your grant payment. You must therefore be able to demonstrate in this application that you can manage the cash flow during this period. We aim to process fully completed grant claim requests within 20 working days of receipt.
* Any items funded by the Rural Fund must remain in the beneficiary’s ownership for at least 3 years from the date on which the grant is paid.
* Where a grant is paid by the Council, details of each individual grant may be passed by the Council to Government. You can read how we use and store your data at [www.newforest.gov.uk/RuralFundPrivacyNotice](http://www.newforest.gov.uk/RuralFundPrivacyNotice)
* Grant funded expenditure must be completed, and grant claims submitted, by 01 December 2024. Projects that are not completed by this date risk payment of their grant award as the scheme will be closed.

**BEFORE YOU START: Please go to the end of our webpage at** [www.newforest.gov.uk/RuralFund](http://www.newforest.gov.uk/RuralFund) **to download a document called ‘Guidance to Help with Completion of the Application Form for the New Rural Fund for Businesses’.** This will provide you with hints and tips as to how best to answer questions on this application form and the type of information we are looking for, in order to give your application the best chance of success.

**APPLICATION PART 1: ABOUT YOUR BUSINESS AND PROJECT OUTLINE**

**Section 1: About your business**

Please provide the details of the business applying for the grant. The ‘applicant’ is normally the owner, a director or business partner named in the business accounts.

|  |  |  |
| --- | --- | --- |
| 1.1 | Name of business | Click or tap here to enter text. |
| 1.2 | Applicant name (*Title, first name, surname)* | Click or tap here to enter text. |
| 1.3 | Role in business *e.g., owner, director etc* | Click or tap here to enter text. |
| 1.4 | Contact email address: *If we need to contact you about your application, we will use this email address so please ensure the email address is correct.* | Click or tap here to enter text. |
| 1.5 | Contact phone number | Click or tap here to enter text. |
| 1.6 | Business website address | Click or tap here to enter text. |
| 1.7 | Business social media accounts | Click or tap here to enter text. |
| 1.8 | Business **correspondence** address | Click or tap here to enter text. |
| 1.9 | Postcode of **correspondence** address | Click or tap here to enter text. |
| 1.10 | Business telephone number | Click or tap here to enter text. |
| 1.11 | Business registration number (if applicable) | Click or tap here to enter text. |
| 1.12 | VAT Registration Number (if applicable) or state ‘Not VAT Registered’ | Click or tap here to enter text. |
| 1.13 | HMRC Self Employment Taxpayer Reference number (if applicable) | Click or tap here to enter text. |
|  | Tick to confirm |
| 1.14 | **I confirm that the applicant business is actively trading:***This means it has not: ceased trading or has closed without being required to do so as part of Government and local restrictions; is dissolved or about to be dissolved; is insolvent or if insolvency action had been instigated against it (including any petition or where a striking off notice has been made); is dormant, i.e., not trading but not insolvent.* | [ ]  |

