

Date Received:

(Internal Use)



COMMUNITY INFRASTRUCTURE GRANT PROGRAMME (Round 2)

Application Form

SECTION 1

THE ORGANISATION

1.1 Please write the organisation's name:

1.2 Contacts for the organisation

The primary contact for the project should be contactable during normal office hours (Monday to Friday) and be able to answer queries regarding the application. The named person does not necessarily need to be the person who signs this form.

	Primary contact	Secondary contact
Title:		
If other:		
Contact name:		
Position (within organisation)		
Address:		
Postcode:		
Daytime telephone number:		

Mobile (if different to above):		
Email address:		

1.3 About the organisation

Is your organisation not-for-profit:	
Organisation type:	
Charity number (if applicable):	
If you selected 'other' please specify:	
Please write the organisation's URL and/or provide information about the main social media channel:	

1.4 Briefly describe the day-to-day operations/purpose of the organisation

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(100 words max)

1.5 Please enter the organisation's unrestricted reserves (£s):

<i>Note: These are reserves that are freely available to spend on any of the organisation's purposes, in line with their own financial policies, controls and procedures. [For charities, further information can be found via Charity reserves: building resilience - GOV.UK.]</i>

1.6 Has the organisation and/or your proposed project received funding from any of the following:

- UK Shared Prosperity Fund
- DEFRA
- Platinum Jubilee Village Hall Funding
- Other Government-distributed funding

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If yes, please give details:

SECTION 2

THE PROJECT

2.1 Please write the project's name:

2.2 Who will be the project lead?

If someone else, please give their name:

Briefly summarise the project lead's experience of managing building projects. (If they have no experience, please say so.)

(100 words max)

Please summarise the advice/consultancy the project lead has access to.

(100 words max)

2.3 Please describe your project and what it will achieve:

(300 words max)

Note: Please include key changes and the additionality it will deliver. Outcomes are to be discussed in section 4.

2.4 What local needs, challenges and/or opportunities does this project address in Wyre?

(150 words max)

Note: This can include long-term sustainability of an asset.

2.5 Who will be the target beneficiaries of the project, and how will they benefit from it?

(200 words max)

Note: Consider health & wellbeing, inclusive communities and thriving economies (e.g. visitor economy)

2.6 Please describe any community/stakeholder support or involvement with the project.

(200 words max)

Note: For stakeholder support, this may include collaboration/work with other organisations, hubs, local partnerships, local businesses etc.

Other project details

2.7 Please provide the name and address of the site where the works will take place:

Note: Please complete including postcode, if the site does not have its own postcode, please provide the nearest one. If your project provides a service, activity or event please identify the area/s it will benefit. If more than one site, please put best description of site/sites.

2.8 Who owns and operates the project site/s?

Note: Please include all parties, stating clearly which organisation owns the amenity or land, and which operates it as applicable.

2.9 If you lease the land or amenity, when does that lease expire and what arrangements do you have in place for continued public access?

Note: It is important that public access will be maintained into the future, and the longest possible lease period would be favourable. As a guide, Wyre Council may not consider a project if the remaining tenure is less than 10 years.

2.10 Is planning permission and/or any other form of consent required?

If yes, please give details:

Note: If approvals are required but not yet granted, please include timescales for obtaining consents.

2.11 How does the project support the delivery of net zero ambitions or wider environmental considerations?

(200 words max)

Note: Some examples could be local supply chains, avoiding single-use plastics, building EPC – renewable energy, using low carbon materials, insulation, LED lights etc. For reference you can view Wyre Council's [Climate Change Strategy](#) and its commitment to supporting work with relevant agencies towards making the entire Wyre area zero carbon by 2050.

SECTION 3

PROJECT TIMESCALES AND RISKS

3.1 What are the proposed timescales for the project?

Estimated start date	Estimated end date

Note: Projects should be completed by/in Autumn 2027.

3.2 Project delivery plan

Note: Please list the key activities/milestones e.g. procurement, building work, commencement, event dates, recruiting staff, planning permissions, publicity campaigns etc.

Activity/Milestone	Completion Date (month/year)
Activity/Milestone 1	
Activity/Milestone 2	

<i>Activity/Milestone 3</i>	
<i>Activity/Milestone 4</i>	
<i>Activity/Milestone 5</i>	
<i>Add further rows if required.</i>	

3.3 Risk management plan

Note: What are the risks in delivering your project and how will you mitigate these risks? For projects over £100,000 we may ask for a more detailed assessment.

<i>Risk</i>	<i>Mitigation Proposal</i>
<i>Risk 1</i>	
<i>Risk 2</i>	
<i>Risk 3</i>	
<i>Risk 4</i>	
<i>Add further rows if required.</i>	

3.4 Has asbestos been removed from the site in the past?

Will asbestos removal be expected as part of this project?

STATISTICAL INFORMATION

4.1 Please list the outputs that the project will deliver

(100 words max)

Note: The outputs will be used to monitor progress through reporting to Wyre Council. Please give numerical values, e.g. '1 fitted kitchen' or '6 solar panels'.

4.2 Please list the expected outcomes of the project and explain how they will be measured and monitored over time.

(600 words max)

Note: The outcomes will be used to report the project's impact to Wyre Council. You may wish to use your output to begin your answer, e.g. 'The fitted kitchen will enable us to establish a new social dining group, providing regular opportunities for people to come together to reduce social isolation. Following a consultation, we expect the group to attract 30 regular attendees. Attendance will be recorded through the group's register and monitored over time.'

