

Form: A3 April 2011



SHIRE COMMUNITY CLIMATE CHANGE GRANT

Events and Training

SHIRE Community Climate Change Grants – Events and Training

Completing your application

Please read the accompanying Guidelines and Grant Aid Conditions document (form G3) before completing this application form.

All questions must be answered fully and the relevant paperwork supplied for your application to be processed successfully.

If you need help with your application or have any enquiries regarding the fund, please contact: Di Braker on 0116 3057082 or Di.braker@leics.gov.uk

Submitting your application

Application for a grant requires the submission of this form and a number of supporting documents (see checklist below).

Addresses for the submission of documents are as follows:

Post: SHIRE Community Climate Change Grant, Environment and Transport Department, Room 700 County Hall, Glenfield, Leicester, LE3 8RJ.

Email: Di.braker@leics.gov.uk

Checklist - (Please tick)

Item	Paper copy?	Emailed?
A signed copy of your organisation's constitution		
At least two comparable estimates/ quotations		
Statement of support from the local County Councillor		
Statement of support from the local Parish/Town or District Council		
A copy of your annual accounts/bank statement for the past 3 months		
Copy letters of confirmation of grants from your other funding sources		
Details of volunteer time		
Any other supporting documents requested		

1. Applicant details

1.1 Name of Organisation / Title of your scheme:

1.2 Address of organisation:

Address:

Post Code:
Fax:
Website:

Telephone:
E-mail:

1.3 Person to contact:

Name:

Position in your organisation:

1.4 Address for correspondence (if different to above)

Address:

Post Code:
Fax:

Telephone:
E-mail:

1.5 Is your group/organisation constituted? (see guidelines section 1)

- Yes No (*without this evidence your application can not be processed*)

<p>Constitution Attached</p> <p><input type="checkbox"/></p>

B. If yes, please attached a signed copy of your organisation/group constitution

1.6 Is your group/organisation a registered charity?

- Yes No

B. If yes, please also give your charity registration number:

2.7 Please provide the start and end dates of the course, event or training.

Start:

End:

2.8 Please provide details of the organising body, training provider, event organiser.

2.9 Provide a brief overview of the proposed course, event or training.

Include the activities planned, how many people will be involved, who will benefit and how the project will help your organisation meet its aims.

2.10 Please state the objectives of the course, event or training. If a training course please also include details of expected outcomes and/or qualifications.

2.11 How will you evaluate the success of your project? Consider how you will assess progress against your project's stated aims

3.0 **Finance and Funding**

See sections 4 of the Guidelines and Grant Aid Conditions for further details.

3.1 **Total cost of your project:**

3.2 **How much funding are you requesting from the SHIRE Community Climate Change Grants?**

3.3 **Have you attached at least two comparable quotations / estimates for all aspects of your scheme? (Please tick)**

Quotations
Attached

Yes

No (without this evidence your application can not be processed)

Please note: The grant offer is usually based on the lowest estimate supplied.

Please provide two quotations for work up to £999 and three quotations for work above £1000, unless the work is so specialised that it can only be undertaken by one contractor or supplier; at least two/three quotations must be provided.

3.4 **Please enclose a copy of your audited accounts for last year plus copies of your organisation's bank/building society statements covering the last three months. (Please tick)**

Accounts/
Bank
statements
Attached

Yes

No

3.5 **Can you reclaim VAT? (Please tick)**

Yes

No

3.6 **B. If yes, please include VAT registration number:**

3.7 Please detail your organisation's contribution or any other contribution being made towards the project: *(This may be income or additional grant aid funding.)*

Funding contribution	% of total scheme value	Total contribution (£)	Approved/Applied for
<p>SHIRE Community Climate Change Grant <i>The contribution from the SHIRE Community Climate Change Grant should be for no more than 50% of project costs.</i></p>			
<p>Other grant aid</p>			
<p>Own funds of organisation</p>			
TOTAL SCHEME VALUE			

3.8 Where applicable, provide details of volunteer and ‘in kind’ contributions in the table below.

<p>Details of contribution <i>For volunteer labour, please list the tasks and who will carry them out, and attribute a value to this work (the maximum rate is £7 per hour). For donated materials/services, please list each item donated and the resultant saving in expenditure. (See guidance on in-kind contributions, section 4.3)</i></p>	<p>Total value (£)</p>
<p>Total value of volunteer and ‘in kind’ contributions (£)</p>	

3.9 The following table should be completed to provide a breakdown of the estimated total costs of the proposed project. The table should be completed in full (i.e. it's not acceptable to put "as per quotations").

