



Environmental Community Chest

You are advised to read the environmental community chest grants scheme information sheet before submitting your application. A decision on your application form will not be made until the next Partnership Meeting.

About Your Group/Organisation

Name of Group / Organisation			
Address			
		Postcode	
Correspondence address (if different to above)			
		Postcode	
Contact name		Telephone number	
E-mail address:			
Address for the Environmental project (please attach images of the site)			
Expected start and competition date			

- Do you have authority/permission to deliver the Environmental project at the site stated above?
- Will the project be accessible to the whole community?
- Will the project use volunteers?
- Have you applied to other funders for this project?

Yes	No

If so what **other** funds have been requested and for what purpose?

Total amount requested _____



About Your Proposal

Please describe how you will use the grant, what benefit this will have to the local community and what research has been conducted to establish the need for your activity or project (Please use this entire page to give a detailed plan about your project, attach additional information as necessary)



Financial Information

How much are you applying for? (Maximum £2,000) Please give a breakdown of the costs of your project e.g. include all the costs such as advertising, catering, insurance & equipment etc.

Item	Amount
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
Total	

The support of Big Local Eastern Sheppey and Local Trust needs to be acknowledged in your publicity. How will you publicise your activity / project?

Please send your completed form by email to sandy@biglocaleasternsheppey.com or by post to Sandy Hammock, Big Local Eastern Sheppey, c/o Swale CVS, Central House, Central Avenue, Sittingbourne ME10 4NU

For Big Local use	Date received:	Date considered:
Decision:		Notified:



Declaration

- I am authorised to make this application and declaration on behalf of the group or organisation named on page 1.
- I certify that the information contained in this application is correct and if the information changes significantly or the activity cannot be completed on time I will notify the Big Local Eastern Sheppey Partnership immediately.
- Permission is given to the Big Local Eastern Sheppey Partnership and its Local Trusted Organisation (LTO) to record all information and photographs relating to this application and any subsequent grant, and to use the information and photographs for the purposes of Big Local.
- The organisation will use a grant only for the reasons given in this application. If it is used for anything else I understand that the Big Local Eastern Sheppey Partnership may ask for the grant to be repaid and may want to see the group's / organisation's accounting records.
- I acknowledge that the group or organisation may have to repay any money unspent at the end of the project or activity and funds must be spent within one year from being received.
- The support of Big Local Eastern Sheppey will be acknowledged in publicity and we will help to publicise the activities of the Big Local Eastern Sheppey Partnership and display any plaques/awards.
- I understand that funding will not be provided on a retrospective basis and will not commit to the project before any final decision is made by the Big Local Eastern Sheppey Partnership.
- I understand that the Big Local Eastern Sheppey Partnership's decision is final.
- I understand that a report on the way the grant has been used and its impact will be required at the end of the project and that Big Local Eastern Sheppey Partnership may ask to see expenditure records.
- If the activity will involve children under the age of 18 or vulnerable adults, I will provide a copy of our safeguarding/child protection policies.
- Voluntary and community groups can apply if they have a governing document and provide a copy that has a minimum the name, aim/purpose, objects, a dissolution clause for the organisation, a list of Trustee/committee members and Trustee/committee member signatures. This can be known as terms of reference/constitution/memorandum of understanding.
- I will provide a copy of public liability insurance, either your group/club/organisation or venue.
- If you receive funding from another source for the same purpose as the Big Local Eastern Sheppey grant (i.e. duplicate funding) then you must contact us to discuss this and you may have to repay some or the entire grant.
- When you need to refer to Big Local Eastern Sheppey as a funder we suggest that you use the following wording: "xxx funded through Big Local Eastern Sheppey for the Big Lottery Fund".
- Grants must **not** be used towards any VAT you can recover.

Signature:

Full Name:

Position:

Date: