**STAFFORDSHIRE MOORLANDS**

**COMMUNITY CLIMATE CHANGE AND NATURE ACTION FUND**

 **Application Form**

Please ensure you read the accompanying guidance prior to completing this application form. Answer all questions and enclose all documents requested.

If you need any assistance in completing this form, please telephone Celia Muir on 07932 888633 or email celia.muir@supportstaffordshire.org.uk

**SECTION 1. ABOUT YOUR ORGANISATION**

**Name and address of your organisation**

Give your official or registered address. The name should be the same as on your constitution.

Full postcode:

**Details of main contact person**

This must be the person who can talk about your application in detail.

Name:

Position:

Address (if different from Q1a):

Full postcode:

Daytime phone number (include area code):

Email address:

**Legal structure of your group**

What is your organisation’s legal structure? (e.g CIC, CIO, Unincorporated Organisation)

Registered Charity Registered Company

Number (if applicable): Number (if applicable):

**Describe your organisation’s main purpose and regular activities.**

**Banking arrangements**

Does your organisation have a bank account Yes No

Does this bank account require the signatures of two unrelated Yes No

people, living at separate addresses to access the account?

If successful, payments will be made by Support Staffordshire directly into your bank account, please give details below:

Bank Account Name:

Bank Account Number:

Bank Sorting Code:

**SECTION 2. WHAT YOU NEED THE MONEY FOR**

**Organisation or project name**

**Location (if a site specific project)**

Town or village:

Postcode:

Three word identifier:\*

\*Every 3 metre square of the world has been given a unique combination of three words. Go to <https://what3words.com> to search for the location where you want to carry out your project. Once you have found your location, please copy those three words into the box above.

**Describe your project and what you want to use the money for (Word count guidance 300)**

Include any advice you have received and who has given that to you e.g. the type of trees to plant and the best site for them; the best equipment to install in those circumstances etc.

**What contribution will this project make to the Staffordshire Moorlands Climate Action Plan?** Refer to the list of required project results in the guidance note. **(Word count guidance 300)**

**Who will benefit and how will you make sure a wide range of people can benefit? (Word count guidance 50)**

**Please state the projected timescales**

start date:

 end date:

**Does your project involve working with people under the age of 18 and/or vulnerable adults?**

Yes No

If yes, please tick to confirm the following is in place:

|  |  |
| --- | --- |
| All employed staff and volunteers who work with under 18s/ adults at risk within regulated activity have an up to date DBS (CRB) check. |  |
| DBS (CRB) checks are renewed every 3 years. |  |
| A Safeguarding Children policy (if applicable) |  |
| A Safeguarding Adults at Risk policy (if applicable) |  |

**Describe any permissions you have needed to gain to proceed with your project and who you have obtained these from?**

This could include planning permission or landowner consent etc.

Say if none required.

**How do you plan to monitor the success of your project?**

**How do you plan to care for, and maintain, the trees or site or building or equipment that you have planted or improved or purchased in the future?** (if this applies to your project)

**SECTION 3 – PROJECT COSTS**

**How much are you requesting from the Fund?**

**Please provide a breakdown of the costs (include additional budget, if needed):**

|  |  |
| --- | --- |
| Item or activity | Cost (£) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| TOTAL |  |

**On what have you based your costs? E.g. estimates from suppliers, catalogue/internet prices.**

**Financial Information.**

Please provide the following information using your latest set of annual accounts.

£

Total Income for the last financial year

£

Total Expenditure for the last financial year

Total cash and bank balances at the end of last year

£

(this includes all petty cash and bank balances)

**SECTION 4 – DECLARATION**

Please be aware that you are making this application at your own risk and we cannot be responsible to anybody for any loss, damage or costs arising directly or indirectly arising from this application.

* I have read, understand and accept the notes that came with this application form. I understand and agree to you using and publishing the information in this application. I agree that you can check the information in it and any supporting documents with other people and organisations.
* The project, and my organisation’s role in it, falls within my organisation’s powers and purposes.
* My organisation has the power to accept a grant, under your terms, and the power to pay back the grant if the terms are not being met.
* I understand that any misleading statements (whether deliberate or accidental) I give at any point during the application process, or any information I knowingly withhold, could mean my organisation’s application is not valid, in which case you will cancel the grant and claim back the money we have received, stop assessing and return the application, or withdraw any grant offered my organisation.
* I understand you will treat this information in line with the Data Protection Act 2018, and have read the Data Protection statement in the guidance notes. I accept that you may make this form available to members of the public under the Freedom of Information Act 2000. You will be notified. Personal information will be processed in line with Data Protection Act 2018.
* On behalf of my organisation, I agree that if we receive any grant from you for our project, we will keep to the standard terms of grant and any further terms and conditions set out in the Grant Offer Letter.

We take from your signature(s) on this form as confirmation that you:

* Have understood we have legal responsibilities under the Data Protection Act 2018 and the Freedom of Information Act 2000.
* Accept that we will not be responsible for any loss or damage you suffer as a result of us meeting these legal responsibilities.

Finally, I am authorised to put forward this application on behalf of my organisation and sign this declaration.

|  |  |
| --- | --- |
| **Print Name** |  |
| **Position within Organisation** |  |
| **Signature** |  |
| **Date** |  |

**SECTION 5 – CHECKLIST**

Please go through the following checklist to ensure that you have enclosed all the information you need to make an application. Applications will not be considered if incomplete.

🞎 A completed grants application that is signed and dated by an appropriate person.

🞎 A signed and dated copy of your constitution / governing document.

🞎 A copy of your most recent set of accounts. (If you are a new organisation then a letter from your bank giving your organisation’s name and account number, if you have a bank account).

🞎 A copy of your Safeguarding Children Policy (if applicable)

🞎 A copy of your Safeguarding Adults at Risk Policy (if applicable).

🞎 A copy of your Planning Permission Certificate (if applicable).

🞎 Any other information regarding the proposed project you feel will demonstrate what you have written in your application form (if applicable).