|  |  |
| --- | --- |
| 1.15 | **I confirm that I have read the Rural Fund scheme guidance at** [www.newforest.gov.uk/RuralFund](http://www.newforest.gov.uk/RuralFund) as well as the accompanying ‘**Guidance to Help with Completion of the Application Form for the New Rural Fund for Businesses’**, before completing this application form and believe to the best of my knowledge that my business and project is eligible to apply for a New Forest Rural Fund grant  |[ ]
| 1.16 | **I confirm that I have used the Postcode Checker at** [NFDC WebMap (newforest.gov.uk)](https://maps.newforest.gov.uk/publicmap/map.aspx?mapname=REPF) **before completing this application form to ensure my business is based within the New Forest Rural Fund area** |[ ]
| 1.17 | Please summarise what your business does currently (Please limit this to 500 words)  | Click or tap here to enter text. |
| 1.18 | Please explain any anomalies in the accounts or self-assessment return that you will be submitting with your application when compared to previous years, for example if poor weather affected footfall. *Please refer to the ‘Guidance to Help with Completion of the Application Form for the New Rural Fund for Businesses’ for the details we require* – available at [www.newforest.gov.uk/RuralFund](http://www.newforest.gov.uk/RuralFund) | Click or tap here to enter text. |
| 1.19 | Please provide the **trading address** for the business *i.e. where the grant funded items will be situated.* | Click or tap here to enter text. |
| 1.20 | Postcode of **trading address** | Click or tap here to enter text. |
| 1.21 | Please describe these premises *e.g. workshop, retail premises etc* | Click or tap here to enter text. |
| 1.22 | Please confirm if these premises are owned or tenanted by the business or applicant? | Click or tap here to enter text. |
| 1.23 | NFDC Business Rates Account Number relating to this trading address (if applicable) | Click or tap here to enter text. |
| 1.24 | Please indicate the legal status of the business:  |  | Tick to confirm |
|  |  | Sole Trader   |[ ]
|  |  | Partnership |[ ]
|  |  | Limited Company |[ ]
|  |  | Charity  |[ ]
|  |  | Community Interest Company  |[ ]
|  |  | Public Body  |[ ]
|  |  | Other (please provide detail)Click or tap here to enter text. |
| 1.25 | Please indicate the size of your business.   | *The business will be treated as one legal entity if it is linked with one or more other businesses. You therefore need to take into consideration the employee numbers and financial information of any other businesses to which you are formally connected.* | Tick to confirm |
|  |  | Micro-sized (less than 10 employees and an annual turnover under €2 million)  |[ ]
|  |  | Small-sized (less than 50 employees and an annual turnover under €10 million)   |[ ]
|  |  | Medium-sized (less than 250 employees and an annual turnover under €50 million)  |[ ]
|  |  | Large-sized (more than 250 employees and an annual turnover over €50 million)  |[ ]
| 1.26 | Please indicate the **main sector** in which your business operates |  | Tick |  | Tick |  | Tick |
|  |  | Arts, sports and recreation     |[ ]  Education  |[ ]  Mining, energy and utilities   |[ ]
|  |  | Construction |[ ]  Health and social care services   |[ ]  Personal services including hair and beauty  |[ ]
|  |  | Farming  |[ ]  IT and telecommunications services   |[ ]  Professional and business services   |[ ]
|  |  | Forestry |[ ]  Manufacturing - food  |[ ]  Retail, hire and repair   |[ ]
|  |  | Fishing & aquaculture  |[ ]  Manufacturing - general   |[ ]  Wholesale  |[ ]
|  |  | Hospitality, catering and accommodation |[ ]  Media and creative services  |[ ]  Other: please specifyClick or tap here to enter text. |
|  | **The UK Government Subsidy Control Act (2022)**The Rural Fund scheme is covered by the UK Government Subsidy Control Act (2022). This means there is a limit on the amount of public subsidy that a business has already received if it is to also be eligible for a Rural Fund grant. The total amount of ‘Minimum Financial Assistance’ (MFA) received over a rolling period of three fiscal years should not exceed £315,000 per enterprise\* (including the grant you are applying for). If your application is successful, before making the payment, we will require written confirmation that receipt of the payment will not exceed the MFA threshold of £315,000 cumulated over this and the previous two financial years, as specified in section 36(1) of the Subsidy Control Act (2022). \* *The MFA financial threshold applies at company group level*You can find information at [www.gov.uk/guidance/uk-shared-prosperity-fund-subsidy-control-7](http://www.gov.uk/guidance/uk-shared-prosperity-fund-subsidy-control-7) |
|  |  | Tick to confirm |
| 1.27 | **I confirm that receipt of the requested Rural England Prosperity Fund grant from New Forest District Council will not exceed the MFA threshold for this enterprise as specified in section 36(1) of the Subsidy Control Act (2022).** |[ ]

