

## **NORTH NORFOLK RURAL BUSINESS & COMMUNITIES GRANT**

### **Frequently Asked Questions – Community Groups**

#### **Introduction**

The North Norfolk Rural Business & Communities Grant is delivered by Norfolk County Council (NCC) on behalf of North Norfolk District Council (NNDC).

Funding is through the Rural England Prosperity Fund (REPF) from the UK Government.

Beneficiary projects must be located within the boundaries of North Norfolk District Council.

We are looking for community organisations to bring forward capital investment projects that will have a significant impact on their local communities, and grant applications will be considered on “first-come, first-served” basis.

#### **Example Projects**

- Do you have a project that would develop and promote the visitor economy; support existing culture, heritage and historic institutions; and or support local arts, creative, heritage and creative activities for example through construction of new or enhancement of existing community facilities to create additional benefits?
- Are you a local civil society or community group with a rural economy or social action project that will create volunteering opportunities?
- Could your project improve health and wellbeing through improvements to local rural green spaces or active travel enhancements?
- Do you need grant support to part fund your proposed project?

#### **Funding Available**

Community Groups can come forward to apply for grants between £10,000 and up to £50,000. The maximum grant intervention through the programme will be for 75% of eligible capital costs, up to a maximum value of £50,000.

#### **Time Restrictions**

Your project must be ready to proceed immediately on approval and acceptance of a grant offer letter and terms and be fully completed by 31/12/2025.

Delivered in partnership by



**Norfolk** County Council

You must check with your proposed suppliers that this is achievable before submitting a grant application. All grants must be paid out, on or before 31/03/2026, following receipt of a fully completed claim form. Works undertaken after this date will not, under any circumstances receive grant funding.

**The following gives examples of what we cannot fund:**

- Core routine overheads, staff costs, stock purchases
- Non-commercial vehicles
- Any costs incurred before the date a grant offer is made and accepted
- Items that are not directly needed to deliver the proposed work
- The replacement of items and consumables
- Investments to meet legal or statutory obligations/requirements
- Solar panels, insulation of premises, EV chargers, LED lighting, battery energy storage systems, heating systems or other purely energy efficiency initiatives
- Project costs receiving duplicate funding through other grant schemes
- Capital purchases which will not have a usable minimum life of 36 months
- VAT, unless this cannot be recovered
- Projects that promote political or religious beliefs

**Planning permission and other dependencies**

With the nature of the projects, it is anticipated that many of them will require planning permission, change of business use, landlord's permission and so on. We are unable to accept applications for funding where permissions are not yet in place, or unknown.

You will need to provide documentary evidence that all permissions are in place when you submit your application, and you should contact your local planning office at the earliest opportunity.

**Paying for your project**

If your project is supported you must not proceed with ordering, paying deposits, or any payment until you have formally accepted the Offer.

You will need to pay your suppliers and contractors directly from your organisation's bank account.

This means that cash, credit card, asset finance or hire purchase are not acceptable methods of paying for your project through this scheme.

If you propose to use other grant funding to pay for all or part of your project, please discuss your plans with the Growth Hub through the link below.

**Procurement**

All projects will need to demonstrate value for money and there will be a requirement to provide at least three quotes for each category of expenditure.

You will receive advice and support as required during the application process.

**Advice and guidance**

As part of the process, an initial in-depth diagnostic exercise will be undertaken by Growth Hub Business Advisers to determine eligibility of your organisation and identify what type of support you require.

**To be eligible for grant funding, applicants must meet the following essential criteria:**

### **Community Group Applications**

Must be a formally constituted group. As a minimum, must contain a management committee which includes a chairperson, a secretary and a treasurer. A written constitution document that states your group's name, aims and how you will operate and what will be done with assets if the group finishes.

### **Subsidy Control**

Grant support will be delivered through Minimal Financial Assistance (MFA).

The maximum support through MFA is £315,000 and this is a cumulative total of all support received over the current, and the last two complete financial years through MFA, EU de minimis and Small Amounts of Financial Assistance Allowance.

If you are offered support through MFA, you will need to make a declaration that you have not already exceeded the £315,000, and/or with approval of the requested support, you will not exceed the £315,000 threshold.

**Please note, grants are awarded on a discretionary basis and are subject to eligibility checks and approval.**

---

### **How do I apply for funding?**

Organisations wishing to apply for support should first contact the Growth Hub on

[Contact Us - New Anglia Growth Hub](#)

Our expert Business Growth Advisers will work with you to develop your application.

**Please note, the services of the Growth Hub are free and impartial.**

---

### **How are grant applications assessed?**

Once you submit your complete application, we will start processing it. We will undertake a detailed assessment of your proposal based on the Application Form and the supporting information (including evidence of value for money\*) that you provide. You may also be asked for additional information during this process in support of your application.

Once assessment of your grant application has been completed, the document along with a relevant report will be submitted to the Grant Panel who will take a final decision on your proposed project. Once your application has been sent to the panel it can take up to 28 days from that date before a final decision is reached.

The grant decision will be relayed to you at the earliest opportunity. Please be aware, full compliance with the eligibility criteria does not guarantee that your application will be successful, as grants are discretionary, and there is no right of appeal against the grant decision. If your grant application is declined, an explanation will be provided.

### **How do I claim the grant?**

If your grant is approved, Norfolk County Council (NCC), will send you a **formal Offer Letter** that will include information about your grant and eligible project costs, with any conditions of

the offer and information on how to claim the grant. A signed acceptance of the Offer needs to be returned to NCC before you can make your claim,

You must not commence your project, or enter any legal contracts, including ordering, payment of deposits or incurring any costs on any supplies, services or works before the formal approval of your grant funding and you have signed and dated the Offer Letter Acceptance.

If approved, the grant can only be paid on satisfactory completion of the claim process and only once all supported expenditure has taken place and the project has been completed in full. This means that you do not receive the grant up front as it is paid in arrears once your project is fully complete and paid for by you.

It is important to note that **costs incurred before the date of the Offer Letter cannot be supported.**

Any project expenditure undertaken before the acceptance of the offer is signed and dated by you is at your own risk.

To claim your grant, you will need to **submit a Claim Form and provide supporting documentary** evidence.

### **Can I re-apply for more than one grant under this scheme?**

If you have already been successful with the North Norfolk Rural Business and Communities Grant, priority will be given to new applicants; however, we may be able to support a new project via this scheme so please stay in touch with your Adviser or contact the Growth Hub directly. If you cannot re-apply, we might refer you to an alternative programme or support organisation.