

**Shared Prosperity Funding**

**Town Centre Activities and Events Grant**

**2023 – 2025**

**Grant Application Form**

**Please ensure you refer to the Town Centre Activities and Events Grant (TCAEG) project application guidance document when completing this application form.**

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| **Section 1 – Applicant and Project Summary** | |
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| **Region:** | Flintshire |
| **Town (delete as appropriate):** | Buckley / Connah’s Quay / Flint / Holywell / Mold / Queensferry / Shotton  Your proposal must plan to benefit at least one of the seven above town centres |
| **Lead Local Authority (LA):** | Flintshire County Council |

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| **Total Project cost (£)** | **Match funding (£)**  Minimum 20% of total costto be funded by the applicant | **Town Centre Activities and Events Grant Request (Minimum £500 and maximum £10,000)** | |
| **£** | **£** | **£** | **%** |
| **Please detail source of match funding (all grant monies are paid in arrears):** | | | |
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| **Status of other funding:**  Is the funding secured currently or not? | | | |

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| **Proposed Event/Activity Date:** |  | **Proposed Event/Activity Location:** |  |

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A logo for a county council

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| **Section 2 – Applicant Contact Details:** | | | | |
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| **Title:** |  | **Full Name:** |  | |
| **Position:** |  | | | |
| **Name of Organisation:** |  | | | |
| **Address:** |  | | | |
| **Town/County:** |  | | | |
| **Post Code:** |  | | | |
| **Telephone:** |  | | **Mobile:** |  |
| **Email address:** |  | | | |

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| **Section 3 – Additional Applicants Contact Details** | | | | |
| **Please note: by providing information in the section below it will be assumed that you have liaised with the named contacts and ensured any additional applicants have read the attached Privacy Notice.** | | | | |
| **Title:** |  | **Full Name:** |  | |
| **Position:** |  | | | |
| **Name of Organisation:** |  | | | |
| **Address:** |  | | | |
| **Town/County:** |  | | | |
| **Post Code:** |  | | **Mobile:** |  |
| **Telephone:** |  | | | |
| **Email address:** |  | | | |
| **Relationship to applicant** |  | | | |
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Note: please insert additional applicant sections here if required.

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| **Section 4 – Activity/Event Description** |
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| **4.1 Please describe your event/activity** |
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| **4.2 Please set out the licenses and/or permission you need to put on this activity/event** |
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| **4.3 Estimated number of attendees** |
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| **4.4 Cost of event to attendees, if applicable** |
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| **4.5 Business Plan (how to sustain the event for the future)** |
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| **4.6 Who will be responsible for developing, planning and running the activity/ event?**  **Please briefly outline below what roles/ responsibilities they will have.** |
| |  |  | | --- | --- | | **Named Person/ Organisation responsible** | **Role/ Responsibility (i.e. event planning, co-ordination, promotional activity, financial management, collection of outputs/ evidence, delivery of training)** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |
| **4.7 How will your activity/ event be promoted?**  **Please note - copies of your promotion/ communications material will need to be provided to FCC as evidence for the grant award when a claim is submitted for payment.** |
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| |  |  | | --- | --- | | **4.8 Target Outcome/ Output**  Please note - all target outputs included below will need to be evidenced when you claim the grant the grant claim process.  Please refer to the accompanying guidance document to identify what type of information/ evidence is required for each outcome/ output claimed. | **Number/ Value** | | **Number of local event(s)/ activities delivered** as a result of the grant funding sought in this application. |  | | **Number of people expected to attend the proposed event(s)/ activities** |  | | **Number of Volunteers to be engaged in planning, running, and resourcing the activity/ event** |  | | **Number of organisations to benefit from the proposed activity/ event in addition to you/ your organisation** |  | | **Number of promotional materials produced to promote the activity/ event - per type** (i.e. producing 100 posters/ flyers counts as an output of 1 type only, a social media post on Facebook would count as a separate type). |  | | **Number of green spaces (amenities/ facilities) created or improved** as a result of the grant funding awarded. |  | | **Total amount of grant funding secured** (this total should equal the amount of grant funding requested in this application). |  | | **Number of people benefitting from training/ upskilling** as a result of the grant funding awarded. |  | | **Number of local businesses engaged to deliver services/ provide goods for the activity/ event** as a result of the grant funding awarded. |  | | **Number of local people engaged in decision making/ consultation regarding their town centre/ wider community** |  | | **Other – please provide details below:** |  | |