4.3 Are there any other outcomes/benefits data that will be collected as part of the project?

(100 words max)

Note: Volunteers and equality information should be held by the organisation.

SECTION 5

FUNDING AND FINANCIAL DETAILS

5.1 Summary project budget

Note: it is important to read the guidance for this section

Is the named organisation/VAT registered?	
<i>If yes, please do not include any recoverable VAT in the figures. If no, please use gross figures i.e. include any VAT that you cannot recover.</i>	
Total value of project excluding any recoverable VAT:	£
<i>This should include all funding. Additional evidence will be required to support the budget see enclosure checklist.</i>	
Value of funding requested from the Community Infrastructure Fund.	£
<i>You will be asked for a breakdown on the project budget sheet 5.2 below</i>	
Total value of other funding you may have applied for or secured:	£
<i>Please provide a breakdown on the project budget sheet 5.3 below.</i>	

5.2 Please provide a breakdown for the overall cost of your project

Costs required up to November 2027	Community Infrastructure Fund	Costs which will be funded by other sources
Item 1:	£	£
Item 2:	£	£
Item 3:	£	£
Item 4:	£	£
Item 5:	£	£
Item 6:	£	£
Item 7:	£	£
Item 8:	£	£
Please use the line below to identify any sums to be set aside for contingencies.		
Contingency:	£	£
Project Budget Total:	£	£
<i>Note: Please add rows as required. Examples of cost are professional fees, groundworks, promotional materials, staffing, rental of premises and project evaluation. A contingency fund should be considered and can be entered on separate rows.</i>		

5.3 Please list details of other funding requested or applied for (please do not include your answer to 5.4)

Source	Date secured	Date secured until (if a deadline has been applied)	If unsecured, when do you expect to know if successful?	Amount (£)
Source 1:		£		
Source 2:		£		

Source 3:		£		

5.4 Total amount <u>your organisation</u> will be providing towards the project cost: <i>Please include the total cash amount and not any in-kind contributions.</i>	£
5.5 If there is a funding shortfall, how much is this and how will your organisation address it? <i>Please include the total cash amount and not any in-kind contributions.</i>	£
(100 words max)	
5.6 Please provide details of any in-kind contributions (i.e. non-financial contributions from your organisation). <i>Examples include volunteer time, material contributions, etc. To help you allocate a cost value for volunteer labour time, please use national living wage, currently £12.71 per hour.</i>	
(100 words max)	
5.7 As this is a cash-limited fund, you may be offered less than the amount for your project. To assist us with making grant decisions, please suggest how you could scale your project. Include what you could deliver and the cost, to meet the outputs and outcomes stated in 4.1 and 4.2. <i>You may wish to categorise the options using a gold, silver and bronze ranking.</i>	
(100 words max)	

ENCLOSURE CHECKLIST

You must enclose copies of the following items with your application form.

You may be asked to for further information or supporting documents depending on the type of project you are requesting funding for and the information you have supplied on the application.

Please note: If you do not send the following attachments to support your application, the processing of your application may be delayed and in certain circumstances returned to you.

☒	In all cases items 1 to 5 must be included in your application.	
☐	1	A copy of this application and any supporting materials, including any design plans where applicable.
☐	2	Applying organisation's constitution.
☐	3	Applying organisation's latest accounts.
☐	4	Proof of organisation's bank account, with evidence of 2 unrelated signatories.
☐	5	Equality impact assessment.
If relevant, please also forward the following items with your application.		
☐	6	Copy of your lease or other permission for use of land or building (please refer to question 2.8).
☐	7	Planning permission and/or other consents if already obtained (please refer to question 2.9)
☐	8	Evidence of public liability insurance (limit of indemnity of not less than £10 million)
☐	9	Evidence of employers' liability insurance (limit of indemnity of not less than £5 million)
☐	10	Risk Management plans (if project is over £100,000 value)

DECLARATION

Governance

I understand that all associated spend of any grant funding we receive will be assessed in advance by Wyre Council to ensure the proposed investment is compliant with the Public Contracts Regulations 2015, and Wyre Council contract procedures and grant rules, processes and procedures as and where relevant.

Subsidy Control

I understand that grant funding of this type may be subject to certain restrictions under the Subsidy Control Act 2022 and that we may be asked to sign a declaration regarding eligibility to receive grant funding under this scheme. Please refer to the following link: [What is a subsidy \(7.5\)](#) for more information.

I confirm that we will comply with the relevant guidance and legislation in respect of the grant funding and co-operate with the Council to ensure any grant funding issued is done so in compliance with such subsidy control regime.

Data Protection

In line with the Data Protection Act 2018 and UK GDPR, Wyre Council is the data controller and collect your personal data in order to process your UK Shared Prosperity Fund application. We will only collect the personal data from you we need for assessing and administering the funding application. We may need to contact you for further information to support your application. We will retain your information for monitoring, analysing and targeting and may contact you by phone or email.

For further information about how Wyre Council uses your data please use the following link:

<https://www.wyre.gov.uk/service-area-privacy-notices/privacy-notice>

I confirm that to the best of my knowledge, that the information provided is true and correct. I confirm that the project has not yet commenced, and that no expenditure has been incurred to date.

Name:

This person should have the authority of your organisation to sign the form. It does not necessarily need to be the contact person for the project.

Signature:	
<i>Name of organisation:</i>	
<i>Position held:</i>	
<i>Date:</i>	Click or tap to enter a date.
<i>Additional comments:</i>	

Applications must be received by **midnight** on **Sunday 13th September 2026**. Applications should be sent via email to communitygrants@wyre.gov.uk