Description of items requiring expenditure <i>e.g. "printing 100x project leaflets at 50p each", "2x room hire for events/training at £100 per evening"; "speaker fees for local event", etc.</i>	Total cost (£)
Total external costs	
Total value of volunteer and 'in kind' contributions	
TOTAL SCHEME VALUE	

5. Climate change and sustainability

See sections 6 of the Guidelines and Grant Aid Conditions for further details.

5.1 How will this project contribute to reducing your community's carbon footprint or help your community to adapt to Climate Change?

5.2 Where appropriate please give full details of how you have taken sustainability issues into consideration when designing and implementing your project. (Use additional sheets if necessary. Include details of use of local/recycled materials and local contractors.)

5.3 Have all necessary permissions or approvals been obtained?

Yes No Not applicable

**B. If yes, please enclose copies.
If no, please give further details in the space below.
Not applicable - No approvals required**

5.4 Is the event/training course covered by insurance? E.g. public liability

Yes No

B. If yes, please provide details below:

6. Community benefit

See sections 7 of the Guidelines and Grant Aid Conditions for further details

6.1 Is your local County Councillor supportive of your scheme?

(Please tick)

Yes No *(without this evidence your application can not be processed)*

<p>County Councillor support Attached</p> <input type="checkbox"/>
--

6.2 Is your local Parish/Town Council supportive of your scheme?*(Please tick)*

Yes No

<p>Parish/Town Council support Attached</p> <input type="checkbox"/>
--

6.3 Do any other local voluntary groups or schools support the scheme?

(Please tick)

Yes No

<p>Community support Attached</p> <input type="checkbox"/>
--

B. If yes, please submit written evidence of their support and/or involvement i.e. a copy of a letter or e-mail from the group or school.

6.4 Is your scheme physically accessible to all within reasonable hours?

(Please tick)

Yes No

B. If your scheme can only be accessed between certain hours please state below what they are and the reasons why.

7. **Payment details**

See sections 10 of the Guidelines and Grant Aid Conditions for further details.

7.1 **To whom should your grant cheque be made payable?**

(Please enter the details as they should appear on the cheque)

Please note: To make a claim applicants must submit copies of all invoices, receipts, delivery notes, and volunteer time schedule when claiming payment. Evidence the event/training course has taken place will be required before payment is issued.

8. **Application confirmation**

8.1 **Please sign below to confirm that this application has been prepared in accordance with the SHIRE grant guidelines and grant aid conditions.**

Signed:

Date:

Print name:

Position in organisation:

9. **CHECKLIST**

Before you send this application, please ensure that you include the following paperwork:

Item	Relevant question on application form	Included
A signed copy of your organisation's constitution	1.5	
At least two comparable estimates/ quotations	3.3	
Statement of support from the local County Councillor	6.1	
Statement of support from the local Parish/Town or District Council	6.2	
A copy of your annual accounts/bank statement for the past 3 months	3.4	
Copy letters of confirmation of grants from your other funding sources	3.7	
Details of volunteer time	3.8	
Any other supporting documents requested		

The support of Leicestershire County Council should be acknowledged in all publicity material, newsletters etc. published by the applicant. Copies of any publicity material may be requested.

PRIVACY STATEMENT

DATA PROTECTION ACT 1998 and FREEDOM of INFORMATION ACT 2000

Personal data supplied on the Community Climate Change application Form will be held on computer and will be used in accordance with the Data Protection Act 1998 for statistical analysis, management, planning and in the provision of services by the County Council and its partners. The information will be held in accordance with the Council's records management and retention policy.

Information contained in the Community Climate Change Application Form may be subject to release to others in accordance with the Freedom of Information Act 2000. Certain exemptions from release do exist including where the information provided is protected by the Data Protection Act 1998.



Environment & Transport Dept.
Climate Action Team
County Hall, Glenfield, Leicester LE3 8RJ
Telephone: 0116 305 7082/ 0116305 6961
E-mail: Di.braker@leics.gov.uk

www.leics.gov.uk/climatechange_grants



Information from this leaflet is also available in alternative versions (e.g. large print, Braille, tape or an alternative language) by contacting the numbers shown above.