

Form: A2 April 2011



# **SHIRE COMMUNITY CLIMATE CHANGE GRANT**

## **Practical Projects**

## **Application Form**

# SHIRE Community Climate Change Grants – Practical Projects

## ***Completing your application***

Please read the accompanying Guidelines and Grant Aid Conditions document (form G2) before completing this application form.

All questions must be answered fully and the relevant paper 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](mailto: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](mailto:Di.braker@leics.gov.uk)

## ***Checklist*** (Please tick)

Item	Paper copy?	Emailed?
A signed copy of your organisation's constitution		
At least two/three comparable estimates/ quotations		
Specification of proposed works		
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		
Copies of documents relating to ownership/lease of project site <b>OR</b> Copies of agreements for access to site for at least 10 years		
Map of site location/layout preferably at 1:500 scale		
Drawings of proposed works		
Copies of relevant permissions (e.g. planning permission)		
Copy letters of confirmation of grants from your other funding sources		
Evidence of the level of community use of the building e.g. Bookings schedule		
Statements of support for the scheme from the community		
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/group:

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)*

**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 registration number:

<b>Constitution Attached</b> <input type="checkbox"/>
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## **2.0 Project Details**

*See sections 2 & 3 of the Guidelines and Grant Aid Conditions for further details*

### **2.1. Has an energy audit be undertaken? (Please tick)**

- Yes - Date of audit .....
- No (without this evidence your application can not be processed)

### **B. If yes, did you receive funding from the Shire Community Climate Change fund for this audit?**

- Yes - Amount .....
- No

### **2.2 Please give brief details of your project (see guidelines section 2 & 5.1)**

### **2.3 Please state the location/address of your project:**

**Postcode:**

### **2.4 Can your scheme be completed within 12 months of being offered a SHIRE grant? (Please tick)**

- Yes
- No

### 3.0 **Finance and Funding**

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

#### 3.1 **Total cost of your scheme:**

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

#### 3.3 **What is the estimated pay back period of this type of work? (Please see your energy audit for further information.)**

#### 3.4 **Have you attached at least two/three comparable quotations/estimates for each element of your project? (Please tick)**

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

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.

**Quotations  
Attached**

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

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

- Yes                       No

#### 3.6 **If yes please include VAT registration number:**

#### 3.7 **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)**

- Yes                       No

**Accounts/  
Bank  
statements  
Attached**

### 3.8 Please give a breakdown of the costs of the project

The table below should be completed in full (not acceptable to put “as per quotations”) and used to provide a breakdown of your eligible estimated costings, (which must equal the cost of your scheme under 3.1). It has been provided to assist in assessing the works, fees, etc. to ensure that all items are covered when calculating the estimated eligible costs for the amount of grant aid required.

Work Area	Description	Total Cost/Value
<p><b>Project Costs</b>  <i>(materials , labour etc. please provide a breakdown, please state whether this is including VAT or not)</i></p>	<p>Please provide a detailed breakdown of the project:</p>	
<p><b>Professional and consultancy fees</b>  <i>(including architects, surveyors, designers, etc.)</i>  <b>Note:</b> no more than 10% of the total value of the grant offer can be claimed as this type of fee</p>		
<p><b>Volunteer in- time</b>  <i>(please note no more than 10% of the total grant can be claimed at a maximum value of £7.00/hr please see appendix)</i>  <b>Note:</b> on completion of the project a volunteer time schedule needs to be submitted along with any invoices. See section 10 of the application form.</p>	<p>Please provide a list of volunteer and in kind contributions:</p>	
<p><b>Other</b>  <i>(please list all other miscellaneous items)</i></p>		
<p><b>Total of eligible costs for grant aid</b></p>		

**3.9 Please detail your organisation's contribution or any other contribution being made towards the project:** *(This may be income, funding or 'in kind' support. If you can, estimate a cash value for this contribution)*

<b>Funding contribution</b>	<b>% of total scheme value</b>	<b>Total contribution (£)</b>	<b>Approved/Applied for</b>
<b>SHIRE Community Climate Change Grant</b> <i>The contribution from the SHIRE Community Climate Change Grant should be for no more than 50% of project costs. Eligible practical projects will either be offered 20% or 50% based on the scoring criteria which applications are assessed against.</i>			
<b>Other grant aid</b> <i>(please list)</i>			
<b>Own funds of organisation</b>			
<b>Volunteer and 'in kind' contributions</b> <i>Estimated value of volunteer labour, donated materials or services etc.</i>			
<b>TOTAL SCHEME VALUE</b>			

**3.10 What action, if any, will be taken to enable the project to go ahead if this application for grant aid is unsuccessful?**