**Section 2: Your Project Outline**

|  |  |  |
| --- | --- | --- |
| 2.1 | Please describe how you plan to spend the grant.*Please include specifics as to work to be undertaken / items to be purchased*.  | Click or tap here to enter text. |
| 2.2 | Please describe the source of your match funding i.e. own cash, bank loan etc\*.  | Click or tap here to enter text. |
|  |  | \**Please note asset finance or lease arrangements cannot be used to match fund your purchase. This is because with some sources of finance, the finance company will ‘own’ the asset until your final payment to them is made. We cannot pay a Rural Fund grant to a recipient who, at the time of the grant claim, doesn’t actually own the item(s). Please see ‘Guidance to Help with Completion of the Application Form’ for more detail* |
| 2.3 | Is the applicant or business in receipt of other public funds to support this project? *If ‘yes’ please detail and provide the name of the fund.* | [ ] Yes | [ ] No |
|  |  | Click or tap here to enter text. |
|  |  | Tick to confirm |
| 2.4 | **I confirm that neither the applicant nor business has not received funding from another Defra scheme for this project. This includes:** * The Farming in Protected Landscapes Programme
* The Farming Investment Fund (including the Farming Equipment and Technology Fund and the Farming Transformation Fund)
* The Platinum Jubilee Village Hall Improvement Grant Fund

*If you cannot confirm this, you must contact us before proceeding with your application, to ensure your business is still eligible for the Rural Fund.* |[ ]
| 2.5 | **I confirm that my match funding (a minimum contribution of 50% of the cost of the project) is in place to start the project:** *If you cannot confirm this you must contact us before proceeding with your application to ensure your business is still eligible for the Rural Fund.* | [ ]  |
| 2.6 | **I confirm that the business has sufficient financial resources to pay for the project costs in full and apply for grant payment once all of the items are on site/ works completed and are in the ownership of the business**.*If you cannot confirm this you must contact us before proceeding with your application to ensure your business is still eligible for the grant* | [ ]  |

**APPLICATION PART 2: SPECIFIC DETAILS OF YOUR PROJECT PROPOSAL AND BUSINESS PLAN**

**Section 3: Project milestones, costs, funding and demonstrating value for money**

**Project Timeline:**

* Grant funded expenditure must be completed, and grant claims submitted, by 01 December 2024. Projects that are not completed by this date risk payment of their grant award as will not be able to pay grant monies after this date.

|  |  |  |
| --- | --- | --- |
| 3.1 | What is your target starting date for the project? *This means when you will be in a position to place the order for equipment, or your contractors will be ready to start work (please do not put ‘as soon as possible’)* | Click or tap here to enter text.**DD/MM/YYYY** |
| 3.2 | What is your target completion date for the project? T*his means all works are completed and all grant funded items are on site/works completed and in the ownership of your business (you will need to factor in contractor availability and equipment delivery timescales etc)* | Click or tap here to enter text.**DD/MM/YYYY**  |

**Expenditure Information:**

Please list the proposed expenditure of your project and the value of each quote.

**Remember:**

* You must provide at least 50% of the project costs from your own resources. The minimum amount of grant you can apply for is £5,000, the maximum is £40,000.
* Minimum individual item value is £100.
* When you claim your grant monies; all project expenditure must be identifiable on the business bank statement.
* Project items purchased with cash are not eligible for grant funding.
* All project expenditure must be made by bank transfer, cheque or another auditable method.
* Proposed project expenditure should be shown (£) net of VAT (unless VAT is non recoverable)
* This can include second-hand equipment, but it must be sourced from a trusted dealer who will provide a reasonable warranty or guarantee and who can demonstrate proof of ownership (such as their purchase documents, warranty documents, logbook etc.). In addition, the second-hand equipment must not cost more than the current market value for the same equipment if bought new.
* You will need to provide us with detailed quotations or catalogue listings for the proposed expenditure. The number of quotations required will be determined by the value of the quotation as shown in the table below. Quotations must be dated within 8 weeks prior to submission of the application and be on the supplier’s headed paper or from the suppliers’ email.
* We will only accept fewer quotes than specified in the table below in exceptional circumstances – if this applies please discuss this with us before continuing.

|  |  |
| --- | --- |
| **Value of quote** | **Supporting evidence that you must provide with your application:** |
| Up to £2,499  | 1 quote or catalogue listing |
| £2,500 - £24,999  | 3 written quotations or evidence of current market price from relevant supplier’s goods, works and/or services |
| Over £25,000  | Formal tender process  |

* You can choose whichever quotation best meets the needs of your business, however if you select the most expensive quotation you will need to justify this at question 3.8.

