**Land and Buildings Development Fund**

**Application Form**

**Rectangle**

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| **Section 1 – Applicant and Project Summary** | |
| **Lead Body**  **and grant recipient:** |  |
| **List joint partners if any:** |  |
| **Project Title:** |  |

| **Total Project cost** | **Match funding**  **Non WG** | | **Any other WG funding** | | **LBDF Grant Request**  **(£) %** | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | |  | |  | | **%** |
| **Proposed Start Date:** | |  | | **Anticipated practical completion:** | |  | |

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| **Section 2 – Lead Contact Details:** | | | | |
| **Title:** |  | **Full Name:** |  | |
| **Position:** |  | | | |
| **Name of Organisation:** |  | | | |
| **Address:** |  | | | |
| **Town/County:** |  | | | |
| **Post Code:** |  | | | |
| **Telephone:** |  | | **Mobile:** |  |
| **Email address:** |  | | | |

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| **Section 3 – Joint Delivery Partner(s)** | | | | |
| **3.1 Please outline below the details of any joint Key Delivery partners to the project e.g. other Public Bodies or Third Sector partners.** | | | | |
|  | | | | |
| **Title:** |  | **Full Name:** |  | |
| **Position:** |  | | | |
| **Name of Organisation:** |  | | | |
| **Type of Organisation:** |  | | | |
| **Address:** |  | | | |
| **Town/County:** |  | | | |
| **Post Code:** |  | | **Mobile:** |  |
| **Telephone:** |  | | | |
| **Email address:** |  | | | |
|  | | | | |
| **Title:** |  | **Full Name:** |  | |
| **Position:** |  | | | |
| **Name of Organisation:** |  | | | |
| **Type of Organisation:** |  | | | |
| **Address:** |  | | | |
| **Town/County:** |  | | | |
| **Post Code:** |  | | **Mobile:** |  |
| **Telephone:** |  | | | |
| **Email address:** |  | | | |

Note: please insert additional contact sections here if required.

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| **Section 4 – Project Description** |
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| **4.1 Please describe your proposed project (attach plans and photographs where applicable)** |
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| **4.2 Ownership** |
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| **4.3 Has the asset been awarded historical Welsh Government funding?** |
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| **Section 5 - Outputs and Impacts** |
| **5.1 Please describe the outputs expected from this project i.e. land made available for development of “x” social housing units. Please be mindful of the claw back period if outputs are not achieved within 3 years of LBFR funding being paid. Particular attention should be paid to Annex 3 of the guidance. If you propose a deviation from Annex 3 it should be made clear in the application. Annex 3 will form part of the offer letter.** |
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| **Section 6 – Strategic and Regional Context** |
| **6.1 Please provide evidence of the need for the project.** |
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| **6.2 Why have you chosen to develop this land/asset rather than look for an alternative which may have less development constraints?** |
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| **6.3 List other assets in you ownership that could be advanced for social and affordable home development. This list should be all inclusive.** |
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| **Section 7 – Delivery** |
| **7.1 Project Governance and Project Management** |
| Please provide a brief description of the proposed governance and project management for the project. |
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| **7.2 Due diligence of partner organisations** |
| Please confirm that due diligence of all non LA partners has been undertaken and is satisfactory. |
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| **7.3 Risk Management** |
| **Please identify the key risks below. If the proposed grant is more than £100k then a risk register and mitigation schedule must be included with this application. (This may need to be periodically updated during the delivery of the project).** |
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| **Section 8 – Funding package & Proposed Expenditure** |
| **8.1 In this section you will need to provide details of the proposed funding package to include LBDF and detail the costs** |

**Funding Package**

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| --- | --- | --- | --- |
| **Overall Development Costs (Please insert additional rows when required)** | | | |
|  | **Grant requested per financial year (£)** | | |
| **Funding Provider (confirmed or applied for)** | **2022/2023 (£)** | **2023/2024 (£)** | **Total (£)** |
| LBDF | £ | £ |  |
| Local Authority (confirmed) | £ | £ |  |
| Local Authority (in kind) | £ | £ |  |
| Other | £ | £ |  |
| Other | £ | £ |  |
| **Total Development Project Funding per annum** |  |  |  |

