|  |
| --- |
| **HDC logo**  **HARBOROUGH DISTRICT COUNCIL**  Application for Section 106 Funding |
| **Please note** that in all instances funding will only be directed towards projects which meet the specific requirements for spending contained in the Section 106 agreement from where the monies are to be taken. **S106 funding can only be utilised on capital projects and not towards the on-going revenue costs of a project.** |

**SECTION ONE – About your group or organisation**

**(Before you start this application – please refer to the Guidance Notes)**

|  |  |
| --- | --- |
| **1.1 Name of your group or organisation** |  |
| **1.2 Address of group or organisation** | |
| Full postal address : |  |
| **1.3 Contacts** |  |
| **Contact 1 Name:** |  |
| Position held in group/organisation: |  |
| Tel No: |  |
| Mobile No: |  |
| Address: |  |
| Email |  |
|  | |
| **Contact 2 Name:** |  |
| Position held in group/organisation: |  |
| Tel No: |  |
| Mobile No: |  |
| Address: |  |
| Email: |  |

**SECTION 2 – Eligibility Criteria**

|  |  |
| --- | --- |
| **2.1 Is your organisation**  (Please answer ‘Yes’ in the box which best reflects the nature of your group or organisation) | |
| A: Town/ Parish Council |  |
| B: Community Group or organisation with a constitution |  |
| **2.2 Previous requests for S106 funding** | |
| Have you applied for S106 funding in the past? |  |
| If yes – please ensure you have  provided a completion report if one  is due. |  |
| (please submit prior to applying for further funding) | |
| **2.3 Please answer the following questions about access and charging** | |
| Will the wider community be able to access the facility/site for purposes intended? |  |
| If “no” please provide further information | |
|  | |
| Will the facility be free of charge? |  |
| If you are intending to charge for facilities, please give clarification on the costs and reason for charging: | |
|  | |
| **2.4 Strategic significance of the Project**  All projects are expected to enhance the quality of open space or a community facility. Projects will be assessed to see how they fit with other local priorities identified in strategies and policies. | |
| Is your project specified in a HDC Plan or other adopted Strategy, Neighbourhood Plan or Section 106 Agreement? (Please specify below) |  |
|  | |
| If your project is not covered by a plan or strategy, what evidence do you have to prove there is a need for the project?  (Please provide further information and submit supporting documents – refer to guidance notes) | |
|  | |
| Will the funding |  |
| Increase capacity? | Choose an item. |
| Increase diversification? | Choose an item. |
| Enhance the accessibility? | Choose an item. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SECTION 3 – About your Project and the Funding you are applying for** | | | | | |
| **3.1 What funding are you applying for?**  **Funding requests above £50,000 will require a project proposal and business plan.** You will need to illustrate value for money and obtain a number of quotes.  \*Please refer to the guidance notes to see if a direct payment is applicable to your Parish or Organisation. | | | | | |
| Up to £25000 |  | | | | |
| Over £25000 |  | | | | |
| **3.2 What is the name and address of your project?** | | | | | |
|  | | | | | |
| **3.3 In which Parish is your project?** | | | | | |
|  | | | | | |
| **3.4 Please describe your project in detail :** | | | | | |
|  | | | | | |
| **3.5 If you are not a town or parish council, do you have the support of the parish council for the area where the project is to take place?**  N.B. In some cases S106 contributions may be derived from a development in a neighbouring parish. Where this is the case, their support may also be required.  **Please add evidence/comments below** | | | | | |
|  | | | | | |
| **3.6 Do you have the support of the Harborough District Ward Member for where the project is to take place?**  For details of your Ward Members, please see :  <https://www.harborough.gov.uk/mycouncillor> | | |  | | |
| **3.7 Which specific group is your project aimed at?**  (Please answer ‘Yes’ to all that apply) | | | | | |
| All of the community | | | | |  |
| Children of 4-11 years | | | | |  |
| Young people between 12 and 18 | | | | |  |
| People with a disability | | | | |  |
| Older people | | | | |  |
| Other (please specify if applicable) | | | | |  |
| **3.8 Where will the community come from that will be directly benefiting from your project?**  (Please answer ‘Yes’ to all that apply) | | | | | |
| Within a few streets of the project | | | | |  |
| The whole village/town | | | | |  |
| Surrounding villages and towns | | | | |  |
| Visitors coming from further afield | | | | |  |
| **3.9 Which type of facility or open space will your project help to improve?**  Please refer to guidance notes for Allotment and Cemetery contributions. | | | | | |
| Parks & Gardens | | | | |  |
| Natural & semi-natural green spaces | | | | |  |
| Outdoor public access sports facilities available for community games | | | | |  |
| Amenity green space | | | | |  |
| Greenways | | | | |  |
| Provision for children and young people | | | | |  |
| Allotments & Community gardens | | | | |  |
| Cemeteries/closed Churchyards/Burial grounds | | | | |  |
| Civic Spaces | | | | |  |
| Community Facilities (i.e., village halls) | | | | |  |
| Indoor Sports facility (above 3 courts) | | | | |  |
| **3.10 Please state timescales (provisional start date and completion)**  *see guidance notes re spend by dates* | | | | | |
|  | | | | | |
| **3.11 If there is a lease involved, how many years remaining do you have and have you contacted the landlord/owner? Please provide leasehold agreement / land registry deeds / permission from landlord/owner – whichever applies.** | | | | | |
|  | | | | | |
| **3.12 Are you VAT registered?** | |  | | | |
| If yes, please provide VAT Registration Number | |  | | | |
| If not VAT registered, do you or will you be able to reclaim the VAT? | |  | | | |
| **3.13 To ensure value for money, you are required to obtain a number of quotes for your project. The Council reserves the right to a declaration on quotes. Please refer to guidance notes for further information.** | | | | | |
| Preferred Supplier: | |  | | | |
| Reason(s)? | | | | | |
|  | | | | | |
| **3.14 How much funding are you applying for from this grant scheme? (Project total should = S106 funding request + funding pending + secured)** | | | | | |
| TOTAL project value : | | £ | | | |
| Amount of S106 funding applied for : | | £ | | | |
| Other funding secured : | | £ | | | |
| Other funding pending : | | £ | | | |
| **3.15 Is this part of a larger project?** | |  | | | |
| If yes, please tell us about the funding you have applied for or secured: | | | | | |
|  | | | | | |
| **3.16 Does the project need planning permission or any other formal consent and if so have you applied for and received the necessary permission?**  (Please provide any evidence/comments below) | | | |  | |
|  | | | | | |
| **3.17 Who is responsible for overseeing the delivery of project?** | | | | | |
|  | | | | | |
| **3.18 Equality and Safeguarding** | | | | | |
| **Does your organisation have an Equalities Policy?** | | | | |  |
| **Does your organisation have a Safeguarding Policy?** | | | | |  |
| Please refer to the guidance notes regarding these policies | | | | | |