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| **Section 5 - Benefits & Impacts** |
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| **5.1 Please tell us how your activity/event proposal will:**  *Please note that a minimum of 4 out of the 7 responses are required for 5.1a-5.1g for your application to be considered by the grants assessment panel****.*** |
| **5.1a Support an increase in footfall (number of people) and dwell time (how long people spend time) in the Town Centre.** |
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| **5.1b Encourage the use of alternative travel (cycle/ walk/ bus /train as opposed to car travel).** |
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| **5.1c Encourage a sense of pride amongst local people and improve engagement amongst local people.** |
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| **5.1d Bring benefits to Local Businesses / organisations** |
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| **5.1e Positively support community wellbeing** |
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| **5.1f Help to address anti-social behaviour** |
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| **5.1g Increase Volunteering in the town centre/ local community** |
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| **5.2 Are there any other additional benefits that your activity/event will bring to the Town Centre that are not mentioned in 5.1?** |
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| **Section 6 – Delivery** | |
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| **6.1 Event/Activity structure and Project Management** | |
| Please outline the arrangements for your event/activity including who the project manager will be. | |
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| **6.2 Risk Management** | |
| **Please list below the key risks identified for your project and what you will do to manage/reduce this risk** | |
| **Identified Risk(s)** | **What you will do to manage/reduce this risk** |
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| **Section 7 – Project Costs and Funding package** | | | | |
| **7.1 Breakdown of Event/Activity Total Costs** (please gain quotes prior to submitting your application for grant funding).  ***This should total the amount you have stated in section 1.*** | | | | |
| **Item of Expenditure** | **Total Cost (£)** | **Your funding contribution (match) (£)** | **Amount of grant sought (£)** | **Quote(s) Provided with this application (✓ / 🗶)** |
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| **7.2 Please indicate on the calendar below the amount of grant funds per month you wish to claim (i.e. when you will have receipts/ invoices to make a grant claim for funds awarded).**  ***Please note the amounts stated below should total the amount of grant funding requested as already detailed in sections 1 and 7.1.***  **SPF financial year 1:** | | | | | | | |
| Sept 2023 | Oct 2023 | Nov 2023 | Dec 2023 | Jan 2024 | Feb 2024 | Mar 2024 |  | |
| £ | £ | £ | £ | £ | £ | £ |
| **SPF financial year 2:** | | | | | | | |
| Apr 2023 | May 2024 | Jun 2024 | July 2024 | Aug 2024 | Sept 2024 | Oct 2024 |  | |
| £ | £ | £ | £ | £ | £ | £ |
| Nov 2024 | For example, if your event/activity is running in December 2023, you may wish to claim pre costs (e.g. deposits for paid in advance of activity/event happening) in November 2023, and then final costs in December 2023 and January 2024. | | | | | | | |
| £ |

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| **Section 8 – Supplementary Documents** | |  | | |
| **The following documents may be required to support the application:** | | **Please tick (✓) to confirm the documents are attached** | | **If not currently available, when are they expected – please indicate a date.** |
| **1.** | **Permissions (Traffic Regulation Order, Temporary Event Notice etc)** |  | |  |
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| **2.** | **Insurance (Public liability, cancellation insurance etc)** |  | |  |
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| **Please list any other supplementary documents you are including in support of your application and indicate which section of the application they support.** | | | | |
| **3.** |  | |  |  |
| **4.** |  | |  |  |

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| **Section 9 – UK Subsidy** | |
| **See Appendix 1 of the Town Centre Activities and Events Guide (TCAEG) Guidance Notes.**  **The award of financial assistance given by public authorities must comply with responsibilities set out in the UK subsidy control regime and international commitments to free trade (https://www.gov.uk/government/collections/subsidy-control-regime).**  **All applications and financial assistance sought will be assessed against the definition of a subsidy set out in the Act (the four-limbed test) and, where support meets the definition, we will consider the appropriate subsidy position in accordance with the Act.**  **Please list any funding you have received from public sources (UK Government/ Welsh Government/ Local Government) in the last 5 years in order that we can assess your application fully and in line with the UK subsidy control regime.** | |
| **Amount and Date of funding awarded** | **What was the funding awarded for?** |
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| **Section 10 – Applicant Signature & Date** |
| **Declaration**  I confirm that the information detailed in this application form, including supporting documents, is to the best of my knowledge and belief, accurate in all respects.  (Electronic signature will be accepted) |
| Name (Print) ………………………………………………………………  Signature ………………………………………………………………  Position in Organisation ………………………………………………………………  Date ……………………………………………………………… |

**Section 11 – Privacy Notice to be Shared With All Appli**

**cants and Contributors**

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| **Section 11 – Privacy Notice to be Shared with All Applicants and Contributors** |
| *Your data will be processed by Flintshire County Council for the specific purpose of assessing your application for a Town Centre Activities and Events Grant. Your data is processed as a task carried out in the public interest under the provisions of the Town Centre Activities and Events Grant.*  *Your information will be retained by Flintshire County Council for a period of 5 years following the grant award for the activity/event.*  *Flintshire County Council may share information you have provided in order to process your application for the purposes of verification and fraud prevention with internal departments/ external organisations such as our Regeneration Team, Finance Section and Legal Services.*  *If you feel that Flintshire County Council have mishandled your personal data at any time you can make a complaint to the Information Commissioners Office by visiting their website or by calling their helpline on 0303 123 1113.*  *For further information about how Flintshire County Council processes personal data and your rights please see our privacy notice on our website*  [*http://www.flintshire.gov.uk/en/Resident/Contact-Us/Privacy-Notice.aspx*](http://www.flintshire.gov.uk/en/Resident/Contact-Us/Privacy-Notice.aspx) |

Annex 1,2,3 to be inserted via an excel link – include before the Appendix.