



Application Form

Rural Challenge Programme 2009

You are advised to read the Programme Information Booklet before completing this form.

Complete the form in black ink and in block capitals or type in Arial font size 12.

A signed hard copy of this form must be returned to :

Rural Challenge Programme Section
Rural Development Division
Department of Agriculture and Rural Development
21 Hospital Road
Omagh
Co Tyrone BT79 0AN

By 5.00pm on Friday 30 October 2009

If your project has already started it is not eligible for grant under the Rural Challenge Programme.

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For Official use Only:

**Rural Challenge Programme Section
Date stamp**



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Section 1: About your Organisation

1.1 Name of organisation applying: _____

1.2 Organisation's Postal Address: _____

Postcode: _____

1.3 Telephone Number: _____
(inc STD code)

1.4 Email Address: _____

1.5 Contact Person

Name: _____

Role within organisation: _____

Contact Tel Number: _____

1.6 Please outline the main aims, objectives and remit of your organisation.



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1.7 a. In order to be eligible for grant assistance your organisation must be a Voluntary/Community body with a specific bank account and a constitution or a set of rules.

Please include with your application evidence of a specific bank account for your organisation and evidence to verify your organisations structure, for example, memorandum and articles, set of rules or a constitution.

1.7b. A Unique Reference Number (URN) is a reference number assigned by the Department of Social Development (DSD) to organisations in the Community and Voluntary Sector as a means of recording all awards of grant funding made to an individual organisation.

If you have a Unique Reference Number (URN) please enter it here _____

1.8. Is your organisation VAT registered?

(Please tick appropriate box) Yes No

If yes, please give the VAT registration number.

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1.9 Does your organisation produce audited accounts?

(Please tick appropriate box) Yes No

If Yes, please provide a copy of the most recent set of accounts.

If No, please provide a copy of the latest financial statement for your organisation.



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- 1.10** Provide details of the organisations record in the development and implementation of projects and in managing grant awards along with details of grant awards received during the last 2 years.

- 1.11** Do you intend to collaborate with other groups/organisations in the implementation of the project? If the answer is yes please name the other groups/organisations, explain how you will work with them to successfully deliver the project and detail the benefits to be gained from such collaboration.



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1.12 Who will be involved in the delivery of your project? What is their role in your organisation and explain how they will work together to deliver your project?

1.13 Please provide details of which Best Practice Workshop your organisation attended? The date and venue should be stated.



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Section 2 - About your Project

2.1 Name of Project:

2.2 Will the project be based in a rural area?

Yes No

2.3 Will the project principally benefit a rural area?

Yes No

If the answer to either of the above questions is **No** please provide an explanation of how this project could benefit rural areas.

2.4 Please provide a list of the council wards that will benefit from your project and outline the townlands, settlements, villages and/or towns which the project will impact upon.



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2.5 Please describe why you feel this project is needed? Have you any evidence to demonstrate this need and if so please include this with your application?

2.6 What will the project do? Describe the key activities to be undertaken, who will do these and when will each activity happen? Provide a timeframe including a start and end date.



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2.7 What does your organisation hope to achieve by the end of the project, that is, what outcomes do you anticipate for the project? What changes do you think it will make – how many people will be affected by it and how will it address issues surrounding poverty and social exclusion in your local area?

Outputs (what are you doing?)	Outcomes (What effect will it have on your target group?)	Numbers Affected	Other Affects



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2.8 Please identify your projects principal target beneficiary group and any secondary target group(s) if applicable. Please indicate the numbers of potential beneficiaries your project will target in each grouping.

Target Beneficiary Group	Yes / No	Numbers per target group
Children & Young People		
Lone Parents		
Unemployed		
Disabled		
Carers		
Elderly		
Ethnic Minorities		
Low Paid Workers		

2.9a Which theme(s) will the project focus on? (Please tick appropriate box)

- Health and Well Being
- Education
- Housing Issues
- Transport
- Employment
- Low Pay
- Social and Recreational opportunities (linked to well being)
- Enabling delivery of local services in conjunction with service providers



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2.9b Please explain how your project activities will actually benefit your rural community through the theme(s) selected.

2.10 How do you propose to engage rural dwellers from the various target beneficiary groups in your project? Please detail what innovative approaches will be used.



