



Application Form

It is extremely important that you DO NOT incur any expenditure related to your project prior to formal notification of any grant offer. Submitting an application does not guarantee that you will receive any form of grant.

The Deadline for applications is 5pm Monday 21 October 2013. Late applications will NOT be considered.

Please write or type clearly on the form.

1) Name of organisation submitting this application (provide all names if more than one organisation)

2) Contact details

Please provide contact details below of the organisation leading this project.

Name of project lead:

Organisation:

Contact address:

Email address:

Daytime telephone number:

3) Name of project

4) Where in North Somerset will your project take place?

For instance, does the project take place at a specific address, area of town?

5) Total cost of your project?

£ _____

**Match funding (minimum 50% of project costs
for business or 25% if social enterprise/charity)**

**Amount requested from High Street
Innovation Fund?**

6) Income and Expenditure

Please provide a breakdown of the project's main costs (please use a separate sheet if necessary) Please do obtain quotes/ estimates for larger items as funding cannot be increased if final expenditure is higher than anticipated

Item	Amount	Estimates/Quotes Obtained?

Please provide details of all other funding for the project / activity / equipment.

Income from:	How much?	Secured?

7) Please indicate which of the Grant scheme objectives your project will meet (tick all those that are relevant)

High Street Innovation Fund Objectives

Tick

The Project is creative, innovative, and will have a lasting impact

The Project will improve the streetscape and public realm

The Project will increase improve local trading conditions for fellow businesses

The Project will help to reduce local shop vacancy rates by creatively using vacant retail premises

The Project will increase footfall in the town

There is a known 'need' and demand for the project that you can demonstrate

The Project will improve the town centre offer – offer new and different shopping, leisure and social experience

The Project will encourage traders, community organisations, social enterprise, town and parish councils to work together

The Project will encourage local purchasing and sourcing

The Project will help to improve the long term viability of existing businesses

The Project will deliver ongoing benefits beyond receipt of the grant

8) Please describe clearly what you are applying for funding for, expanding upon those areas that you have ticked above.

(Please use a separate sheet if necessary and do send us any images/maps/photo's that will help the panel understand your project better)

9) Who and how will people / business benefit from this project?

10) What do you hope to achieve through this project? (please refer to the list of outputs under 'How do I fill in the Application Form?', which can be found in the guidance notes)

11) When will the project start? (You must not incur any project expenditure before any confirmation that your project has been successfully awarded a grant)

12) Milestones

Use the table below to present the key stages of your project and when you intend to complete them.

Main stages of project (milestones)	Date of completion

13) Does your project require longer term funding to keep it going? If so, has this been identified or secured?

14) Does your project require planning permission or any other form of government approval before commencement? If yes, has this been sought and what permission is required?

16) Certification

I, the undersigned, certify that the information contained in this Project Application form is correct, and confirm that if a grant is awarded this project will be carried out as described in this application.

Signed:

(Signature not required if completing electronically)

Name: _____
(block capitals)

Position in Organisation/Business: _____

Date: _____

My organisation has the relevant, current insurance in place both for the operation of the organisation as a whole and for the activity which is the subject of this application.

YES/NO

Checklist

Please make sure you have.....

Read the 'Guidelines for Applicants' which accompany this form

Answered every question

Signed the form (not necessary if completing electronically)

Provided evidence of any match funding secured

Provided a copy of your Business Plan if a Start Up Business

Please download this application form, type in the form to complete, save, attach to your e-mail and send to business@n-somerset.gov.uk

If you need to return it by post, the completed forms and any supporting documentation should be returned to:

Address: High Street Innovation Fund, Economic Development Service,
North Somerset Council, Post point 15 1st floor, Town Hall, Walliscote Grove
Road, Weston-super-Mare, BS23 1UJ

Email: Business@n-somerset.gov.uk

Tel: 01934 426341/6193