**Lancaster City Council – REPF 2025/26**

|  |  |
| --- | --- |
| **Your name and role:***Please include an email address and telephone number.* |  |
| **Organisation details:***Please include name, address and company/charity number.* |  |
| **Is your organisation VAT registered?** | Yes |  | No |  | Number: |
| **Project name:** |  |
| **Project description:***Please provide a brief summary in no more than 250 words.**Why is the project needed? How will it resolve this need? How will the project be delivered? Will partner organisations be involved in delivering the project?* |  |
| **Project start date:** |  |
| **Project end date:***This must be by 28/02/26.* |  |
| **Funding request:***The funding can only be used for capital expenditure. Please also include details of the overall cost of the project if it is beyond the amount requested.* | £ |
| **Is this project match funded?***If yes, please include name of funder(s) and amount(s) awarded.* |  |
| **Please indicate the Theme and Sub Theme for your project:***Select one of the following.* |
| Communities and Place - Healthy, Safe and Inclusive Communities | [ ]  Healthy: Improve health and wellbeing |
| [ ]  Inclusive: Bringing communities together, tackling homelessness |
| Communities and Place - Thriving Places | [ ]  Development of the visitor economy |
| Supporting Local Business - Support for Business | [ ]  Advice and support to businesses |
| **Supporting statement and business case:***Please consider** *outcomes and project performance*
* *longevity of impact*
* *district priorities*
* *value for money*

*Maximum 500 words* |  |

On the following page, please select the output(s) and outcome(s) that are applicable to your project and include the total amount and a quarterly breakdown of this total.

|  |  |  |
| --- | --- | --- |
| **Business and Community Assets** | **Project Total** | **Year 2025-26** |
| **Q1** | **Q2** | **Q3** | **Q4** |
| Outputs | Amount of green or blue space created or improved |  |  |  |  |  |
| Amount of rehabilitated land |  |  |  |  |  |
| Number of amenities/facilities created or improved |  |  |  |  |  |
| Total length of new or improved cycle ways or foot paths |  |  |  |  |  |
| Number of tourism, culture or heritage assets created or improved |  |  |  |  |  |
| Outcomes | Increased use of cycleways or foot paths |  |  |  |  |  |
| Increased users of facilities/amenities |  |  |  |  |  |
| Increased visitor numbers |  |  |  |  |  |
| **Enterprises** | **Project Total** | **Year 2025-26** |
| **Q1** | **Q2** | **Q3** | **Q4** |
| Outputs | Number of enterprises receiving grants |  |  |  |  |  |
| Number of potential entrepreneurs assisted to be enterprise ready |  |  |  |  |  |
| Number of farm diversification projects supported |  |  |  |  |  |
| Number of farm businesses supported |  |  |  |  |  |
| Number of micro business supported |  |  |  |  |  |
| Outcomes | Jobs created as a result of support |  |  |  |  |  |
| Jobs safeguarded as a result of support |  |  |  |  |  |
| Number of new enterprises created as a result of support |  |  |  |  |  |
| Number of enterprises adopting new to the firm technologies or processes |  |  |  |  |  |
| Number of enterprises engaged in new markets |  |  |  |  |  |
| Number of enterprises with improved productivity |  |  |  |  |  |
| **Events and Activities** | **Project Total** | **Year 2025-26** |
| **Q1** | **Q2** | **Q3** | **Q4** |
| Outputs | Number of local events or activities supported |  |  |  |  |  |
| Outcomes | Improved engagement numbers |  |  |  |  |  |
| Number of community-led arts, cultural, heritage and creative programmes as a result of support |  |  |  |  |  |
| **People and Users** | **Project Total** | **Year 2025-26** |
| **Q1** | **Q2** | **Q3** | **Q4** |
| Outputs | Number of people reached |  |  |  |  |  |
| **Other** | **Project Total** | **Year 2025-26** |
| **Q1** | **Q2** | **Q3** | **Q4** |
| Outputs | Number of organisations receiving grants |  |  |  |  |  |
| Outcomes | Number of volunteering opportunities created as a result of support |  |  |  |  |  |

|  |
| --- |
| **Evaluation Declaration**It is important that all projects are properly monitored and evaluated to demonstrate their impact in the Lancaster district.All projects will need to comply with a quarterly online reporting schedule to enable Lancaster City Council to fulfil the government’s requirements, including:* Capturing and holding data sets (including baseline data) to support monitoring, in addition to the formal reporting requests.
* Obtaining unique identification numbers from beneficiaries of interventions
* Collecting Company Record Numbers (CRN) for all businesses who directly benefit from REPF interventions within the Lancaster district. This data will need to be captured and stored by Lancaster City Council for the duration of the project.
* Ensuring that privacy notices are in place to inform data subjects of the need to collect and share personal data
 |
| *Do you accept this guidance on the monitoring and evaluation of your project?* ***Yes*** [ ]  ***No*** [ ]  |

|  |
| --- |
| **Procurement Declaration****Value of contract Minimum procedure**£0 - £2,499 Direct award£2,500 - £24,999 3 quotesOver £25,000 Formal tender process |
| *Do you accept this guidance on procurement for goods and services? We may require evidence of your procurement process if awarded funding.* ***Yes*** [ ]  ***No*** [ ]  |

|  |
| --- |
| **Statutory Consents**Are any statutory consents required to deliver the project e.g. planning applications, legal considerations or any other consents required? |
| ***Yes*** [ ]  ***No*** [ ] *If yes, has this been obtained? If not, what date is this expected?* |

|  |
| --- |
| **Risk**Please describe the key risks to your project, along with any proposed actions to mitigate these. |
| No. | Risk detail | Mitigating actions | Likelihood1 (low) to5 (high) | Impact1 (low) to5 (high) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

|  |
| --- |
| **Declaration**I am content for information supplied here to be stored electronically and shared in confidence with other public sector bodies who may be involved in considering the case.I confirm as the applicant I have not committed, nor shall commit, any Prohibited Act.I understand that if I give information that is incorrect or incomplete, grant may be withheld or reclaimed, and action taken against me. I declare that the information I have given on this form is correct and complete.I confirm that I have full authority from the appropriate level within the applicant organisation to enter into this application and any subsequent Funding Agreement.I understand that any offer may be publicised by means of a press release giving brief details of the project and the grant amount.I confirm that any activity relating to the information provided here will be of an inclusive and non-discriminatory nature and incorporate the diversity and inclusivity practices of Lancaster City Council. |
| Signed |  |
| Print name |  |
| On behalf of |  |
| Position within organisation |  |
| Date |  |

Please return this form to ukspf@lancaster.gov.uk