**4. Site details and tenure**

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

**4.1 In which District/Borough is the project to take place? (Please tick)**

- Blaby    Charnwood    Harborough    Hinckley & Bosworth  
 Melton    Oadby & Wigston    North West Leicestershire

**4.2 In which Parish is the project located?**

**4.3 Please enclose a plan clearly showing the location of the project (Please tick)**

- Yes                       No

<b>Location plan Attached</b> <input type="checkbox"/>
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**4.4 Does your organisation own or control the site where the works are to take place? (Please tick)**

- Yes                       No

**B. If yes, please give details of your organisation's conditions of tenure on the application site and supply documents. e.g. freehold/leasehold, with length of unexpired term.**

<b>Tenure details Attached</b> <input type="checkbox"/>
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**4.5 If not currently owned or controlled by your organisation have agreements been put in place for you to have access to it for at least 10 years? (Please tick)**

- Yes                       No

<b>Agreement details Attached</b> <input type="checkbox"/>
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If yes , please send copies of any draft agreements e.g. leases/licences

**4.6 Who will the agreement(s) be with?**

Name:

Address:

Post Code:

Fax:

Telephone:

E-mail:

**4.7 Have all necessary permissions, consents, approvals, surveys or licences been obtained? See guidelines section 6.3 (Please tick)**

- Yes                       No                       Not applicable

<b>Permissions Attached</b> <input type="checkbox"/>
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**B. If yes, please enclose copies. If no, please give further details in the space below.  
Not applicable - No approvals required**



## 5. **Climate change and sustainability**

*See sections 5.1 of the Guidelines and Grant Aid Conditions for further*

- 5.1 **Please estimate the annual saving in CO2 that your project will produce compared to the current levels?** *(This should be detailed in your energy audit.)*

CO2  
Savings  
Attached

- 5.2 **Based on current energy prices what is the estimated annual financial saving these works would produce?** *(This should be detailed in your energy audit.)*

Financial  
Savings  
Attached

- 5.3. **How will this project contribute to reducing your community's carbon footprint or help your community to adapt to Climate Change?** *(Use additional sheets if necessary)*

- 5.4 **Where appropriate please give full details of how you have taken sustainability issues into consideration when designing and implementing your scheme.** *(Use additional sheets if necessary. Include details of use of local/recycled materials, local contractors or timber from sustainable sources.)*

- 5.5 **Please explain how you plan to maintain your scheme in good condition when completed.** *(Include details of the financial resources and labour/materials you will be making available to maintain your scheme.)*

## 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)*

County  
Councillor  
support  
Attached

### 6.2 **Is your local Parish/Town Council supportive of your scheme?**

*(Please tick)*

Yes  No

**B. If yes, please provide evidence**

Parish/Town  
Council  
support  
Attached

### 6.3 **Is your application linked to the results of a village appraisal, design statement, parish plan, survey or similar works done by a village/ community group? *(Please tick)***

Yes  No

**B. If yes, please enclose an extract**

Village  
appraisal  
Attached

### 6.4 **Do any local voluntary groups or schools support the scheme?**

*(Please tick)*

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

**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.**

Community  
support  
Attached

### 6.5 **Please include a weekly or monthly schedule of bookings as evidence of the current level of community use.**

Schedule of  
bookings  
Attached

### 6.6 **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 the reasons and 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, professional certificates, and volunteer time schedule when claiming payment. An inspection or site visit maybe 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:  
**Without receiving all the required documentation the application can not be processed.**

Item	Relevant question on application form	Included
A signed copy of your organisation's constitution	1.5	
At least two/three comparable estimates/ quotations	3.4	
Specification of proposed works	3.4	
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	3.7	
Copies of documents relating to ownership/lease of project site <b>OR</b> Copies of agreements for access to site for at least 10 years	4.4	
Map of site location/layout preferably at 1:500 scale	4.3	
Drawings of proposed works		
Copies of relevant permissions (e.g. planning permission)	4.7	
Copy letters of confirmation of grants from your other funding sources	3.9	
Evidence of the level of community use of the building e.g. Bookings schedule	6.5	
Statements of support for the scheme from the community	6.4	
Details of volunteer time	3.8 & 10	
Any other supporting documents requested		

The support of Leicestershire County Council should be acknowledged in all publicity material, 11 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](mailto:Di.braker@leics.gov.uk)



[www.leics.gov.uk/climatechange\\_grants](http://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.

**Appendix:**

**10. Volunteer/Delegate Time Schedule** (See section 12 of the Guidelines and Grant Aid conditions for further details). This is to be completed where the applicant is applying for funding towards the implementation of a physical scheme, training course, volunteer day, task or event.

<b>Name of Volunteer/Delegate</b>	<b>Details of work/training undertaken or to be undertaken</b>	<b>Date of work/training undertaken or to be undertaken</b>	<b>Estimated no. hours</b>