**Proposed Expenditure**

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| --- | --- | --- | --- |
| **Breakdown of Development Costs (Please insert additional rows if required)** | | | |
|  | **Project costs for each financial year (£)** | | |
| **Costs** | **2022/2023 (£)** | **2023/2024 (£)** | **Total (£)** |
| e.g. drainage | £ | £ | £ |
| e.g. | £ | £ | £ |
| e.g. | £ | £ | £ |
| e.g. | £ | £ | £ |
|  |  |  |  |
| **Total Development Project Costs per annum** | £ | £ | £ |

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| **Section 9 – Compliance** |
| **9.1 Procurement** |
| Please provide details to confirm that the project has/or will be procured in accordance with local authority standing or public sector orders. |
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| **9.2 Subsidy Control** |
| Is the project subsidy control (state aid) compliant? Please confirm which cover is applicable e.g. GBER, de Minimus, etc. |
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| **Section 10 – Supplementary Documents** | |  |
| **Please list supplementary documents and indicate which section of the application they support:** | | **Please tick (✓) to confirm the Annex documents are attached** |
| **1.** | e.g. Site and location plan |  |
| **2.** | e.g. Photographs (if applicable) |  |
| **3.** | e.g. Risk Register Evidence of need (Section 6.2) |  |
| **4.** | e.g. Statutory Consents Secured |  |
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| **Privacy Notice – Welsh Government Grants** |
| The Welsh Government provides a wide range of grant schemes to help deliver our policies and create a fairer, more prosperous Wales.  The Welsh Government will be data controller for any personal data you provide in relation to your grant application or request for grant funding. The information will be processed as part of our public task (i.e. exercising our official authority to undertake the core role and functions of the Welsh Government) and will help us assess your eligibility for funding.  Before we provide grant funding to you, we undertake checks for the purposes of preventing fraud and money laundering, and to verify your identity. These checks require us to process personal data about you to third party fraud prevention agencies.  If we, or a fraud prevention agency, determine that you pose a fraud or money laundering risk, we may refuse to provide the grant funding you applied for, or we may stop providing existing grant funding to you.  A record of any fraud or money laundering risk will be retained by the fraud prevention agencies, and may result in others refusing to provide services, financing or employment to you.  We will keep personal information contained in files in line with our retention policy. If successful in your application then your personal data will be kept for 7 years after the date when you, as grant recipient, are free from all conditions relating to the grant awarded and all payment have been made. However, if the funding is awarded under General Block Exemption or De Minimis, your personal data will be kept for 10 years from the conclusion of any aid award. If you are unsuccessful your details will be kept for one year after the date you provided them.  Under the data protection legislation, you have the right:   * to access the personal data the Welsh Government holds on you; * require us to rectify inaccuracies in that data * to (in certain circumstances) object to or restrict processing * for (in certain circumstances) your data to be ‘erased’ * to lodge a complaint with the Information Commissioner’s Office (ICO) who is the independent regulator for data protection   For further details about the information the Welsh Government holds and its use, or if you want to exercise your rights under the GDPR, please see contact details below:  Data Protection Officer, Welsh Government, Cathay’s Park, CARDIFF, CF10 3NQ  Email Address: Data.ProtectionOfficer@wales.gsi.gov.uk  The contact details for the Information Commissioner’s Office are: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  Telephone: 01625 545 745 or 0303 123 1113  Website: [www.ico.gov.uk](http://www.ico.gov.uk) |

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| **Section 12 Signature and Date** |
| **Declaration**  This must be signed by the Section 151 Officer on behalf of the lead local authority.  I confirm that the information detailed in this application form, including annexes and appendices, is to the best of my knowledge and belief, accurate in all respects. I confirm this project has been endorsed by the Regional Partnership. |
| Lead Body (Print) ………………………………………………………………  Signature ………………………………………………………………  Position in Organisation ………………………………………………………………  Date ……………………………………………………………… |