**Vibrant and Sustainable High Streets Fund: Phase Two**

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| **Section 1: Applicant Information** * Full Name
* Email
* Phone Number
* Name of Organisation
* Organisation Website
* Registered Address
* Legal Status
* VAT registration
* How long has your organisation been trading for?
* How many full-time equivalent employees do you currently have?
* Confirm you are applying as a **Lead Applicant** **on behalf of a local partnership.**
* Give an outline of the nature and purpose of your local partnership. Is the partnership new or did it already exist? What arrangements (formal or informal) do you have in place?
* List all partners involved (these are the organisations or businesses who will take an active role in delivering the project)
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| **Section 2: Project Information** * Project Title
* Give a short description of your project which can be used for the purposes of any future publication (**25 words maximum**)
* Give a longer description of your project which sets out the activities involved and what you are aiming to achieve (**300 words maximum**)
* Where will your project activity take place? Postcode if applicable.
* Which constituency area will your project activity take place in?
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| **Section 3: Tell us about the need for your project and the strategic fit with the programme objectives*** Explain the need for your project. Describe your High Street area and what can be found there. What are the current issues and challenges being faced? Why is a change needed now? Please provide evidence to support your answer (from surveys, research, relevant data sources, etc). **(500 words max.)**
* Have alternative options to your project been considered for addressing the issues and challenges identified in your High Street area? **(Yes/No)**
* Outline the other options that have been considered and explain why your project is the best option to address the issues and challenges identified **OR** Explain why no other options have been considered and why your project is the best option to address the issues and challenges identified **(250 words)**
* Which objectives(s) will your project be aiming to address? **(Tick Box)**
* Trialling of new and creative solutions to tackle local issues on the High Street
* Broadening audiences through creating a range of resident and visitor experiences to promote the High Street as a destination that offers events, activities and spaces to increase spend, footfall and staying time
* Supporting businesses and community assets on the High Street to improve their resilience, expand their offer and introduce new goods and services
* Creating a High Street where businesses work alongside community partners to enhance vibrancy, improve engagement and meet the needs of local communities
* Explain how your project will meet each of the programme objectives you have selected **(500 words max.)**
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| **Section 4: Tell us about the positive impact your project will have*** Explain what the positive impact of your project will be. What difference will it make to your High Street area and who will benefit from it? Please describe any added value the project will achieve to maximise the public benefit of the grant. **(500 words max.)**
* Tick all Outputs and Outcomes that your project will aim to deliver **(Tick Box and Text Box to Quantify)**
* Amount of public realm space improved (m2)
* Number of businesses reporting increased spend
* Number of businesses introducing new goods and services
* Number of workshops and training sessions providing tailored support and advice
* Number of vacant / empty units adapted or repurposed
* Number of community groups delivering activities in High Street locations
* Number of people reporting an improved perception of the High Street or Town Centre (qualitative survey data)
* Number of organisations reporting improved environmental sustainability (e.g. due to waste reduction, changing behaviour, or community climate initiatives)
* Increase in the number events forming part of a coordinated year round programme to attract residents and visitors to High Streets
* Increased levels of footfall
* Increased dwell time
* Increased levels of consumer spend (in a defined area, where data exists)
* Other
* For each Output or Outcome you have ticked, complete the table to confirm what your project will aim to deliver. Provide an estimate of the current number or level, and an estimate for the number or level you are aiming to achieve as a result of the project.

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| --- | --- | --- | --- |
|  | Output/Outcome | Current Number or Level | Target Number or Level |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |

* Explain how your project will aim to achieve the quantities of Outputs and Outcomes you have specified. If the current levels or target levels of activity are estimates, explain what these are based on. Where possible, please provide evidence to support your answer (from surveys, research, previous projects, etc)). **(500 words max.)**
* If successful, applicants will be issued with templates to enable the Monitoring and Evaluation of project progress and impacts. Tell us about how this Monitoring and Evaluation work will be completed. How will these Outputs and Outcomes be measured? How will a baseline be established at the start of the project? Who will do the monitoring and when? **(500 words max)**
* Explain the legacy that your project will have. Will the project continue to deliver and produce benefits after the funding from this programme ends? **(250 words max.)**

