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## VILLAGE SHOPS SUPPORT GRANT APPLICATION FORM

Please complete in black or blue ink.

**Where did you hear about the grants available through the Leicestershire Rural Partnership?  
(please tick relevant box)**

Village Shops Support Advisor		Community website	
LRP's Oakleaves website		LRP promotional mailout	
Rural event		Other (please specify below)	
County Council website			
Local newspaper			

### 1. Your Business/ Organisation

#### 1.1 Please provide details of applicant/business:

Contact Name:						
Name of Business:						
Address:						
County:						
Postcode:						
Tel. No.						
Email address:						
Website address:						
VAT Number (if Registered)						
Company Status: e.g. sole proprietor, partnership, Ltd company, co-operative						
Number of Employees:	Full Time		Part Time		Total	

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**1.2 Name and Address of business/property undertaking project for which assistance is sought (if different from previous page).**

Name:	
Address:	
County:	
Postcode:	
Tel. No.	
Email:	

**1.4 Local authority district in which business is situated:**

Blaby	<input type="checkbox"/>	Melton	<input type="checkbox"/>
Charnwood	<input type="checkbox"/>	NWL	<input type="checkbox"/>
Harborough	<input type="checkbox"/>	Oadby and Wigston	<input type="checkbox"/>
Hinckley & Bosworth	<input type="checkbox"/>	Do not know	<input type="checkbox"/>

**1.5 Do you have a current Business Plan? (Tick as applicable)**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please enclose your current Business Plan with your application

If you do not have a current business plan the Rural Services Officer will be able to provide samples and signpost advice on completing one. They do not need to be complex and may significantly assist your business. Please contact the Village Shops Support Advisor for more information.

**1.6 Please provide a brief description of your business (max. of 50 words)**

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## 2. Statutory Consents

**2.1 Please indicate what legal rights you have to the building to which your building applies: (please tick one)**

 Freeholder

 Leaseholder

 Not applicable

**2.2 If Leasehold, do you need to obtain the consent of the Freeholder/Estate Owner to make alterations to the property?**

 Yes

 No

What is the unexpired term of the lease?

**2.3 Please outline details and dates of any planning or statutory consents applied for, or granted, in relation to this project.**

Type of Planning or Statutory Consent	Date applied for	Date granted

**2.4 Have you received in the last 3 years, or are in the process of applying for, any other grant from any public organisation? (e.g. Defra, Welland Partnership, emda)**

 Yes

 No

If yes, please provide details

**2.5 Have you been in contact with any organisations in the development of your proposal? (e.g. Business Link, ViRSA, Rural Shops Alliance, Post Office Limited)**

 Yes

 No

If yes, please specify the organisation nature & date of contact:

## 3. Your Project

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**3.1 Project description, what will your proposed project do and how?** (Please continue on additional sheets if required)

**3.2 Is the proposed project a;**

New activity	
Improvement or extension of an existing activity	

**Please note that we can only fund new and upgraded equipment that significantly improves the business. We cannot fund replacement equipment** (please see guidance note for more information)

**3.4 What difference will the grant make to the viability and development of your business?**

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**3.5 How does your project meet the criteria and priorities addressed in the guidance notes? (Sections 2, 3 and 4 in the guidance notes)**

**3.6 What is the planned start date for the project?**

**3.7 What is the estimated completion date for the project?**

**4. Project costs**

**4.1 Please provide a breakdown of project costs excluding VAT.**

Description	Total cost in £
	£
	£
	£
	£
	£
	£
	£
	£
	£
<b>TOTAL</b>	£

**Please enclose the required number of quotes per item to support your application.  
Number of quotes required:**

Items costing £250 - £2,500 minimum of 2 written quotes  
All items costing above £2,500 minimum of 3 written quotes



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I understand that the acceptance of this application by the Leicestershire Rural Partnership does not in any way signify that the partners have agreed the project is either eligible for or will receive grant aid.

I have read and understood the rules of the fund.

In order to ensure that the best support is given to your business we may wish to consult other agencies regarding your proposal. Please tick box to indicate if you do not wish us to do so

I am applying for a grant of:

£

To whom should the grant cheque be made payable?

\_\_\_\_\_

Signature

\_\_\_\_\_

Name and Title

\_\_\_\_\_

Position

\_\_\_\_\_

Date

\_\_\_\_\_

## Checklist

Please return your completed application form to;

**Sudha Amin** (sudha.amin@leics.gov.uk, 0116 305 7776)

**Leicestershire County Council, County Hall, Glenfield, Leicestershire, LE3 8RA.**

- Before sending please ensure that you have **completed all sections** and have enclosed the required number of **quotes** and your current **Business Plan** if you have one.
- We welcome applications submitted by e-mail but please ensure you send a signed application form and relevant additional documents by post.