

Stepping Stones

Delivering exceptional green spaces

Community Green Spaces Grant Application Form



Before you begin the application please note that we cannot fund the following:

- Schemes where work has already started
- Work that forms part of a planning condition

Please read through the guidelines and assessment sheets before completing the form. If you have any concerns please contact the Project Officer.

Admin only

Ref:

Parish:

Contact:

Project Summary

Title of your scheme:

Objective of your scheme.

Please state how your scheme will benefit the environment and community

Total cost of your scheme:

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

1. Applicant details (please complete all questions)

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:
Fax:

Telephone:
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)

- | | |
|---|---------------------------------------|
| <input type="radio"/> Blaby | <input type="radio"/> Oadby & Wigston |
| <input type="radio"/> Charnwood | <input type="radio"/> Harborough |
| <input type="radio"/> 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 If the scheme cost is over £1000 have you attached at least two comparable quotations/estimates from the contractors you intend to use? If the scheme cost is under £1000 then please provide one quote.

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

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

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

3.3 How is the balance to be funded?

4. Maintenance

What consideration have you given to the design and maintenance of your scheme?

5. Timing

5.1 Are there any potential risks that might mean your scheme would not be completed before the end of February? If yes then please elaborate.

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.)

Are they supportive of your scheme?

Yes No

6.2 Is your scheme physically accessible or visible 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. Application confirmation

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

Signed:

Date:

Position:

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		
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		

Notes / Site Plan / Supporting Information

Issued by:



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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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