



# 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 2025/26***

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 email [ruralgrants@sevenoaks.gov.uk](mailto:ruralgrants@sevenoaks.gov.uk) if you need 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. Has work on your project already started? Please see section 3.7 of the scheme guidance at the top right of the screen. \*(Required)  
Yes No
5. Is there a statutory requirement to fund your project? (i.e. do you have a legal requirement to fund it?)

6. Local authority area in which the proposed project is located: (please select)
7. Project description, in one brief sentence (descriptive title)
8. Name of person responsible for the delivery of the project
9. Name of business
10. Business address (including postcode)
11. Landline
12. Mobile number
13. Email address
14. Sectors
  - a. Other, please state:
15. Type of organisation
  - a. Other Type of organisation
16. Project address if different (including postcode)
17. Charity registration number (where applicable)
18. Company registration number (CRN) (where applicable)
19. VAT registration number (where applicable)
20. Business rates number (where applicable)
21. Total number of employees
22. Turnover per annum (£) (2022-2023)
23. Amount of grant applied for
24. Total project cost
25. Please confirm you are able to contribute (match fund) a minimum of 50% of the total project cost
  - a. 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.
26. What is the source of your match funding?

27. 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.
- 27.1 If you are requesting stage payments, please briefly explain why?
28. 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)
- 28.1 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
29. Will you be able to submit your final receipted invoice by 31 December 2025.
30. Please provide an overview of the nature of your business / charity / not for profit. What does your organisation do?
31. What is your interest in the premises from which you operate?
32. Other Interest in the premises from which you operate
33. If you are a tenant, please give the number of years left on your lease
34. 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. 300 words)  
What economic, community or environmental outcomes do you expect directly from the delivery of your proposals?

**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. Please detail your project timeline and milestones (if this is a purchase of equipment please detail expected invoice dates). Please enter and submit each milestone separately.**

**Risks**

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

**Risks**

**Actions to reduce risk (if any)**

**Severity if risk materialises**

**Permissions**

**Are any consents needed for your project?**

- 45. Planning Permission:**
- 46. Building Control Approval:**
- 47. Listed Building Consent:**
- 48. Advertising Consent:**
- 49. Other:**

## Subsidy regulations

Please tick to confirm that if successful in securing a grant, you will not exceed the Minimum Financial Assistance (MFA) limitations. This means that your organisation will not receive more than £315,000 over a three-year period.

50. Have you applied for or received any public sector funds within the last three years?

\*(Required)

Yes No

## Financial details

Name of Bank or Building Society

Account Holder's Name

Account Number

Sort Code

## Checklist and upload attachments (see section 11 of guidance)

Please tick.

You can check what you have uploaded so far by looking at the list on the top right of this page

Sketches /plans / images

Specification

Three quotes \*(Required)

Accounts, two years (see guidance) \*(Required)

Recent bank statement (within three months of application date) \*(Required)

Landlord's written permission (if applicable)

Tenancy agreement if applicable (if applicable)

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

If applicable, statement and evidence for 'exceptional' circumstances