

Stepping Stones

Delivering exceptional green spaces

CONNECTING PEOPLE AND WILDLIFE (COMMUNITY GRANT) APPLICATION FORM



Application Form (Community)

Please read the guidance notes (Form 1) before completing this application form

1. Applicant details (please complete all questions)

1.1 Title of your scheme:

Total cost of your scheme:

(Please also complete attached breakdown of costings – section 8)

Objective of your scheme:

1.2 Details of your organisation/group:

Name:

Address:

Post Code:

Fax:

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:

Telephone:

Fax:

E-mail:

1.5 Constitution of the organisation/group: (e.g. charity, voluntary group, parish council, school)

Note if a charity or a voluntary group please enclose a copy of your Constitution

2. Site details

2.1 In which District is the site where the works are to take place? (Please tick)

Blaby

Oadby & Wigston

Charnwood

Harborough

Hinckley & Bosworth

2.2 In which Parish is the site located?

Please enclose a location plan of the site.

2.3 Does your organisation own or control the site where the works are to take place?

Yes

No

If Yes go to Section 3, if No please complete questions 2.4 & 2.5

2.4 If not currently owned or controlled by your organisation, will agreements be put in place for you to have access to it for at least 10 years?

Yes

No

(Please send copies of draft agreements if they are available)

2.5 Who will the agreement(s) be with?

Name:

Address:

Post Code:

Fax:

Telephone:

E-mail:

3. Value for money and scheme quality

3.1 Have you attached at least two comparable quotations/estimates from the contractors you intend to use?

Yes

No (Please advise when you expect to send these in)

3.2 Other than Project Management please list those parts of the scheme, if any, which you are intending to carry out yourselves.

3.3 How will you provide your contribution to the scheme? See options below in 3.31, 3.32 and 3.33

3.31 What percentage of the total scheme cost will you be providing from your own funds?

3.32 What percentage of the total scheme cost will be covered by "in kind" works? This can be by volunteer time or use of own machinery and materials.

3.33 What percentage of the total scheme cost will be provided by other sources of grant aid? (Please list the other organisations you have or may be approaching, and the sums requested or grant offers confirmed).

3.4 How much funding are you seeking from the Stepping Stones Grant?

4. Design and Maintenance

- 4.1 Please tell us what steps you have taken, when designing your scheme, to ensure that it will still be in good condition in 10 years time (Please use additional sheets if necessary)
- 4.2 Please provide full details of the maintenance plan you have produced for the first 10 years of your scheme's life. **What will be carried out, how often and by who?** (Please use additional sheets if necessary)
- 4.3 What considerations have been given to your responsibilities in terms of the Disability Discrimination Act?

5. Timing

- 5.1 Can your scheme be completed within 12 months of being offered a STEPPING STONES grant?
- Yes No Not sure
- If you can't answer Yes, please explain on a separate sheet why it might be longer than 12 months

6. Community benefit

- 6.1 Have you contacted your local County Councillor?
- Yes No
- (You are strongly recommended to contact them to assist your application.)
- 6.11 Are they supportive of your scheme?
- Yes No

6.2 Has your local Parish/Town Council/Meeting been involved in the development of the scheme? If yes please give details of their involvement

6.3 Have local schools/other community groups been involved in the development of the scheme?
If yes, please give details of their involvement

6.4 Is your application linked to the results of a village appraisal or a village design statement?

Yes No If Yes, please enclose a copy

6.5 If not linked to a village appraisal or village design statement, is your application linked to survey or similar works done by a village/community group?

Yes No If Yes, please enclose details.

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

Yes No
If your scheme can only be accessed between certain hours please state below what they are and the reasons why.

7. **Payment details**

7.1 To whom should your grant cheque be made payable?
Please enter the details as they should appear on the cheque

7.2 Can you reclaim VAT?
 Yes No

8. Breakdown of Costings

The table below should be used to provide a breakdown of your estimated costings, (which must equal the cost of your scheme under 1.1). It has been provided to assist in assessing the works, fees, etc. to ensure that all items are covered when calculating the estimated total costs and the requested amount of grant aid required.

| Work Area | Description | Total Cost/Value |
|---|-------------|------------------|
| Materials (play equipment, trees, fencing etc. please provide a breakdown) | | |
| Labour | | |
| Consultancy fees (including architects, surveyors, designers, artists, etc. please provide a breakdown) | | |
| Planning Fees | | |
| Building and Regulation Fees | | |
| Artwork (sculptures etc.) | | |
| Land purchase (District Valuer's report or valuation by member of the Royal Institute of Chartered Surveyors (RICS)) | | |
| Solicitors Costs | | |
| Other (please list all other miscellaneous items) | | |
| Sub Total | | |
| "In Kind" Works (total estimated value of volunteer; labour, machinery, materials, etc) | | |
| Total Estimated Costs | | |

9. Application confirmation

9.1 Please sign below to confirm that this application has been prepared in accordance with the STEPPING STONES grant guidelines.

Signed:

Date:

Position:

For further information please contact:

The Project Officers 0116 265 7264/7221 or e-mail: [stepping stones@leics.gov.uk](mailto:stepping_stones@leics.gov.uk)

Please return this application to:

Stepping Stones Countryside Management Project, Community Services
Department, Leicestershire County Council, Rutland Building, County Hall, Glenfield,
Leicester LE3 8TE.

Notes / Site Plan / Supporting Information

Issued by:



Leicestershire County Council
Community Services Department
Rutland Building, County Hall,
Glenfield, Leicestershire LE3 8TE

Telephone: 0116 305 7264/7221
Facsimile: 0116 305 7965
Minicom: 0116 305 7334
E-mail: steppingstones@leics.gov.uk

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. Further details and application forms are available on the web:
www.leics.gov.uk/stepping_stones

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