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2.11 Please explain what will happen your project at the end of the funding period? e.g. there will be no more project activity; the project will continue to have an impact or will become self sustaining.

2.12 If grant assistance was not available for your project what would happen? (Please tick appropriate box)

- Proceed with no change
- Delayed
- Scaled down
- Not take place

Please provide an explanation in the space below for your answer.



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2.13 Is anybody else doing something similar in your area? If so, how will this project complement these activities?

Also, how do you think your project fits with Government/Statutory plans for addressing Poverty and Social Exclusion issues?

2.14 What are the problems that could arise during delivery of your project? Please list them and explain what you will do to prevent/manage them?



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- 2.15.** Please demonstrate how you will ensure that the project will be completed by 31 March 2011 (to include completion of a short evaluation report incorporating outputs and impacts of the project).

You should also outline what arrangements you intend putting in place to monitor and evaluate your project and the factors to be evaluated. This should include ongoing evaluation throughout the funding period and beyond.



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Section 3 - Funding your Project

3.1 Will there be revenue or income generated during the lifetime of this project?

(Please tick appropriate box) Yes No

If YES please indicate annual revenue forecast.

£

3.2 Please provide details of how the revenue or income (identified at 3.1) will be generated and how it will be used.



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3.5 Please provide details of all sources of funding for the project.

You should enter the total amount of funding being sought or secured from each source in Column 4. Column 4 should then be totalled and the total entered at 'Total Cost of Project'.

Source of Funding	Name of Funder	Current Status of Application *	Amount Applied For or Secured (£)
(1)	(2)	(3)	(4)
Rural Challenge Programme			
Central Public Funding			
Local Public Funding			
Other Public Funding			
Own Resources			
Other			
Total cost of project (£)			

*e.g under consideration/ approved etc.

Evidence that any financial contribution towards the project have been applied for or secured, must be included with the application.



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Section 4 - Additional Information (if applicable)

- 4.1 Please provide any other information which you consider relevant to your application and list any reports etc relating to you or your organisation and/or the project which you have enclosed.



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FINAL CHECKLIST

Please use this checklist to ensure that you are sending us a completed application and all necessary documentation. You must tick every box that applies to you before you send in your application.

- I have answered all the questions that apply to my organisation in the Application.
- The contact person named will be available to supply further information if required.
- All enclosures including any continuation sheets have the organisations name and reference number on them.
- I have noted the equality considerations in the Programme Information Booklet.

I have enclosed:

- A copy of the documents which demonstrate the structure of your organisation (for example, signed constitution, memorandum and articles or a set of rules) and evidence of a specific bank.
- A copy of the most recent set of audited accounts or financial statement.
- Evidence to demonstrate that support funding has been secured or applied for if applicable.

Please list below any additional documents you have enclosed with your application:



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DECLARATION

- I declare that to the best of my knowledge all information provided is true and complete

Note: Signatures are required from two persons in authority within your organisation including the Chairperson and for example the Secretary or Treasurer.

Signed:	Position held:
Name:(block caps)	Date:

Signed:	Position held:
Name:(block caps)	Date:



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DECLARATION

If your project involves other partner organisations please ensure that they provide their signatures and details below.

Partner 1

Signed:	Position held:
Name:(block caps)	Date:

Partner 2

Signed:	Position held:
Name:(block caps)	Date:

Fully completed and signed application forms must be returned by 5.00pm on Friday 30 October 2009



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Data Protection and Freedom of Information Issues

The Department takes data protection and freedom of information issues seriously. It takes care to ensure that any personal information supplied to it is dealt with in a way which complies with the requirements of the Data Protection Act 1998. This means that any personal information you supply will be processed principally for the purpose for which it has been provided. However, the Department may also use it for other legitimate purposes in line with the Data Protection Act 1998 and Freedom of Information legislation. These include:

- Occupational health and welfare;
- Compilation of statistics;
- Disclosure to other organisations when required to do so; and
- Disclosure under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 where such disclosure is in the public interest.

WARNING

To knowingly or recklessly make a false statement to obtain aid for yourself or anyone else, will lead to disqualification, liability to refund of any aid already paid and possible prosecution.

The information provided on this form may be made available to other Departments/Agencies for the purposes of preventing and detecting crime.

DARD FRAUD HOTLINE 0808 1002716