

SUFFOLK RURAL ECONOMY SCHEME APPLICATION FORM

Thank you for your interest in the Rural Economy Scheme. To help us decide on your eligibility for a grant, please complete this application form.

1. Contact Details

Name of business	
Name of main contact	
Address	
Telephone	
Email	
Local authority district in which business is situated	

2. Business details

Are you registered for VAT?	
Do you own the business premises freehold?	
If no, do you need to obtain consent of the freeholder to make alterations to the property?	
If yes, has consent been obtained?	

3. What are you applying for?

Retail Support Programme	
Post Office Support Programme	

4. Please briefly describe your parish, village or market town, and provide information about other retail outlets in the area

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5. Project description

5.1 What do you want funding for?

What do you hope to achieve? Please also outline what economic benefit your project will bring to your town or village.

5.2 Will your project:

Replace a service that has already been lost?

Create a brand new service?

Improve your service?

If yes, how you will improve your service?

5.3 Length of project:

Planned start date

Planned end date

5.4 Which villages, towns or communities will benefit from your project?

6. Why are you applying for a grant from the Rural Economy Scheme?

Please explain how you have established the need for your project, including any research you have carried out.

7. Other support

Have you receive written support for your project from your parish council or councillor?

If yes, please provide a copy of the letter with this application form

8. Project costs

8.1 Itemised project costs	Amount
total	£

8.2 Is this part of a larger project for which you have received (or are applying for) any other grant funding/loans? Please give details of funding you have received or are applying for from other sources

Other grants/loans	Amount	Confirmed?
total	£	

8.3 What is your financial contribution to the project?

8.4 How much are you requesting from the Rural Economy Scheme?

8.5 What other funding options will you consider if you are not successful?

9. Business details

Please provide the following details:

Annual Gross Sales

£

Annual Gross Margin

£

Average annual stock value

£

10. Profit and Loss

Please complete this statement for the previous two years and a forecast for the current and the next two years

description	£	£	£ current year	£	£
Gross sales					
Average stock value					
Annual gross profit					
gross profit %					
expenditure					
net profit					

Declaration by applicant:

I declare that to the best of my knowledge and belief the information given on this application form and in any supporting material is correct.

I understand that acceptance of this application by the Rural Economy Scheme does not in any way signify that the group has agreed the project is eligible or will receive grant aid.

I will ensure at all times that works and services covered by the offer of grant aid conform to the relevant statutory obligations, bye-laws, planning consents and building regulations and all staff employed in services has relevant documentation where appropriate.

I am applying for a grant of: £ _____

Name and title: _____

Date: _____

Please return this completed application to: cheryl.paget@suffolkcc.gov.uk

Cheryl Paget, Strategic Development, Economic Development, Suffolk County Council, Endeavour House, Russell Road, IPSWICH, Suffolk, IP1 2BX.

- ❖ The Steering Group will aim to respond to this application within 30 working days of its receipt
- ❖ Please note that the groups decision on whether to offer funding or not, is final



Your Personal Information

Suffolk County Council is committed to protecting your privacy and will treat your personal data in accordance with the provisions of the Data Protection Act 1998. Information submitted by you will be used to enable the council to provide the services or information you have requested. Your information will not be used for other purposes or supplied to third parties except in accordance with the law.

Under the Data Protection Act 1998, you can make a formal request for the following information:

- CLARIFICATION THAT YOUR PERSONAL DATA ARE BEING PROCESSED BY THE COUNCIL
- A DESCRIPTION AND COPIES OF THE PERSONAL DATA BEING HELD
- THE REASONS WHY THE DATA ARE BEING PROCESSED
- DETAILS OF TO WHOM THEY ARE BEING OR MAY BE DISCLOSED

See <http://www.suffolkcc.gov.uk/help/disclaimer.html> for further information