

## Covid-19 Grants Application Form – For information Only

0Kent County Council has received emergency grant funding from central government under the Contain Outbreak Management Fund (COMF) to be used to support efforts towards preventing or containing the spread of COVID-19 and/or helping those that have been disproportionately affected by the pandemic. Parish, Town and Community Councils have played a vital role in contributing towards COMF objectives and as such, funding has been allocated per Parish/Town/Community Council in recognition of the additional costs they may have incurred.

This form has been created for illustrative purposes to enable Parish, Town and Community Councils to apply for reimbursement of costs they have incurred in line with the COMF criteria up to their funding allocation. Formal requests for funding will only be accepted via the online form accessible via [this link](#).

Applications will be open from 1st November 2021 to 31st January 2022, however, please submit your applications as soon as you can.

Applicants can expect to hear back on the outcome of their application within 6-8 weeks.

<b>1. Parish/Town/Community Council Information</b>
1.1 Parish/Town/Community Council Name
FAVERSHAM TOWN COUNCIL
1.2 District Council
SWALE
1.3 Parish/Town/Community Council Funding Allocation
<i>This section will pre-populate with the funding allocation for the individual Parish/Town Council.</i>

<b>2. Contact Details</b>
2.1 Title
MS
2.2 Forename
LOUISE
2.3 Surname
BAREHAM
2.4 Telephone
01795 503286
2.5 Email
<a href="mailto:Louise.bareham@favershamtowncouncil.gov.uk">Louise.bareham@favershamtowncouncil.gov.uk</a>
2.6 Position/Job Title
TOWN CLERK

<b>3. Funding Application</b>
3.1 Funding Application

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Using the table below, please indicate how much you are applying for per cost area. The total value should not exceed your total funding allocation. Please note

- Costs provided should be exclusive of VAT unless the VAT is irrecoverable.
- Parish and Town Councils are expected to keep appropriate records of expenditure (receipts etc) however evidence of expenditure is not required as part of this process at this time
- The application will need to be approved by the Council at a Council meeting.

Cost Area	Examples	Value (£)
Additional Cleaning	<ul style="list-style-type: none"> <li>- Additional Cleaning of Parks and Public Toilets</li> <li>- Additional Cleaning of Parish/Town Council meeting spaces or office spaces.</li> </ul>	
COVID-19 Adaptations to Public Spaces	<ul style="list-style-type: none"> <li>- One way systems</li> <li>- Signage</li> <li>- Screens</li> <li>- Hand sanitizer stations</li> </ul>	£20 £1,479
Communication and Engagement Material related to COVID-19	<ul style="list-style-type: none"> <li>- COVID-19 leaflets</li> </ul>	
Additional support for isolated/low-income families	<ul style="list-style-type: none"> <li>- Food parcels</li> <li>- Ready meals</li> <li>- Utilities costs</li> </ul>	
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> <li>- PPE for the community and/or staff</li> </ul>	£271
Volunteer Expenses	<ul style="list-style-type: none"> <li>- Fuel costs to deliver essentials</li> </ul>	
Organisation Grants (not already covered by the above lines)	<ul style="list-style-type: none"> <li>- Grants to local organisations to deliver any of the above</li> </ul>	£3,236
Additional costs incurred to facilitate remote working by the Parish/Town/Community Council	<ul style="list-style-type: none"> <li>- Laptops</li> <li>- Virtual meeting licences</li> <li>- Staff costs</li> </ul>	£6,080 £677 £1,950
Other (please detail)		

### 4. Additional Information

#### 4.1 Please confirm the activity will be conducted within the Kent County Council geography

☒ Tick to confirm

#### 4.2 Please confirm you have read the privacy policy

☒ Tick to confirm

#### 4.3 Please tick to confirm the application meets the requirements as set out below

##### THE BID MUST BE

- for a cost actually incurred (or forecast to be incurred) by the Parish, Town or Community Council. For example, offering a thank you payment to volunteers would not be eligible.
- an additional cost over and above business-as-usual costs.
- additional costs incurred as a result of the pandemic that are either the result of supporting vulnerable individuals (directly or indirectly through Community groups) or implementing measures to contain or prevent outbreaks directly or indirectly through Community groups.
- Additional costs incurred as a result of the pandemic outside of these reasons are not eligible for reimbursement. Applicants are able to forecast expenditure up until 31st March 2022
- linked to expenditure between 1<sup>st</sup> November 2020 and 31<sup>st</sup> March 2022.
- Costs provided should be exclusive of VAT unless the VAT is irrecoverable

##### THE BID MUST NOT BE

- linked to a contingency fund
- a cost that has already been reimbursed (or is due to be reimbursed) via another route

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<input checked="" type="checkbox"/> Tick to confirm
4.4 Please tick to confirm you understand that KCC may request further information on expenditure to aid any additional reporting requests from central government and, to the best of your ability, you will assist with such requests.
<input checked="" type="checkbox"/> Tick to confirm
4.5 Please tick to confirm the application and the information contained within it has been approved by the Council at a Council meeting.
<input type="checkbox"/> Tick to confirm

<b>5. Declaration</b>
5.1 Name of the person completing this form
LOUISE BAREHAM
5.2 Position in the organisation
TOWN CLERK
5.3 Date of completion
NOVEMBER 2021
5.4 Confirmation of grant application
<input type="checkbox"/> Tick to confirm that, to the best of my knowledge, the information in this application is true and correct and that I have the authority to apply on behalf of the organisation named in this application.
5.5 Agreement to terms of funding
<input type="checkbox"/> Tick to confirm that you agree to the terms of funding as detailed within the <a href="https://www.kent.gov.uk/_data/assets/pdf_file/0008/126980/comf-funding-for-town-community-and-parish-councils-grant-information.pdf">https://www.kent.gov.uk/_data/assets/pdf_file/0008/126980/comf-funding-for-town-community-and-parish-councils-grant-information.pdf</a>