



West Kent Rural Grants – application questions

Funding by the Rural England Prosperity Fund administered by Sevenoaks District Council in partnership with Tonbridge and Malling and Tunbridge Wells Borough Councils

Funding year 2024-2025

This application form is to be used when applying for the West Kent Rural Grants scheme, funded by the Rural England Prosperity Fund (REPF).

Eligibility criteria as laid out in the guidance must be met. Meeting eligibility criteria does not automatically entitle you to a grant award.

Incomplete applications will not be processed and will not be considered by the grant decision panel. Please take care to fully complete your application.

This grant scheme supports businesses and communities based in either Sevenoaks District Council, Tonbridge and Malling Borough Council or Tunbridge Wells Borough Council local authority areas only (known as Invest West Kent).

This grant scheme is administered by Sevenoaks District Council on behalf of Invest West Kent. Please contact ruralgrants@sevenoaks.gov.uk if you need any help.

Questions that will need preparation prior to starting the application form are in BOLD. You will need to refer to the scheme Guidance.

1. Does your application relate to a proposal that is 100% capital funding (i.e. not revenue funding)?
2. Are you in an eligible area of Sevenoaks, Tonbridge and Malling or Tunbridge Wells local authority areas as defined by the Defra Magic map. Please see section 3.3 of the scheme guidance at the top right of the screen.
3. Have you / will you receive funding for your project from any of the following? • The Farming in Protected Landscapes Programme • The Farming Investment Fund • The Platinum Jubilee Village Hall Improvement Grant Fund. Please see section 3.6 of the scheme guidance at the top right of the screen. Has work on your project already started? Please see section 3.7 of the scheme guidance at the top right of the screen.
4. Is there a statutory requirement to fund your project? (i.e. do you have a legal requirement to fund it?)

5. Local authority area in which the proposed project is located: (please select)
6. Project description, in one brief sentence (descriptive title)
7. Name of person responsible for the delivery of the project
8. Name of business
9. Business address (including postcode)
10. Landline
11. Mobile number
12. Email address
13. Sectors
 - 13.1 Other, please state:
14. Type of organisation
 - 14.1 Other Type of organisation
15. Project address if different (including postcode)
16. Charity registration number (where applicable)
17. Company registration number (CRN) (where applicable)
18. VAT registration number (where applicable)
19. Business rates number (where applicable)
20. Total number of employees
21. Turnover per annum (£) (2022-2023)

22. Amount of grant applied for
23. Total project cost
24. Please confirm you are able to contribute (match fund) a minimum of 50% of the total project cost
- 24.1 If you are unable to match fund at 50%, please explain briefly why your project is 'exceptional' as detailed in section 5.4 of the Guidance and attach a full statement giving evidence of meeting criteria in section 5.4.
25. What is the source of your match funding?
26. Grants are normally paid in arrears, without stage payments. Can you deliver the project without stage payments? (see section 14 of guidance). Please answer yes or no.
- 26.1. If you are requesting stage payments, please briefly explain why?
27. Can you deliver the project without payment of grant fund up front? Please indicate Yes or No. (see section 14.3 of guidance found at the top right of the screen)
- 27.1. If No, please outline why payment up front is required? Please refer to the description of 'exceptional' circumstances in section 5.4 of the guidance and explain briefly why your project is 'exceptional'. Please attach a full statement referring to evidence of criteria in section 5.4
28. Will you be able to submit your final receipted invoice by 1 March 2025.
29. Please provide an overview of the nature of your business / charity / not for profit. What does your organisation do?
30. What is your interest in the premises from which you operate?
31. Other Interest in the premises from which you operate
32. If you are a tenant, please give the number of years left on your lease
33. Contact details of your landlord

For the following questions, please refer to the criteria checklist in Section 9 of the guidance provided. Project proposal

- 35 Please provide a description of the capital investment that you are proposing for which you are requesting grant funding? (max. 400 words)**

35.1

Which interventions does your project fit within?

Small scale investment in micro and small enterprises in rural areas

Developing and promoting the visitor economy

Creation and improvements to local rural green spaces

Existing cultural, historic and heritage institutions that make up the local cultural heritage offer

Active travel enhancements in the local area

Rural circular economy projects (sustainable, repair, reuse, recycle)

36 Economic and community value (max. 400 words)

What economic, community or environmental outcomes do you expect directly from the delivery of your proposals? (e.g. not limited to, jobs created or safeguarded; increased footfall; improved perception of facilities; increase in community-led programmes; increased participation, engagement, membership, revenue)

Please quantify (even if an approximation) for example: "Purchase and installation of two EV charging points, resulting in 500 more visitors per annum" or "three businesses supported with new equipment resulting in four jobs being created".

37 Project justification (max. 400 words)

Please explain:

- **Why your project is needed**
- **Why you need grant funding to deliver your project**
- **Why your project will not harm any other similar local business or organisation**

38 What is the environmental impact of your project? Does your project contribute to net zero? (max. 400 words)

Project management

39 Please detail your project costs, enter as many lines as needed.

Project schedule

40 What is your expected start date for the project?

41 When do you expect to complete the project?

42 How will you maintain the capital investment after the project is completed?

Project timeline

43 Timeline with milestones, please enter as many target dates as needed Target dates

Risks

Please detail any risks to your project and project outcomes and how these may be mitigated.

Actions to reduce risk (if any)

Severity if risk materialises

44 Are any consents needed for your project?

Planning Permission:

Building Control Approval:

Listed Building Consent:

Advertising Consent:

Other:

Subsidy regulations

45 Will receiving a grant put you over government subsidy regulation limits?

46 Name of Bank or Building Society

Account Holder's Name

Account Number

Sort Code

Checklist for attachments

Sketches /plans / images

Specification Three quotes

Accounts, two years (see guidance)

Recent bank statement (within three months of application date Landlord's written permission (if applicable)

Tenancy agreement (if applicable)

Second-hand equipment evidence if applicable (see section 11)

If applicable, statement and evidence for 'exceptional' circumstances