



## APPLICATION FOR GRANT

We welcome your application for a grant and look forward to hearing from you

- Complete this form **IN FULL**, in black ink or typescript, on pages 2, 3, 5, 6
- When completing pages 2 and 3, refer to the notes on page 4
- Check that you have provided all supporting documents (pages 5 and 6)
- Read the declaration and sign (page 6)
- Return this completed form with the necessary accompanying documentation to the address below

### CONDITIONS AND OTHER INFORMATION THAT YOU SHOULD UNDERSTAND

**Conditions of Grant:** Normally the offer will contain conditions which must be fully satisfied before payment of any grant. In particular, detailed proposals for the acknowledgement of the contribution of the Gloucestershire Environmental Trust to the project must be agreed with the Trust before a grant is released.

**Payment of Grant:** The Trust tries to be flexible in its response to particular situations. It may agree to a staged payment. It does though only make grants from its current funds and cannot commit future income. It does not pay grants retrospectively, against expenditure that has already been incurred.

**Geographical Scope:** The Trust can pay grants on schemes only if they are within the area of the County Council of Gloucestershire (this excludes South Gloucestershire).

**Follow-up:** The Trust will follow up payment of grants to ensure their proper application and may inspect the works during and/or at the completion of the project. A successful applicant will also be asked to submit a report, together with photographs where appropriate, one year after payment of the grant, describing its achievements.

**Future Applications:** Only one application (other than an application following preliminary design/development work) may be made by an organisation in any one year.

When complete, send to the Gloucestershire Environmental Trust  
Unit 16, Twigworth Court Business Centre, Twigworth, Gloucester, GL2 9PG

Tel: 01452 739006 Fax: 01452 739030

Email: [jane@glos-environment-trust.co.uk](mailto:jane@glos-environment-trust.co.uk) Web: [www.glos-environment-trust.co.uk](http://www.glos-environment-trust.co.uk)

# YOUR DETAILS AND THOSE OF YOUR ORGANISATION

1. Name and address of organisation applying for grant

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2. Name, address, telephone number, fax and/or e-mail of person acting for applicant **1**

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3. Your own position within the organisation .....

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4. Is your organisation a: **tick here as appropriate**

**Registered charity**

**If yes**, please enter the Registered Number .....

**Local Authority (inc Parish Council)**

**Non-profit making association**

**If yes**, please supply a copy of your constitution or Memorandum and Articles of Association **2**

5. Are you enrolled as an Environmental Body with ENTRUST **3&4** **Yes/No**

**If yes**, please enter Enrolment number .....

6. If your organisation is less than ten years old, please give founding date .....

7. A Summary of Aims and Objectives of your Organisation .....

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8. Do you own the property to which the application relates? .....

## YOUR PROJECT

9. Title of Project .....
10. Brief description (20 words or less) **5** .....
- .....
- .....
- .....
11. Relevant ENTRUST criteria to which your project relates; circle one or more of the following:  
**d, da, or e 6**
12. Date of commencement of project (estimated)  
.....
- Date of completion of Project (estimated) **7**  
.....
13. Does the project involve any other person or organisation? **Yes/No**  
If yes, please describe (evidence of their agreement to the project will be required) **8**  
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- .....
14. Is this an application for a grant: **9**  
to support design/development work? **Yes/No**  
or for main project? **Yes/No**

## FINANCIAL ASPECTS

- 15: Project cost (exc. VAT) £ .....
- Plus VAT (if applicable) £ .....
- Can you reclaim any portion of VAT costs? **Yes/No**
- If yes, how much £ .....
- Total project costs (net of any VAT reclaim) £ .....
16. Amount raised/promised **10** £ .....
- Total shortfall **11** £ .....
17. Amount sought from Gloucestershire Environmental Trust **12** £ .....