|  |  |
| --- | --- |
| 3.3 | **Quote Details** |
| **Item No.** | **Item Description:**  | **Selected Quote**  | **Comparative Quotes** |
|  |  | **Quote 1** (this should be your chosen quote) | **Quote 2** (if applicable – refer to table above) | **Quote 3 (**if applicable – refer to table above) |
|  |  | **£ Value** | **£ Value** | **£ Value** |
| 1 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 4 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 5 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 6 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 7 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **If you have more than seven separate items please contact us for advice on how to complete the form** |
| 3.4 | **A) Total Value of Eligible Expenditure** (Sum of 1-7 above) | **£** Click or tap here to enter text. |  |  |
| 3.5 | **B) Your match funding contribution in** £ (*minimum of 50% of the total cost of the project*) | **£** Click or tap here to enter text. |  |  |
| 3.6 | **C) Total Amount of Grant Requested (A-B)***This must be a Minimum of £5,000 up to a Maximum of £40,000 – if your figure in C is above £40,000 you will need to recalculate with the difference being met by a greater match funding contribution (shown at B) from your own resources.* | **£** Click or tap here to enter text. |  |  |
| 3.7 | If you have included irrecoverable VAT within your project costs and grant request, please explain why: |
|  | Click or tap here to enter text. |
| 3.8 | If your chosen supplier is not the cheapest of the quotes, please explain why and how your chosen supplier offers better value for money. |
|  | Click or tap here to enter text. |
| 3.9 | **Do you and/or key individuals involved in the business and/or the applicant business have a connection or association with any of the businesses or individuals providing quotes for the project costs?** *If ‘Yes’, please name the supplier and explain the association:* | Yes | No |
|  |  |[ ] [ ]
|  | Click or tap here to enter text. |

**Section 4: Permissions and licences**

|  |  |  |  |
| --- | --- | --- | --- |
| 4.1 | Is Planning Permission required for the project? | Yes | No |
|  |  |[ ] [ ]
| 4.2 | If ‘Yes’, please complete the table below:*If Planning Permission is required for the project and this is not already in place you must contact us before proceeding with your application to ensure your business is still eligible for the grant* |
| Planning Authority name | Planning Reference Number | Date of approval |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 4.3 | Please list any other permissions or licences that are required for you to undertake this project. *If the activity involves investments in immoveable assets and the applicant is a tenant, the landlord’s written permission to the improvements must be obtained where this is a condition of the tenancy. This must be submitted with your application.* |
| **Permission / Licence Required** | **Date licence or permission was granted** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| 4.4 | **I confirm that the applicant and the business will maintain and comply with any permits, licences, permissions, consents, approvals, certificates, and authorisations (whether statutory or otherwise) which are required for the performance of the grant funded project and business.***If you are not able to confirm this you must contact us before proceeding with your application to ensure your business is still eligible for the grant.* | Tick to confirm |
|  |  |[ ]

**Section 5: Your Business Plan**

The answers you give in this section will help us to determine whether or not your application is successful. The accompanying ‘*Guidance to Help with Completion of the Application Form for the New Rural Fund for Businesses*’ document (available via[www.newforest.gov.uk/RuralFund](http://www.newforest.gov.uk/RuralFund)) contains additional guidance on the questions below and explains what your answers will need to contain.

**Remember:**

* Please provide as much detail as possible to ensure we understand your business and the improvement the project will make to the growth and productivity of your business.
* We are unable to process applications that do not provide sufficient detail or justification for the grant.

**Section 5a. Tell us about your business as it is currently:**

|  |  |
| --- | --- |
| 5.1 | Describe your business in detail, what it does and how it has developed.  |
|  | Click or tap here to enter text. |
| 5.2 | Please provide information about who your current customers are and how you promote your goods or services to them? |
|  | Click or tap here to enter text. |

