# **Rural West Sussex Climate Positive Viticulture Fund**

# **Application Checklist**

**To be completed by applicant**

* I have read the Guidance Notes before completing this application form.
* Our business is located in the administrative boundary of Arun, Chichester, Horsham or Mid Sussex District Council.
* Our business is a vineyard, winery and/ or grape distiller.
* We will be able to contribute 50% or more match funding towards the project costs.
* I have read and signed (or typed) the applicant declaration

With this application I have included:

* A projection of our anticipated resource savings and/or benefits over a 5 year period;
* A copy of our wine producer’s license (where applicable to your business);
* Evidence of the proposed costs and/or three comparable quotes for expenditure on individual items costing £5,000 or more. Where three quotes were not received, or this is specialised work, this has been justified in the application form.

**If you cannot complete this checklist your application will not be validated.**

# **Rural West Sussex Climate Positive Viticulture Fund**

# **Application Form**

Please return this completed form to [grants@southdowns.gov.uk](mailto:grants@southdowns.gov.uk) by 1 October 2025

**The fund may be closed early if demand greatly exceeds remaining funds.**

**Part 1 – Your business**

**Business name and registered address:**

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**Companies House registration number:**

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**Contact details of person responsible for this application:**

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| *Name, email, phone number* |

**Address of the project site where different to above:**

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| *Your business will be operating within the administrative boundary of Arun, Chichester, Horsham or Mid Sussex District Councils.* |

**Which best describes your business.** Delete as appropriate.

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| Vineyard / Winery / Grape Distillery/ Other (please explain) |

**Website address** (where applicable)**:**

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**Applicant site ownership status** Delete as appropriate

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| --- |
| Sole landowner/ Part landowner/ Lease holder/ Other (please explain) |

**Tell us more about your company – age, size, turnover, visitors**

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| *When were you established or are you a new company?*  *Turnover for the last two years or explain if a new company*  *No. of employees*  *Average visitors per year (where tourism applicable)* |

**Part 2 – Your proposal**

**Project summary:** (max 800 words) **:**

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| If you prefer to submit this as a separate document, please state here and include this when submitting the application form.  The questions below are provided as a guide only:  *What is the current situation and what are your proposed outcomes? Outcomes are the end results achieved through the activities delivered with this funding.*  *What will you use the funding to do in order to achieve these outcomes? (see question overleaf about main activities)*  *What positive environmental impact will it have?*  *How will it impact your business?*  *Is there something new or innovative about your approach?*  *Are there positive examples of this elsewhere?*  *Are there risks, and how would you mitigate these?* |

**Anticipated start and end date of the project:**

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| --- |
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**What would be the main activities delivered with this funding and how will you measure their success?**

Be specific and relate these to the projected resource savings/benefits included with your application. We are looking for quantitative measures as well as qualitative measures such as photos and customer feedback.

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| --- | --- |
| **Activity** | **How will the benefits of this be measured?** |
| *Installation of a new energy system* | *Reduced energy bill - Monthly smart metre recordings* |
| *Installation of LED lighting* | *Reduced energy bill - Monthly smart metre recordings* |
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**Who will benefit?** (max 200 words) **:**

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| *E.g. Employees, tourists, community groups, educational groups, volunteers, wildlife.* |

**Do you need planning consents or licenses to carry out the work?** Please tell us about any advice received or pre-app discussions, if permission is sought or granted or not needed.

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**Part 3 – Cost**

Please note that this funding is *not* able to pay for:

* retrospective or already commenced work prior to receipt of a grant offer;
* staff costs and your typical business overheads;
* ongoing maintenance or routine repairs of equipment and facilities;
* your statutory responsibilities such as health and safety requirements;
* planning fees;
* work that is required as a condition of an existing planning consent;
* VAT.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item and quantity** | **Cost** excl. VAT | **Notes** Please note which quote this relates to where applicable. Tell us about quantities. | **Anticipated date** |
| *LED lighting fixtures x 10* | *£800.00* | *Type of light* | *July 2025* |
| *Purchase and installation of single renewable energy system for barn* | *£10,000* | *See chosen quote from R.G Systems* | *Aug 2025* |
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|  |  |  |  |
| **Total project cost** | **£** |  |  |

**Match funding from other sources**:

|  |  |  |
| --- | --- | --- |
| **Amount** | **Source** | **Is this secured or pending?** |
| *£6,000* | *Our business* | *Secured* |
| *No cost* | *Use of additional trailer from local landowner to transport materials.* | *Secured* |
|  | *Please include grant funding from other sources where it’s being used for the project* |  |
|  |  |  |
|  |  |  |
| **Total £** | This match funding plus your grant request (below) should be equal your total project costs. |  |

**How much grant funding are you requesting?**

This should not be more than 50% of your total project cost. The maximum grant is £10,000

|  |
| --- |
| **£** |

**Additional information to support your costs:**

For example, if you have a single quotation or have chosen a more expensive option to support a local supplier, explain here.

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**Is your business in receipt of other grants from government or a local authority?**

If yes, please explain.

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**Applicant Declaration**

In submitting this form:

* I confirm I have the authority to act as the applicant with responsibility for the business and delivery of the project;
* I confirm I have permission to complete the work in this application either as the land owner or I have permission from the landlord, landowner or mortgage lender;
* I understand I am not able to claim for work that has already started or completed prior to a grant offer;
* I understand that, if offered, grants are paid on submission of receipts and paid invoices;
* I accept that the grant decision made by the funding panel is final with no right of appeal.
* I understand that if the information provided in this application is found to be false or incorrect, grant costs would be recovered;

Signed by:

Name:

Name of business:

Date:

**Privacy Notice**

**What happens to my data?**

By providing the information, including personal information, above you consent to this information being used by the South Downs National Park Trust (SDNPT) and South Downs National Park Authority (SDNPA) and the Rural West Sussex Partnership for the purposes of administering, delivering and monitoring outcomes of the funding as well as publicising grant awards and project outcomes. Your information, including personal information will be shared in order to assess the application. We will only contact you in relation to your application. Your contact and project details will be retained for the duration of grant assessment and delivery stage and for any statutory period required after the completion of the project. The SDNPT, SDNPA and Rural West Sussex Partnership may use location and project details from your application to inform future funding rounds.

Please contact us via: [grants@southdowns.gov.uk](mailto:grants@southdowns.gov.uk) if you have any questions. If you wish, at any point to withdraw your consent to this processing please notify us [info@southdowns.gov.uk](mailto:info@southdowns.gov.uk) .

The Full Privacy notice for the South Downs National Park Trust can be found here <https://www.southdownstrust.org.uk/privacy-policy/>

The full privacy notice for the SDNPA can be found here <https://www.southdowns.gov.uk/national-park-authority/our-work/transparency-finance/privacy-statement-2/>