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**Digital Connectivity Challenge Fund**

**Application Form**

Please ensure you have taken time to answer all questions on the form with as much detail as possible. If you have any queries or issues completing the form, please contact [uksharedprosperityfund@northlan.gov.uk](mailto:uksharedprosperityfund@northlan.gov.uk)

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| **Organisation Details** | |
| **Organisation name** |  |
| **Organisation address** |  |
| **Postcode** |  |
| **Organisation phone number if applicable** |  |
| **Organisation email address** |  |
| **Organisation website and/or social media address** |  |

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| **Contact Details** (please provide details of 2 contacts who have management responsibility for your organisation and delivery or this project. The first should be the main contact for the project and be available for contact when required. ) | |
| **Title:** |  |
| **First name:** |  |
| **Surname:** |  |
| **Email address (if different from above)** |  |
| **Phone number (if different from above)** |  |
| **Position in organisation e.g. office bearer, trustee, employee** |  |

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| **Title:** |  |
| **First name:** |  |
| **Surname:** |  |
| **Position in organisation e.g. office bearer, trustee, employee** |  |

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| **About your organisation** | |
| Is your organisation a recognised charity?  If yes, please provide charity no: |  |
| What is the total membership of your group or organisation? |  |
| How long has your organisation been running? |  |
| Do you have a written policy in place covering the protection of children and vulnerable adults? |  |

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| **About the premises where the improvement will take place** | |
| Address and postcode of property if different from details provided above? |  |
| Which Community Board area are you located in? | Select an option |
| Does your organisation own OR lease its own premises? **Please state which one.** |  |
| If a lease, how long does your existing lease run for? |  |

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| **Service Description – please provide a brief description of your organisations main activities, particularly those provided from the premises where connectivity is being improved** |
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| **Purpose of Grant – Our organisation requires a digital connectivity grant in order to: (Please select from the following)** | **yes** |
| Installation of fibre connectivity | ​​☐​ |
| Wireless access points and associated technology | ​​☐​ |
| Internal cabling and infrastructure to accommodate provision | ☐​ |
| Point to point wireless connectivity solutions | ​​☐​ |
| Other, please provide details:  …………………………………………………………… | ​​☐​ |

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| **Project Information** | |
| **Project Name:** |  |
| **Estimated start date**  (Project must not start until after you have received a formal grant decision from NLC) |  |
| **End date**  (project must be completed by December 2024) |  |

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| **Project Description**   – Describe the project for which you are seeking support. |  |
| **Project Benefits** **for current users** – Outline the ways in which this project will improve your premises and make it more accessible for existing users.  - outline how the current services/activities you provide for your local community will be improved. |  |
| **Project Benefits** **for new users**  - outline any new services that will be provided once the improvements have taken place.  - how many users are likely to benefit from the improved connectivity in their local community facility?  You should include the main beneficiary groups that your project will support such as young people, disabled people, ethnic minorities.  You should also note if your project will benefit an area of deprivation, including areas of rural isolation. |  |
| **Need for grant**  – please state, in your own words, why local authority financial support is required for this project to progress. |  |

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| **FINANCIAL INFORMATION**  Please provide breakdown of the costs that your project will incur.  You will be required to provide 2 quotes for the work to be carried out. If only one quote can be obtained, please provide an explanation for why a second quote is not provided. | | | | |
| **Quote 1 Details** | | **Quote 2 Details** | | |
| **Name** |  | **Name** | |  |
| **Total** |  | **Total** | |  |
| **Total incl VAT** |  | **Total incl VAT** | |  |
| If you have a preferred supplier, please indicate your reasons for this: | | | | |
| Please also provide information on the expected on-going revenue costs associated with the connectivity and how your organisation proposes to meet these costs. | | | | |
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| Provide information on any other funding you have approved for this project or which you will be applying for, including the UK Government or Scottish Government Broadband voucher schemes. | | | | |
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| Is your organisation VAT registered? | | | | |
| Yes ☐​ | | | No ☐​ | |

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| Additional Information   – If your project enables your organisation to be more environmentally sustainable, please provide details below. |
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| – if you are applying for a grant in excess of £5,000, please provide details of additional activities or offerings that your organisation will provide for the benefit of your local community |
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| Supporting Documentation Required – please note that the following must be provided in support of your application. Please see ‘additional information’ for details on what |

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| **Evidence Required** | **Acceptable Evidence** | **Additional Information** |
| 1. Evidence of incorporation | Constitution or memorandum or articles of association of the applicant group | Evidence that it is an established organisation with a governing body. |
| 1. Evidence of ownership where the improvements will take place **OR**   Evidence of lease where the improvements will take place | Proof of ownership such as purchase documents or land registry extract.  **OR**  Copy of lease summary **&** confirmation of landlord’s approval of the work (letter or e-mail) | As the purpose of the fund is to assist community groups improve digital connectivity, evidence in the form of proof of ownership or lease is required. We ask for this evidence to ensure that there is permission to carry out the improvements for wider community benefit. |
| 1. Evidence of project costs | At least one quote from the preferred supplier with VAT included where applicable | Please ensure you have fully completed the table within the Financial Information section |
| 1. Cashflow projection | Cashflow projections for the following 12 months or complete question above re revenue costs with full explanation | If unable to produce a cashflow projection, a detailed explanation regarding meeting on going costs should be completed in Financial Information section. |
| 1. Recent bank statement | A recent statement showing account name, account number and sort code | Please ensure none of the required information has been redacted |
| 1. Copy of organisations most recent annual accounts | Accounts must be signed and dated as appropriate |  |