**Section 5b. Tell us about your proposed project and the difference it will make: Outputs and Outcomes**

|  |  |
| --- | --- |
|  | **You must now complete the 12-month cash flow forecast spreadsheet and refer to it to complete the rest of this form.**You can find the template for the cash flow forecast where you downloaded this application form at [www.newforest.gov.uk/RuralFund](http://www.newforest.gov.uk/RuralFund)* The cash flow forecast must show the impact of the grant funded project for 12 months from the date at which the equipment is on site / works completed.
* Remember to include any additional costs you will incur to run the grant funded items e.g., staff costs, fuel, insurance etc and any efficiency savings etc.
* You must ensure the figures used in your cash flow projection correspond with the project expenditure information you have provided above.
 |
| 5.3 | Describe the need for your project and explain the improvement this will make to your business in terms of improved efficiency and productivity etc. *Please also refer to any reports you have commissioned or research you have undertaken that helps to justify your proposed investment.* ***Please note projects must lead to growth of the business, like for like replacement of existing equipment will not be funded.*** |
|  | Click or tap here to enter text. |
| 5.4 | Explain how the proposed project will impact financially (both positively and negatively) on your existing business operations in terms of increased turnover, net profit etc. *Please put £ values on this impact and show how you arrived at these figures, referring to your cash flow forecast where relevant.*  |
|  | Click or tap here to enter text. |
| 5.5 | Explain how your business has the capacity to deliver the proposed increase in products, services or efficiencies. *For instance: do you have enough staff if not how will they be recruited? If you are proposing the purchase of new production equipment is there enough space to house it, if not how will this be addressed? Do you have access to sufficient raw materials to fully utilise the new equipment etc.* |
|  | Click or tap here to enter text. |
|  | **Outputs from your Project**How many employees currently work for your business *(include owner/directors but exclude self-employed contractors). Please report this figure as an FTE (Full Time Equivalent).*FTE is a measure of an employee’s scheduled hours in relation to an employer’s hours for a full-time working week. This enables us to collect standardised data, especially when an employee is classed as ‘part-time’ as this term is different across different businesses. As an example: *If the standard working hours for staff in the applicant organisation is 37 hours per week, someone who works 37 hours per week would be 1.0 FTE whilst someone who worked 25 hours per week would be 25 divided by 37 = 0.67 FTE.*  |
| 5.6 | Number of current Full Time Equivalent (FTE) employees | Click or tap here to enter text. |
|  | How many jobs will you create as a direct result of this project? *Please report this figure as an FTE (Full Time Equivalent); see FTE definition above.***Jobs created:** this means the number of new, permanent, paid, full-time equivalent (FTE) jobs created following grant support. This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE). FTE should be based on the standard full-time hours of the employer. * ‘New’ means the job should not have existed with that employer before the grant funded project.
* ‘Created jobs’ exclude those created solely to deliver the project (e.g. construction).
* ‘Permanent’ means the job should have an intended life expectancy of at least 12 months from the point at which it is created.
* Only count each individual FTE or job once through the lifetime of a project (i.e. it should not be counted every year)
 |
| 5.7 | Number of jobs to be created at completion of project, based on full time equivalent calculation above. *For example: If the standard working hours for staff in the applicant organisation is 37 hours per week, someone who works 37 hours per week would be 1.0 FTE whilst someone who worked 25 hours per week would be 25 divided by 37 = 0.67 FTE* | Click or tap here to enter text. |
| 5.8 | Number of jobs to be created after 12 months, based on full time equivalent calculation above. *For example: if the standard working hours for staff in the applicant organisation is 37 hours per week, someone who works 37 hours per week would be 1.0 FTE whilst someone who worked 25 hours per week would be 25 divided by 37 = 0.67 FTE* | Click or tap here to enter text. |

**Section 5c. Tell us why grant funding is required:**

|  |  |
| --- | --- |
| 5.9 | Please explain why grant funding is required to enable your project to proceed and what would happen if grant funding was not offered. Please refer to the *‘Guidance to Help with Completion of the Application Form for the New Rural Fund for Businesses’* for further details  |
|  | Click or tap here to enter text. |

**Section 5d. For projects creating goods or services: Tell us how you will find new markets for the new product or service or increased production:**

If your application is for net zero infrastructure only and will not directly result in new or increased amounts of a product or service, please go to Section 5e., ‘For projects investing in net zero infrastructure’.