**SECTION 4 – Declaration**

|  |
| --- |
| 1. **I am authorised to make the application on behalf of the above organisation.** 2. **I confirm that our organisation has the necessary governance in place to ensure audited accountability for the spend of any money allocated through the Harborough District Council grant process.** 3. **I certify that the information in this application is correct.** 4. **If the information in the application changes in any way I will inform Harborough District Council.** 5. **I understand that the information given in this form (except for bank statements) may be made available to members of the public and/or other organisations.** 6. **If successful, I agree to abide by the terms and conditions of the grants awarded as set out in an offer letter.**   **I agree to participate in monitoring, auditing and reporting feedback related to Harborough District Council grant funding as agreed in the terms of conditions when accepting the grant.**  *\*If you are sending this form by email you do not need to include a signature. We will keep a copy of the email as confirmation of your agreement.*  **Signed:  *Signatory one***  **Signed: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_**  **Name: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_**    **Date: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_**  ***Signatory two***  **Signed: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_**  **Name: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_**  **Date: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_** |

**Application checklist:** (please refer to guidance notes for details)

* **Quotes (if required)**
* **Bank statement**
* **Constitution**
* **Funding secured letters**
* **Planning permission if applicable**
* **Leaseholder/owner permission or deeds (whichever is relevant)**
* **Business proposal if applicable**

Please send your completed form and any supporting information to:

**grants@harborough.gov.uk**

If you require this document in an alternative format or wish to discuss an idea for a project in more detail, please contact grants@harborough.gov.uk in the first instance.