



# Funded by UK Government

## Culture, Leisure and Tourism Fund (CLTF) - Checklist for Applicants

We recommend you collect all the details below before starting your CLTF application.

### Pathway

All applicants will need to understand which pathway they are applying for.

Rural Culture and Leisure (RCL) pathway (this pathway for rural community organisations)

or

Sustainable Tourism pathway (this pathway for Established businesses trading within the tourism sector)

*Please see the [CLTF policy document](#) if you are unsure which pathway you are applying for.*

### Eligibility criteria

You will need to pass the eligibility questions to proceed with the application

- Your organisation/business will need to be currently operating/trading
- You will not be eligible if your organisation/business in administration, insolvent or has a striking-off notice been made
- Your organisation/business will need to be based in and primarily operate/trade within East Devon
- You will need to use grant funding from this scheme to help purchase, install and utilise equipment to decarbonise your organisation/business
- You will need to use the grant funding from this scheme to help purchase, install and utilise equipment to improve the accessibility of your business
- You will not be eligible if your organisation/business received funding from the Council within the last three years to purchase equipment to help decarbonise your organisation/business

### Property

All applicants will need to state if they lease or own the premises the proposed CLTF funded equipment will be installed and utilised.

If the premises are leased, you will need to have written consent from the property-owner to install/utilise the equipment you are seeking CLTF funding for.

You will need to upload a copy of a letter/email from the property-owner confirm consent. Please ensure this includes the property-owners name, address and contact details.

### **Applicant details**

We will need the contact details of the person making the application

### **Organisation details**

We will need information about the organisation / business making the application including the following.

- Organisation/business name
- Organisation/business website details if you have one
- Date organisation/business was established
- Type of organisation/business
- If you are a tourism business what type
- Does your business have a culture or leisure focus?
- Description of your business
- Address you are seeking to install/utilise CLTF funded equipment

### **Reference Numbers**

All applicants will need to input **one** reference number. Some of these will only be applicable for certain types of applicant, whilst non-commercial organisations can select N/A in the application form.

- Unique Tax Reference Number (you will need to supply a copy of your latest Tax Return if this number is imputed)
- Business Rates Account Number
- Company Registration Number
- VAT Number
- Charity Number

### **Funding**

What is the total cost required to deliver your project (including CLTF funding and match-funding)

How much CLTF project funding do you wish to apply for? (Excluding VAT)

How much match funding will you commit?

Explanation of the source/s of the match funding

## **Quotes**

All applicants will be asked to list each piece of equipment they propose to purchase using CLTF funding. This will need to include costs from two quotes for each piece of equipment and a preferred supplier for each piece of equipment.

- You can only apply for funding for the purchase and installation of one type of equipment.
- Please ensure each quote has been provided within the last six months.
- All item costs in the quote table should be exclusive of VAT.
- Please ensure the quote includes all installation costs and all other costs required for the equipment to be operational.
- Applicants cannot provide quotes from a supplier where they or a close relative are the owners/directors of that supplier.
- The 'preferred supplier' is the supplier you intend to purchase the equipment from should your CLTF bid be approved.
- All information provided will be subject to detailed verification and due diligence.

You will need to upload copies of the quotes

## **Project**

All applicants will be asked the following questions. We recommend that applicants type out responses to these questions first and then copy and paste them into the application form when ready.

- Please briefly explain your proposed project in 100-250 words. [minimum of 100 words]
- Please outline your plan for the equipment to be installed and operational within 12 months of receiving a CLTF grant? [200 word cap]
- Why is CLTF funding required to deliver your project? Why can't your organisation/business fund delivery of the project without CLTF funding? [200 word cap]
- If your project will enable you to make financial savings or generate additional income, how will these additional funds be used? [200 word cap]

- Are there any wider social or economic benefits that your project will unlock? [200 word cap]

#### Additional information required

- Please upload any financial statements or other types of supporting documents to evidence your need for CLTF funding to deliver your project. [Document upload facility]
- How much carbon will be saved annually once the equipment is operational? There are a range of online carbon calculators that can help you with this such as the one from the [Carbon Trust](#) or from [Gov.uk](#)

#### Payment Details

All applicants will need to input their bank details – these must match with the bank details on your bank statement.

- Bank name
- Bank sort code
- Bank account number

All applicants will need to supply a copy of their most recent bank statement. This can be a PDF, photo or screenshot but must clearly show the name on the account, your sort code, the account number you have entered above and all business transactions in that month. This will be the account into which the payment will be made if your claim is successful.

#### Accept the final declaration

You will need to agree to the following declaration.

I understand that all applications for grants may be reviewed in the future and I am aware that if I make a statement which I know to be false or do not believe to be true to the best of my knowledge then I may potentially commit a criminal offence. I understand that this Council is committed to the prevention, detection and investigation of any allegations or indications of fraud and will seek to apply criminal, disciplinary, regulatory and civil sanctions where allegations are proven. This includes the recovery of identified losses to ensure that all Public Purse resources are used for their intended purpose