|  |  |
| --- | --- |
| 5.10 | What will be your target market for the new product or service or increased production. *Please provide as much detail as possible to ensure we understand how you will find customers and ensure the project helps your business to grow.* |
|  | Click or tap here to enter text. |
| 5.11 | Please explain how you will promote your new product or service or increased offer |
|  | Click or tap here to enter text. |

**Section 5e. For projects investing in net zero infrastructure:**

|  |  |
| --- | --- |
| 5.12 | What will be the carbon reduction for your business as a result of the project? *Please show the saving in kg or tonnes of CO2 per annum.* |
|  | Click or tap here to enter text. |
| 5.13 | If the project will generate energy:  |
|  | What is the forecast energy generation of the project: | Click or tap here to enter text. |
|  | What % of the business’s energy use will this represent? | Click or tap here to enter text. |
|  | What % of this generated energy will be used by the business | Click or tap here to enter text. |
|  | What % of this generated energy will be sold to the grid? | Click or tap here to enter text. |

**Section 5f: For all projects: How will your project contribute to Net Zero**

The Together for our Planet campaign encourages small businesses to pledge to cut their emissions to net zero by 2050 or sooner, while helping them grow, adapt and seize new opportunities. You can find more information on the Government supported climate hub at [www.smeclimatehub.org/uk/](http://www.smeclimatehub.org/uk/)t

|  |  |
| --- | --- |
| 5.14 | Please explain how your project will help the business to cut emissions and/or contribute to nature recovery objectives. |
|  | Click or tap here to enter text. |
| 5.15 | Have you have declared a net zero target for your business - if so what in what year? | Click or tap here to enter text. |

**Section 6: Supporting Documents Checklist**

You must submit the following documents with your full application.

**Remember:**

* Incomplete applications, or where supporting documents are not provided, will not be processed.

| **Document** | **Supporting Notes** | **Tick to confirm it is included** | **Applicant’s comments** |
| --- | --- | --- | --- |
| 1. A copy of the most recent statement from the bank account you use for your business. The statement must be dated within 2 months of the application date or your application may be rejected.
 | This must:1. **show your business name and address** to confirm the name and address details you have added at Section 1 (*Statements from online accounts may not automatically show this information. Please ensure that the statement you send us does include this information; you may need to contact your bank for help with this.)*
2. be the same bank account that you will use to pay for the grant funded items from **AND**:
3. be the account to which you will receive your grant payment into
 |[ ]  Click or tap here to enter text. |
| 1. A copy of the most recent full statutory audited / unaudited accounts for the business **OR**:

If self-employed: a copy of your most recent HMRC self-assessment return.  | Please ensure these documents are full sets and all pages are included. |[ ]  Click or tap here to enter text. |
| 1. Evidence of trading address: the evidence document supplied must support the applicant business trading address as reported in Section 1.19 of this form.
 | * A NFDC Business Rates bill OR
 |[ ]  Click or tap here to enter text. |
|  | * A Government or NFDC licence which shows the premises address OR
 |[ ]  Click or tap here to enter text. |
|  | * A formal commercial property rental invoice OR
 |[ ]  Click or tap here to enter text. |
|  | * A current lease agreement for the premises OR
 |[ ]  Click or tap here to enter text. |
|  | * A current insurance document showing the premises address OR
 |[ ]  Click or tap here to enter text. |
|  | * Other (please describe):
 |[ ]  Click or tap here to enter text. |
| 1. 12 Month cash flow forecast
 | You must complete the 12-month cash flow forecast spreadsheet and attach it when you send us your application and supporting information.You can find the template for the cash flow forecast where you downloaded this application form at [www.newforest.gov.uk/RuralFund](http://www.newforest.gov.uk/RuralFund) |[ ]  Click or tap here to enter text. |
| 1. Written confirmation from your landlord of permission to undertake the project (if relevant)
 | If the activity involves investments in immoveable assets and the applicant is a tenant, the landlord’s written permission to the improvements must be obtained where this is a condition of the tenancy.  |[ ]  Click or tap here to enter text. |
| 1. Detailed quotations or catalogue listings for the proposed expenditure (refer to Section 3 above for the number of quotations required)
 | The quotations must be dated within 8 weeks prior to submission of the application and be on the suppliers headed paper or from the suppliers’ email.This can include second-hand equipment, but it must be sourced from a trusted dealer who will provide a reasonable warranty or guarantee and who can demonstrate proof of ownership (such as sale documents, warranty documents, logbook etc.). In addition, the second-hand equipment must not cost more than the current market value for the same equipment if bought new. |[ ]  Click or tap here to enter text. |

