

## RURAL MICRO CAPITAL GRANT PROGRAMME 2022

### ELIGIBILITY GUIDELINES - KEY TIPS

All applications must be submitted and accessed on-line via the official link only:

<https://daera.outsystemsenterprise.com/RMCGS/StartPage>

All documents must be attached and submitted in electronic format

Use checklist before submitting to ensure all requested documents are attached etc.

All documents should be the correct way up on screen and totally clear and legible.

<p>1. Applicant is based in a rural area. Project and organization must be based in a Rural Ward.</p>	
<p>2. Applicant organisation is not-for-profit community / voluntary. Constitution must be fully Signed-off and dated as approved by Committee.</p>	
<p>3. The project addresses an issue of local poverty and / or social isolation. Tick only ONE box most relevant to project. Link Project back to Guidance Notes. Give brief explanation on how project addresses either: (1) Access Poverty (2) Financial Poverty (3) Social Isolation or (4) Energy Efficiency / Environmental Improvements.</p> <ul style="list-style-type: none"> <li>• Energy Efficiency: eligible costs include: draft proofing, double-glazed windows, change of lighting to LED, light sensors/timers, insulation, replace kettles with a water boiler etc.</li> <li>• Environmental Improvements: eligible costs include: gardening equipment, e.g. tunnel kits, pots, spades, hoes and raised beds. Maximum of 15% of the overall project costs may be used to purchase plants, trees, hedges, flowers etc. (Plants / shrubs / flowers must be perennial).</li> </ul>	
<p>4. The project has NOT commenced / items have NOT been purchased yet. If you select 'YES' then your application will be ineligible and you can't be funded.</p>	
<p>5. At least 2 quotes from different suppliers have been provided for each item to be purchased. Must be: 'like for like', dated before call closure, from 2 different suppliers, have suppliers name, be addressed to the group, refers to item(s) / specification(s), If large number of small items: try to get a single quote price for all items together as opposed to itemized lists. Ensure dates are printed or use screen shots if printed from internet. Cheapest quote(s) must always be chosen.</p>	
<p>6. Grant requested is between £200 and £1,500 - Total project cannot exceed £3,000 (including VAT).</p>	
<p>7. Applicant is providing minimum 15% match funding - £1,500 is the maximum that can be claimed. The full project cost cannot exceed £3,000 / grant cannot be a part of a larger project.</p>	
<p>8. The project can be completed and grant claimed by 31 March 2023? If you select 'NO' then your application will be ineligible and you can't be funded.</p>	
<p>9. Constitution / Governing documents - minimum of 3 people and at least 2 cheque signatories are required: On your Constitution please highlight where there is evidence of the following:</p> <ul style="list-style-type: none"> <li>• There are a minimum of 3 people on committee</li> <li>• There are 2 signatories are required to sign cheques / withdrawals / BACS.</li> </ul>	

<p>10. The application has been made by a person in authority within the organisation, i.e. Chairperson, Secretary or Treasurer, or provided with the authority to act on the organisation's behalf. If the latter is the case, evidence of permission has been uploaded to the online system.</p>	
<p>11. Applicant has provided their most recent signed Accounts or signed financial statement. - Annual Accounts for most recent financial year and must be signed as adopted by Group. Please highlight your group Income and Period/year that your accounts cover. ATTACH SIGNED &amp; DATED ACCOUNTS</p>	
<p>12. Projects involving work to modernise a building / fixed in items - if applicable attach lease or proof of ownership fully signed by all parties. If premises are being modernized, then only the group who owns the building or a Group that has a valid Lease can apply. Highlight dates, names of parties, signatures.</p>	
<p>13. Applicant has an annual income less than £80,000 (not including in-year restricted funds, e.g. non-business / grant income) - e.g. One-off grants for a very specific and discreet project can be discounted from annual income only if shown as Restricted. On your annual accounts please highlight where it indicates one-off restricted income if applicable.</p>	