

**Create Growth Nottingham and Nottinghamshire**

**Networking Grant Scheme**

Application Form

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| **For office use** |
| CGN2NG Reference No. |  |
| Date application received |  |
| Date of appraisal |  |
| Name of appraiser |  |

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| **Section 1 – Organisation Details** |
| Applicant name |  |
| Contact name |  |
| Position within organisation |  |
| Contact address |  |
| Postcode |  |
| VAT registration number (if applicable) |  |
| Email address |  |
| Telephone number |  |

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| **Section 2 – Proposal for Grant Funding** |
| Please indicate the amount of grant requested. All amounts should be exclusive of VAT if you are able to recover VAT. If you are unable to recover VAT, then costs should include VAT but should not exceed the maximum amount of grant available. Any proposed purchase of goods or services relating to the grant award will require documentary evidence by way of written quotes received. |
| **Amount requested** |  |
| **Proposal Description***The grant will support approved events or networking activity and be co-branded with CGN2.**Please describe what you intend to deliver with the grant provided (maximum 500 words):**Supporting documents are acceptable.* |  |
| **Track record** *Please provide an overview of existing track record of engagement with the sector and plans for further developing networking activity following the grant funded project (maximum 250 words)* |  |
| **Proposed date for the activity supported:** |  |

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| **Section 3 – Payment of grant** |
| Grant payments can only be made through a BACS transfer to a registered business bank account and on receipt of all relevant documentation approved by Nottingham City Council. |
| Name of bank or building society |  |
| Address line 1 |  |
| Address line 2 |  |
| City/Town |  |
| County |  |
| Postcode |  |
| Account Name |  |
| Sort Code |  |
| Account number |  |

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| **Section 4 - Declarations** |
| * I confirm that I am authorised to sign on behalf of the company/organisation applying for the funding and confirm that the information contained in this application form is correct to the best of my knowledge
* I understand that any financial assistance granted will be repayable on demand, or future payments not made, if any information provided is found to be incorrect. I give permission for the information contained in this form to be shared, if requested, by the partners in the project (Nottingham City Council, Nottinghamshire County Council, NBV Enterprises, Invest in Nottingham, Nottingham Trent University, and the University of Nottingham) and the Department for Culture Media and Sport
* I accept that the grant is consistent with most recent UK government law regarding subsidy control and any over payment of grant will be paid back to Nottingham City Council.
* I understand that if Nottingham City Council approves the application, the terms and conditions shall be enforceable on the basis of the Terms and Conditions of the grant scheme
* I understand that providing wrong or misleading information is a criminal offence and any such information may be used against applicants in any subsequent criminal investigation. The information provided on the online application form may be made available to other departments/agencies for the purposes of preventing or detecting crime.
* I understand that any grant received by a business must be declared to HM Revenue & Customs (HMRC) as appropriate as part of the tax return for the business.
* I confirm that the information provided in this application is a true and accurate description of the intended use of the grant.
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| **Data Protection** |
| The CGN2 Networking Grant scheme is funded through the Create Growth Expansion Programme administered by the Department for Culture, Media and Sport (DCMS). Within it Nottingham City Council, process personal data and has an obligation upon request to share it with DCMS. In order to deliver the project, the Project Manager may also share it with other departments across Nottingham City Council. The CGN2 Networking Grant scheme has contractual obligations to collect the data included within this form to record outputs and outcomes, and undertake a project evaluation, allowing DCMS to monitor and evaluate the wider programme. For the purposes of the General Data Protection Regulation (GDPR), in terms of the information processed, the following parties are Data Controllers: * DCMS – who determines the purposes and criteria for processing.
* The Lead Authority, Nottingham City Council
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| **Name** |  |
| **Signature** |  |
| **Position in applicant organisation/business** |  |
| **Date** |  |

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| **Section 5 – Application Checklist.** **Please use this checklist to ensure that you send us everything that we need to assess your application.** |
| You have answered all the relevant questions on this application form | [ ]  Yes [ ]  No |
| You have read and signed Section 4: Declarations | [ ]  Yes [ ]  No |
| You have enclosed quote(s) for any proposed purchases | [ ]  Yes [ ]  No [ ]  NA |

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| **Section 6– Next steps** |
| Please return by email the completed form and supporting documents (proposed event details, quotes, budgets, etc) to you’re the CGN2 Project Manager via email frank.horsley@nottinghamcity.gov.uk On receipt of a fully completed application form, your application will be acknowledged as received and a decision on payment is expected within 10 working days when you will be sent an offer letter and grant agreement |