Please see a [Summary of York and North Yorkshire Combined Authority's Routemap to Carbon Negative](https://yorknorthyorks-ca.gov.uk/wp-content/uploads/2025/01/Routemap-to-Carbon-Negative-Summary-290125.pdf). You may use this to guide your answer to the following question.* York and North Yorkshire has a regional ambition to be net zero carbon by 2034 and carbon negative by 2040. Explain how your project contributes to or aligns with this ambition **(250 words max.)**
* Explain how your project will promote equality, diversity or inclusivity. If your organisation has an equality, diversity or inclusivity policy, please refer to this and explain how your project aligns with it. **(250 words max.)**
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| **Section 5: Tell us about your project costs and what would happen if you did not receive grant funding*** What would happen if you did not receive grant funding? **(Drop-Down Options)**
* Please expand on your response. Estimate the size of the funding gap which is preventing the project from going ahead, and explain the need for public funding to enable the project to happen **(250 words max.)**
* Complete the table below by listing all items of expenditure involved in delivering the project.

For each item, provide its cost to the best of your knowledge, indicate whether it is a Capital or Revenue Cost, and indicate whether you intend to fund this cost through a Grant from this programme, through match funding, or whether it is in in kind contribution.All individual item costs will be added together to give the Total Project Cost (£) below the table.**Cost Breakdown**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Item of Expenditure** | **Cost (£)** | **Capital / Revenue** | **Grant / Match Funding / In Kind Contribution** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
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| **18** |  |  |  |  |
| **19** |  |  |  |  |
| **20** |  |  |  |  |

* Total Project Cost (£)

(This is calculated by adding all individual item costs listed in the cost breakdown table above)**Match Funding Requirements**The amount of match funding required will depend on the Total Cost of your project.If your Total Project Cost is between £30,000 and £50,000, this programme can fund up to 100% of total project costs. Although it is viewed favourably, 0% match funding is required at this level.If your Total Project Cost is between £50,001 and £100,000, this programme can fund up to 90% of total project costs. 10% match is required at this level If your Total Project Cost is more than £100,000, this programme can fund up to 80% of total project costs up to a limit of £150,000. 20% match is required at this level.* Confirm the amount of grant funding you are applying for from this programme:
* Confirm the amount of match funding you are expecting to secure:
* As a percentage of the Total Project Cost, you are applying for

(This will be automatically calculated on the online form. Please check the guidance to ensure that the amount you are applying for meets the match funding requirements)* Provide details of the sources and amounts of any Match Funding you are planning to secure towards the Total Project Cost:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Funding Source or Organisation | Amount (£) | Confirmed or Unconfirmed? | Date of expected confirmation |
| Match Funding 1 |  |  |  |  |
| Match Funding 2 |  |  |  |  |
| Match Funding 3 |  |  |  |  |

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| **Section 6: Tell us about how the project will be successfully delivered** * List your key milestones and delivery dates for the project activity
* Does your project involve capital works? **(Yes/No)**
* **If Yes,** has planning permission and/or any other building consent been secured? **(100 words max.)**
* Where the purchasing of goods, or the procurement of contractors or suppliers, is required to deliver your project, what internal rules or practices will you follow to ensure best value will be achieved (e.g. following public procurement rules, obtaining quotes, etc.)? Please outline your approach. **(250 words max.)**
* List your top three key risks to the successful delivery of the project and explain how they will be mitigated. **(250 words max.)**
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| **Section 7: Tell us about the people, experience, capacity and resources you have in place to deliver the project and monitor its progress*** How will the project be managed day to day? Who will be part of the Project Management Team? What role will each different partner organisation play in the project? Are there governance arrangements in place? (**250 words max**)
* Do you have a track record of delivering any similar project activity in the past? Please give examples of previous project activity and achievements to support your answer. If your project involves capital works, please give examples of any past experience of appointing and managing contractors, construction-related risks, quality assurance and health and safety. **(500 words max.)**
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| **Section 8: File Upload, Submission Checklist and Signature*** Optional File Upload - Please upload any additional evidence or documents you would like to submit in support of your application (This may include images, organisational policies, detailed project plans, detailed costings, VAT documentation, insurance documentation, general letters of support from stakeholders).**Submission Checklist:**
	+ Please tick to confirm that, as lead applicant, you have supplied a copy of your organisation's latest financial accounts
	+ Please tick to confirm that you have uploaded your Partner Confirmation letters or emails which confirm their role and commitment to the project.
	+ Please tick to confirm that, as lead applicant, your organisation is willing to absorb any cost overruns on the project.
	+ Please tick to confirm that, as lead applicant, you have an appropriate personal and professional insurance cover inplace.
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