**Section 7: What happens after I have submitted my application?**

You can find information about what happens after you have submitted your application on our website at [www.newforest.gov.uk/RuralFund](http://www.newforest.gov.uk/RuralFund)

Once you have emailed us your application form you will receive an automated Business Support email to acknowledge that your application has been received.

Please check your emails (including ‘junk/spam’ folders) regularly as we may need to contact you to clarify the details in your application or if we need you to provide additional supporting evidence.

We will contact you once only using the contact details you have supplied to provide the required information. If we do not receive your response within 10 working days, your application will automatically be rejected, and no further contact will be made by NFDC.

**Due to the volume of enquiries to the Economic Development office during this period; please do not contact us to enquire on the progress of your application. Please be assured we will process applications as quickly as possible.**

**Remember to monitor your email account for correspondence from us.**

**Section 8: Declarations and signatures**

**Please read the declarations and sign in the relevant space below.**

**Then refer back to Section 6: Supporting Documents Checklist above to ensure that you have provided all of the information required to assess your application.**

**Important Information**

* You should not commence project activity, or enter into any legal contracts, including the ordering or purchasing of any equipment or services, before your application has been formally approved and you have entered into a grant funding agreement with us. Any expenditure incurred before the approval date is at your own risk and may render the project ineligible for support.
* If you knowingly or recklessly make a false statement to obtain grant aid for yourself or anyone else you risk prosecution and the recovery of all grant payments.
* By submitting this form, you are confirming that you have read and agree with the declarations below and you consent to us processing the information that we collect from you in accordance with our Privacy Policy. You can read how we handle and store your data in our Privacy Notice at: [www.newforest.gov.uk/RuralFundPrivacyNotice](http://www.newforest.gov.uk/RuralFundPrivacyNotice)

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| **8.1 Applicant's Declaration** |
| *I/we confirm that, to the best of my/our knowledge and belief, all the information contained in this application is true and correct and I/we accept full responsibility for it. If there is any change to the information I/we have provided, I/we will notify New Forest District Council without delay.**I/we confirm that the applicant business is based within the New Forest Rural Fund area and the proposed grant funded investment will benefit the wider economy of the New Forest Rural Fund area as detailed in this application.**I/we understand that the business and records may be inspected as part of the Council’s ongoing responsibilities for delivery of the Rural England Prosperity Fund, and I/we agree to give access, cooperate, and provide such assistance as is required.**I/we understand that if the application is successful, I/we will be required to enter into a grant funding agreement contained within a ‘Grant Offer Letter’, and payment of any grant funding will be conditional on compliance with the terms of that agreement.**I/we recognise that it is my/our responsibility to obtain and maintain any necessary permissions/licences for this project, including from my/our landlord if relevant, and for the operation of the business.**I/we understand that use of an agent to complete this application will not limit my/our responsibility to comply with the terms of that agreement, nor does it affect my/our personal responsibility to ensure the accuracy of the information provided.***This declaration must be signed by:**1. the applicant in their personal capacity; or
2. a partner or director with the necessary authority where the declaration is being signed on behalf of an incorporated body such as a limited company.

**Applicant or Authorised Signatory signature** (electronic signature is acceptable)

|  |
| --- |
| Click or tap here to enter text. |

**Print Applicant or Authorised Signatory Name Date**

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| --- | --- |
| Click or tap here to enter text. | Click or tap here to enter text. |

**Please email your application and supporting information, quoting ‘REPF’ and your business name in the subject line to:** **BusinessSupport@NFDC.GOV.UK*****If you wish to send your documents via a secure file-sharing site, we can only accept documents via Dropbox, iCloud, WeTransfer and G-Drive.******Please note we cannot accept scanned copies or PDF versions of this form.*** |