

Application for an Environmental Grant for Community Organisations

(£500 and under)

NOTES

1. Please write clearly.
2. Please use additional sheets if necessary.
3. Mark any questions that are not applicable to your organisation clearly as N/A

1. About your organisation

(a) Name of organisation:

(b) Address:

Postcode:

Telephone:

Fax:

Email:

(c) Person responsible for co-ordinating the project.

(d) If we need to contact you about this application when is the best time.

(e) Contact details if different from above.

(f) Do you mind your organisation's contact details and environmental project being entered on the council's website?

Yes No

(g) Please tick which of the following apply:

School

Informal group / organisation

Registered Charity

Company Ltd by Guarantee

Charity No.

Company No.

Other, please describe:

(h) Please state the number of members / employees in your organisation.

2. About your activities

(a) Briefly describe the services / activities your organisation provides?

3. Please tell us about your Project. (enclosing a plan and 'before' photos if possible)

(a) What are the aims and the objectives of the project?

(b) What are the time scales for the project?

Start

Finish

(c) How many people will help with the project and in what capacity?

(d) How many people will benefit from the Project?

0 - 10

50 - 100

10 - 50

more than 100

(e) How will you ensure that this Project will benefit all your users, will it be accessible to all?

4. Financial Information

(a) Total cost of project

(b) How much funding are you asking for
(up to £500)

(c) Describe below what you would use the funding for?

(c) If the funding being applied for does not cover the total cost of the environmental project, please specify how you will raise the additional money you require?

(d) Please state the reserves held by your organisation at the end of the last financial year

5. Declaration

I declare that to the best of my knowledge, I have answered all the questions as fully and accurately as possible

I declare that should a grant be awarded, the money will be used solely for the purposes outlined in this application. I understand that should the project not be undertaken, the funding must be returned.

Name: (print)

Signature:

Position in organisation:

Date:

6. Enclosures

Please enclose copies of the following supporting information:-

- Copy of the organisation's constitution / terms of reference.
- Plan outlining the environmental project, if possible.
- 'Before' photos showing where the project is to take place, if possible.

THE ENVIRONMENTAL GRANTS PROGRAMME HAS NO FORMAL CLOSING DATE. HOWEVER, APPLICANTS SHOULD NOTE THAT FUNDING FOR GRANTS IS LIMITED. APPLICATIONS WILL BE ASSESSED BY THE ENVIRONMENTAL PORTFOLIO HOLDER.

** Each Application will be assessed on its own merits, using the information provided in this form and the supporting information. Applicants will normally only be considered from organisations located within the borough of Crawley.*

PLEASE RETURN ONE HARD COPY OF THE APPLICATION FORM, TOGETHER WITH SUPPORTING DOCUMENTATION TO:-

**Let's FACE it! Coordinator
Amenity Services
Crawley Borough Council
Town Hall
The Boulevard
Crawley
RH10 1UZ**