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| **Subsidy Control** |
| The UK Shared Prosperity Fund Digital Connectivity Challenge Fund award being applied for by your organisation is classified as a Minimal Financial Assistance (MFA) subsidy under the Subsidy Control Act (2022).    To be eligible for the support, you must not have already exceeded receipt of £315,000 in MFA subsidies over this and the previous two financial years.    Note: Subsidy Control replaces the former European Commission State Aid Rules. Minimal Financial Assistance (MFA) is a relatively new term which is similar to the former “De Minimis Aid” rules which were in place under European Commission State Aid Rules and “Special Drawing Rights” (SDR).    A Digital Connectivity Challenge Fund grant award is a Minimum Financial Assistance (**MFA**) subsidy under the Subsidy Control Act (2022). The maximum amount of MFA offered in completing this application will normally be **£5,000**. Before making any payment, written confirmation that receipt of the payment will not exceed your company’s MFA threshold of £315,000 cumulated over this and the previous two financial years, as specified in section 36(1) of the Subsidy Control Act (2022), is required. This means you must confirm you have not received more than £315,000 minus the value of this grant in MFA subsidies or comparable types of subsidy (see section 42(8) of the Subsidy Control Act (2022)) in the current or previous 2 financial years. (Please note that comparable types of subsidy include De Minimis Aid.)    We take this opportunity to remind you that you are required to keep a written record of the amount of MFA you have received and the date/s when it was received. The written record must be kept for at least three years beginning with the date on which the MFA was given. If your application is successful at the point of claiming the grant, we will issue you with an email which you can use as your written confirmation. This will enable you to respond to future requests from public authorities on how much MFA you have received and whether you have reached the cumulative threshold.     |  |  |  |  | | --- | --- | --- | --- | | **Name of Support/Funding Received** | **Grant/Support Awarding Body** | **Amount Received** | **Date Received** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

# Privacy Statement

### (Data Protection)

4.1.1 How your information will be used?

The data you supply to us is held and processed under the terms of the UKGDPR and the Data Protection Act 2018. The information provided on this form, including personal details, is only used in the processing of your grant application. Your information will not be used for any other purpose and will only be shared with other organisations in the circumstances detailed in 4.1.3 below. It is not used for profiling or for automated decisions.

4.1.2 What personal details will be held?

In processing your grant application we may hold any of the following personal information on the individuals identified within the form and any other individual subsequently identified as assisting in the grant process (e.g. an admin worker):

* Name
* Address
* Telephone numbers
* Email addresses
* Position within the organisation
  + 1. Who will have access to your information?
* This information may be provided to individuals or other sections within the Council and partner organisations that are helping us assess applications or monitor grant awards.
* This information may also be shared with other grant funders and
* partner agencies to help prevent fraudulent applications and co-ordinate the process of complementary applications.
  + 1. How long will we keep your information?

Information on individual grant applicant signatories and any other organisational contacts provided is held both in paper form and electronically on computer for up to seven years.

* + 1. Lawful basis for having your information.

The basis on which the Council holds and processes personal information in relation to grant applications and subsequent grant awards is that of Legal Obligation i.e. the data held is necessary in the administration and processing of the grant applications.

* + 1. Your legal rights regarding this information.

Individuals have the legal right to know and manage the personal data we hold and you have the following rights in terms of this data: -

* The right to know what data we hold on you personally;
* The right to have this information updated or amended
* The right to have this information deleted – although this right is limited by our need to retain information on who received grants.

4.1.7 Who to contact if you wish to update your information.

If you wish to update your information, retrieve it or have it removed from our records you should send an e-mail detailing your request to: - [uksharedprosperityfund@northlan.gov.uk](mailto:uksharedprosperityfund@northlan.gov.uk)

If you are dis-satisfied with how your request to update, retrieve or have your information removed has been handled by the Council, you may raise a complaint using the Council’s complaints procedures. Details of how to do so are on [the Council's website www.northlanarkshire.gov.uk](http://www.northlanarkshire.gov.uk/)

The Council’s response to your complaint will involve the input of the Council’s Corporate Data Protection Officer, its Head of Business for Legal & Democratic Solutions. If you are dis-satisfied with the outcome of your complaint, you can raise the matter with the Information Commissioner’s Office, who can be contacted at [casework@ico.org.uk](mailto:casework@ico.org.uk)

Your signature on this form is treated as confirmation that you understand how North Lanarkshire Council may use the information you have supplied to us under the terms of the UKGDPR and the Data Protection Act 2018. If information about this grant application is requested under the Freedom of Information Act, we will release it in line with our Freedom of Information Policy.

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| **Authorisation**  By signing/submitting this application form you are confirming that the information provided is accurate and correct and that you have the authority to submit the application on behalf of your organisation.  You are also confirming that if this application is successful, you understand that payment of the grant will be made subject to compliance and reporting as will be set out in the conditions of grant. | |
| **Signed** |  |
| **Date** |  |
| **Name** |  |
| **Position in organisation** |  |