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APPLICATION FORM

**North Norfolk Outdoor Education Sector Support Grant**

**SECTION 1 APPLICANT DETAILS**

|  |  |
| --- | --- |
| Name of business |  |
| Name of main contact |  |
| Position in organisation |  |
| Telephone number |  |
| Email address |  |
| Postal address |  |
| Postcode |  |
| Business Rates Number |  |
| Website address  |  |
| Date business established |  |
| Companies House No |  |
| Register Charity No (if applicable) |  |
| VAT No (if applicable) |  |

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| --- | --- |
| Are you or any of the Directors/Trustees/Partner Leads related to any Councillor or employee of North Norfolk District Council?If yes, please state their name(s) and relationship: | Yes [ ]  No [ ]  |

**SECTION 2 BUSINESS CASE**

**Note: please provide as much detail as possible to support your application**

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| Please provide a background of your business and outline your normal (pre-Covid19) business activities: |
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| Please provide an outline of your present and anticipated financial position. This should include, as a minimum:* A description of the impact of Covid-19 on your business (revenue, bookings, staff, management etc).
* Details of your employment numbers including how many people your business employed pre-covid, how many were furloughed, how many work on reduced hours etc?
* An outline overview of the financial impact of Covid-19.
* Brief details of loans (business or personal) or commercial mortgages and any negotiations made/new repayment terms agreed.
* Your immediate financial outlook within the next 3-6months and 12 months.
* When you anticipate a potential return to a sustainable financial position.
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| Please outline your anticipated plans (revenue generating activities/other financial sources) over the next 12 months to sustain your business and to support a recovery towards pre-pandemic business levels:  |
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| Please advise how your business will benefit from the grant and how it will support its immediate viability and ultimate recovery to a financial sustainable position: |
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Please provide details of all Covid-19 related Government grants received to date (including those issued by the NNDC):

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| --- | --- | --- |
| **Grant Name** | **Amount** | **Date received** |
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**SECTION 3 – ADDITIONAL COMMENTS**

Please provide any further information or details which may support your grant application:

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**SECTION 4 - DECLARATION**

Please ensure that you have answered all the questions on the application form and confirm:

* As the main contact in Section 1 of this application form you are authorised to apply for a grant from the North Norfolk Outdoor Education Sector Support Grant on behalf of the business.
* You understand that if you make any misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make the application invalid and the business could be liable to repay any funding which they may already have received or any grant paid in error. The Council will be conducting credit, fraud checks and internal checks as applicable on the business as part of the application process.
* You understand that part or all of the information provided may be held electronically. This information will be used for the administration of applications and grants and for statistical analysis. This information may be shared with individuals or organisations that may be consulted when assessing applications, verifying data and monitoring grants.
* You understand that if information about this application is requested under the Freedom of Information Act that North Norfolk District Council may release it.
* By signing this Application Form you confirm that you have read, understood and agree to comply with all the conditions outlined within the North Norfolk Outdoor Education Sector Support Grant Guidance Document. You also understand that, if your application is successful, there may be additional terms and conditions applied which will be outlined and that you will be required to agree to prior to award of the grant payment.

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| --- | --- |
| Signature: | Position in organisation |
|  |  |
| Name (please print) | Date of application |
|  |  |

Please keep a copy of this application

Send your completed Application Form plus all supporting documentation (as listed on the web page) by email to:

grants@north-norfolk.gov.uk