# Hertsmere Borough Council

# Climate Action Community Grant – Application Form

Please ensure you read the ***Guidance Notes*** available on the website prior to completing this form. Submitting your application should not be classed as approval. You will be contacted once your application has been considered.

1. **What is the name of your project and organisation/club/group**

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1. **What are you applying for, how will the grant be used and when is it for?**

|  |  |
| --- | --- |
| Which key environmental themes are you intending to address?  |  |
| Amount requested | £ |
| Please provide an overview of the project. |
| How will the funding applied for be spent? Outline specific actions you will be undertaking in the area with the funding applied for. |
| Please clearly outline the **environmental benefit** that will be a direct result of the funding provided. Outline how you plan to measure and report on the success of this project. |
| Please clearly outline the **community benefit** that will be a direct result of the funding provided. Outline how you plan to measure and report on the success of this project. |
| What are the long term benefits of this project to Hertsmere’s environment and residents and how do you plan to sustain the project’s benefits after completion? |
| Expected start date of project: |
| Expected end date of project: |

1. **Details for your organisation**

|  |
| --- |
| Name of organisation to whom the grant will be paid: |
| Main contact person for this application: |
| Address, telephone number and email address: |
| Contact details for publicity (if different from above) |
| Email and telephone number (if different from above): |
| Where does your group meet? |
| Brief description of your organisation/group and its main services/activities |
| If applicable, please provide details of any membership fees or charges to your members / users:Is there any provision for those who cannot afford to pay the fees/charges?Yes 🞎 No 🞎 N/A 🞎 If yes, please give details: |

1. **Which of the following best describes your organisation:**

**Please also submit a copy of your organisations constitution or aims.**

|  |
| --- |
| 🞎 Registered Charity (If yes, please give number |
| 🞎 Voluntary / community organisation |
| 🞎 Social enterprise |
| 🞎 Other: Please describe |

1. **How do you propose to meet the cost of the proposed service/project/purchase for which you are seeking financial assistance?**

|  |  |
| --- | --- |
| Amount applied for from Hertsmere Borough Council | £ |
| Total amount applied for from OTHER sources of funding | £ |
| Contribution from YOUR OWN resources | £ |
| Total amount raised from fundraising activities | £ |
| TOTAL COST | £ |

1. **If you have applied for financial assistance relating to this application from OTHER sources of funding, please give details below:**

|  |  |  |  |
| --- | --- | --- | --- |
|  **Organisation** | **Amount Requested** | **Amount Received** | **Progress** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **If you have received any financial assistance from Hertsmere Borough Council in the last three years please give details of the financial year, amount and purpose for which it was given:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial Year** | **Amount Requested** | **Amount Received** | **Purpose** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Please provide information about your most recent FULL YEAR accounts:**

(If you are a new organisation, please provide a business plan showing your projected costs and expected income for at least one year.) **Please also submit a copy of your organisations latest full year accounts with the application**.

|  |  |
| --- | --- |
| Year ending (date) |  |
| Opening cash balance | £ |
| Closing cash balance | £ |
| Income for the year (include any grants awarded) | £ |
| Expenditure for the year | £ |
| TOTAL closing balance at end of year | £ |

1. **Please explain if there are any commitments made against the end of year balance:**

|  |
| --- |
|  |
|  |

1. **If your application is successful, the grant will be paid via BACS into your bank account. Please confirm that you have your own bank account that requires two signatures**

 Yes🞏 No 🞏

Please note that grants cannot be paid to individuals

1. **Are you a Member or employee of, or are you to your knowledge related to a Member or employee of Hertsmere Borough Council.**

 Yes 🞏 No 🞏

If yes, please give details: ………………………………

1. **Please email this form along with the supporting documents to** **sarika.jain@hertsmere.gov.uk** **or send a hard copy version to Hertsmere Borough Council, Civic Offices, Elstree Way, Borehamwood, Herts, WD6 1WA, attention: Dr Sarika Jain, Principal Climate Change and Sustainability Officer**
2. **Declaration**

|  |
| --- |
| I declare that the information supplied in this request is true and that any grant money received from Hertsmere Borough Council will be used for the purposes described in this form.Signed: ………………………………………………………….. Date: ………………..Print Name: …………………………………………….………………………………… |

**Your organisation must acknowledge the support of Hertsmere Borough Council in its promotional material. It is important to let people know where the council’s community grants is being spent and to encourage others to apply. You will be asked to forward to us any publicity and photographic evidence of the project/purchase where appropriate which will be used in an annual report.**

**Data Protection**

The information you have provided is needed for the administration of this service only. The information you provide will be held in confidence and stored securely.

Hertsmere Borough Council will share this information with the Grants Panel who determine the grants on your behalf. Your information will not be used for any other purpose than described and will be securely destroyed upon completion in line with legislative requirements.

**APPLICATION CHECKLIST:**

**Be sure to read the guidance notes before you start your application.**

* Complete the application fully, leaving no parts blank.
* Provide a copy of your constitution or aims.
* Provide a copy of your latest full year accounts or financial projection.
* If appropriate, provide copies of child / vulnerable adult protection policies and confirmation of current DBS checks
* Provide a copy of your Equalities Policy.
* Provide a detailed breakdown of the sum applied for, listing individual items and their cost supported by examples.
* 3 quotes (if your application involves purchasing goods or services)
* Insurance certificate/s
* Planning and building regulation consents (if appropriate)