## NOTES TO GO WITH THE QUESTIONS OPPOSITE:

- 1** This is the contact point that we will use in dealing with your project. Make sure you have given us your telephone and email details.
- 2** We need this information only if you are neither a registered charity nor a local authority.
- 3** The Trust can only make grants for projects which fulfil the Objects of the Landfill Communities Fund (**see 6 below**) and which are approved by ENTRUST (The Government regulator). These approvals can only be given to organisations that are enrolled with ENTRUST.
- 4** **If you seek a grant up to £15,000**, and you are already enrolled as an Environmental Body with ENTRUST, you must apply for project approval. If you are not enrolled, the Gloucestershire Environmental Trust can use its own enrolment to apply on your behalf.  
**If you seek more than £15,000**, we would normally expect applicants to be enrolled as an Environmental Body with ENTRUST, and to have applied for Project approval. Further information is available at [www.entrust.org.uk](http://www.entrust.org.uk). Alternatively applicants may make an arrangement with another organisation which is enrolled. Your project would then be a 'satellite' project, with the management undertaken by the enrolled 'host' organisation.  
**For grant applications for Places of Religious Worship:** Applicants are expected to obtain project approval themselves or through their ecclesiastical or equivalent overseeing body if it is enrolled, e.g. Diocese of Gloucester.
- 5** The Trustees will accept applications from any non-profit making organisation for a grant towards projects that fall within the categories referred to in paragraph 6 below.  
NB: The Trust is **NOT** able to fund: i) a project which is part of the duty of any public body; ii) a project which makes good pollution caused or authorised by the applicant; or iii) a project which is operated mainly with a view to profit.  
**Nor will** it accept applications for: any 'new build' project, (but it can contribute towards the costs of fitting out newly constructed facilities); core funding (i.e. costs that are not directly attributable to the application); routine maintenance (although it may consider applications towards work arising from an historic failure to maintain); head office management fees; annual running costs.
- 6** The Trust will accept applications for any project approved for support under the appropriate Landfill Communities Fund **objects** (shown below in red) *and* that are also within its own **objects** (shown below in green):  
**(d) Provision, improvement or maintenance of a public park or other public amenity. The provision of open spaces for the recreation and other leisure time occupation of the public with the object of improving their conditions of life. The maintenance and repair of public amenities for the benefit of the inhabitants of the area.**  
**(da) Protection of the environment through conservation or promotion of biological diversity. The conservation, protection and improvement of the physical and natural environment.**  
**(e) Maintenance, repair or restoration of a place for either religious worship, or of historical or architectural interest. The restoration, preservation and repair of buildings of historical importance or architectural value.**
- 7** The project **must** be substantially commenced within 1 year and grants have to be taken up within 2 years of the offer letter **or they will lapse**.
- 8** For example: support or participation of a partner organisation, access over another's land, or consent of a landlord. Copies of any relevant documents should be supplied.
- 9** Some projects will need technical advice, preliminary design and/or development work before a full application for grant can be made, e.g. action to minimise carbon footprint implications. The Trust can offer grants to assist in this preparatory phase.
- 10** The Trust rarely grant aids larger projects in full and likes to see that organisations are themselves active in fund raising. Your application should state whether you have applied to any other funding body and the outcome or when this is expected. You should also state the monies you have already available.
- 11** The Trust will wish to ensure that the total funding received does not exceed the cost of the project.
- 12** The Trust does not normally provide grants above £30,000.

## ACCOMPANYING DOCUMENTS (essential):

You must provide copies of the documents below, in a form suitable for photocopying.

Use tick boxes on the right to check that you have done this

**List of Board Members and/or Management Committee.**

**Your organisation's most recent accounts.**

**Your organisation's budget for the current year.**

**Description of project with intended outcomes.** This should show that the project has been well thought out, including why the project is needed. Please explain how the project fits the objects of the Landfill Communities Fund (see **note 6 above**):

- For category **(d)** projects, we will need to be sure that the project supplements local authority services, rather than fulfilling existing obligations and also that continuity of enjoyment is assured.
- For category **(da)** projects, we will need to be satisfied that the project complements national and local biodiversity action plans
- For category **(e)** projects, the architectural or historical interest should have been researched and explained in the application. (See **note 5** above regarding restrictions on funding of routine maintenance of buildings).

Also please:

- Tell us about any consultations you have undertaken
- How you have considered any carbon footprint implications
- Explain the environmental benefits the project brings to the people of Gloucestershire
- Include any special arrangements made for people with disabilities and (if relevant) how equal opportunities are to be ensured
- Identify any possible problems that might occur and suggest their likely solutions
- Explain your plans for reasonable public access (which may be restricted to certain classes of uses such as club members) and
- Explain how you propose to publicise the grant.

**For applications for grants up to £15,000 this description should be about one A4 side**

**For applications for grants up to £30,000 this description should be about 1,000 words**

**For applications for grants over £30,000 this description should be about 2,500 words.**

**Project management.**

Your application should include your proposals for managing the project and the composition of your professional team with their relevant experience.

**Photographs (free of any copyright) to illustrate proposals:** in hard copy or electronic format.

**Site and location plan**

at a scale that allows the identification of proposals, and includes details on how to access the site.

**Details of the ownership of any land or property involved in the project.**

**Evidence of permission from landowner, lessee or provider**

e.g. support/participation of a partner organisation, access over another's land, or consent of a landlord. Please supply copies of relevant documents.

**Breakdown of costs for the project** Please supply a detailed breakdown of the total costs. You should have looked at the future of the project and established how any continuing expenses will be covered. The breakdown of costs should be supported by an architect's or other professional's estimate or by specific quotations. [The Trust normally expects larger contracts (e.g. >£10k) to be awarded following a process of competitive tendering – see next section].

**Evidence of all secured/promised funding,** e.g. correspondence that confirms or promises a contribution.

## ACCOMPANYING DOCUMENTS (additional):

You may also need to provide copies of the documents below, in a form suitable for photocopying.

Use tick boxes on the right to check that you have done this

**ENTRUST Project Approval letter.**

**ENTRUST application form.**

**Constitution and/or Memorandum and Articles of Association (if not a charity).**

**Professional drawings or site plans.** For grant applications mainly involving building and landscaping work, the accompanying documents should include a detailed specification, full plans and your work programme. Normally plans will be at a scale of 1:1250.

**Three professional building quotes** (in the case of contracts exceeding £10k).

If they are not available at the time of the application, we will want to see them before making a payment.

**Energy efficiency report from Severn Wye Energy, where applicable.**

**Any other design, development report and plans relevant to project.**

**Statement on Planning Permission, Building Regulations, Faculty or other forms of required approval,** with copies of correspondence.

**Any Lease or agreement pertinent to project** with a minimum of 10 Years to run.

## DECLARATION

*To the best of my knowledge, the information supplied herewith is correct. I accept that the decision of the Trustees whether to award a grant, and of any conditions attached thereto, is final.*

.....  
**Signed by a responsible officer**

.....  
**Print Name**

.....  
**Position in organisation**

.....  
**Date**