Greening the City Community Grant scheme

Application form

It is important to complete the application form carefully, as it will be used to assess your proposal.

Please ensure that you answer every question. Please refer to the guidance notes for how to complete this application form.

Please keep a copy of the form if you are successful, as you will need to refer to it when reporting on the progress of your project.

**Project Title**

Click or tap here to enter text.

**Section 1 – Contact details**

* 1. Organisation name Click or tap here to enter text.

1.2 Primary contact’s details

Title Click or tap here to enter text.

Name Click or tap here to enter text.

Position Click or tap here to enter text.

Address Click or tap here to enter text.

Postcode Click or tap here to enter text.

Daytime telephone Click or tap here to enter text.

Mobile telephone Click or tap here to enter text.

Email address Click or tap here to enter text.

Type of organisation Click or tap here to enter text.

Company/Charity No. Click or tap here to enter text.

(if applicable)

Can your organisation Yes [ ]  fill in number below No [ ]

recover VAT? VAT number Click or tap here to enter text.

* 1. Briefly describe your organisation’s main purpose including the services or activities you provide and who they are provided for. If you are a new group, please state what you intend to achieve. Please include a link to your website if you have one.

Click or tap here to enter text.

Website address: Click or tap here to enter text.

1.4 Is your organisation affiliated to another body?

Yes (provide details below) [ ]  No [ ]

Details:Click or tap here to enter text.

**Section 2 – Project Purpose and details**

2.1 Please provide a brief summary of your project. Describe why you want to do this project in no more than 250 words. What works will be done and what will the funding be used for? What needs have you identified and how will this project address them? Please include/attach a plan of the site showing the works you want to carry out.

Click or tap here to enter text.

2.2 Proposed location where the project will take place including postcode. We will use this information to check if the proposed area is within Hereford City and the Stronger Towns Fund area.

Click or tap here to enter text.

Grid reference (if known) Click or tap here to enter text.

City ward Click or tap here to enter text.

Postcode Click or tap here to enter text.

2.3 Does your organisation own the land where the project is planned?

Yes [ ]  No [ ]

If ‘No’ please state who the landowner is and provide evidence that permission for the project at the given location

Click or tap here to enter text.

2.4 Please tell us about the land and how it is currently being used

Click or tap here to enter text.

2.5 Please describe how the land will be maintained and/or any volunteer programmes sustained after this project ends?

Click or tap here to enter text.

2.6 Have you obtained any professional advice on your proposal?

Yes (provide details below) [ ]  No [ ]

Details Click or tap here to enter text.

2.7 Please complete this section to explain your costs: including details of other funding sources for your project *(if relevant)* match funding is not required for this grant scheme*;* copies of quotes must be provided for items over £250. Please put your preferred supplier in Cost 1 Supplier 1 in the table below. You may complete a separate Excel spreadsheet to explain your costs (if that is an easier way to supply the information).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Cost 1 | Supplier 1 | Cost 2 | Supplier 2 |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| Total | Click or tap here to enter text. |  |

Have you applied or been granted any other funding for this project from organisations outside of Herefordshire Council (apart from what you have listed above)?

Yes [ ]  If ‘YES’ please state who to: Click or tap here to enter text.

No [ ]

2.8 Please evidence your experience/knowledge of delivering projects of this kind (in 500 words or less)

Click or tap here to enter text.

2.9 Please indicate how your project will deliver the project outcome to **create new or enhance existing green spaces created within the city.**

We will create a NEW green space [ ]

We will enhance an EXISTING green space [ ]

How will the outcome be achieved? Click or tap here to enter text.

How will you measure it? Click or tap here to enter text.

What evidence will you supply in the project progress report? Click or tap here to enter text.

**Section 3 – Management, monitoring and evaluation**

3.1 How many people are involved in running your group/organisation?

Management committee: Click or tap here to enter text.

Volunteers: Click or tap here to enter text.

Other: Click or tap here to enter text.

3.2 Who will have overall responsibility for making this project/activity happen and how will they do this?

Click or tap here to enter text.

3.3 Who will be responsible for keeping an account of project?

Click or tap here to enter text.

3.4 What records will you keep to be able to provide the information necessary for monitoring this project? For example case studies, physical site survey, photographic evidence demonstrating ‘before’ and ‘after’ photographs, and who is involved in the project.

Click or tap here to enter text.

3.5 What are the key activities and expected timescales for your project including Start date and expected completion dates

(Please add additional lines if needed)

1Click or tap here to enter text. Click or tap to enter a date.

2Click or tap here to enter text. Click or tap to enter a date.

3Click or tap here to enter text. Click or tap to enter a date.

3.6 Outputs - The achievements produced by a product are it’s ‘outputs’

Put the number currently in the second column and the number of addition outputs that you expect if awarded the grant in the box under ‘Additional’ in the third column.

You only need to include the outputs that are relevant to your project. For example: Number of new or enhanced spaces created, sqm of new green spaces created, sqm of enhanced green space created, number of community groups involved with the project

Activity description Current number Additional number expected

Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text.

Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text.

Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text.

Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text.

3.7 How do you intend to keep your local community involved and informed regarding your project?

Click or tap here to enter text.

3.8 Please list any insurances, risk assessments, permissions or licences required for this project.

Please give details and state whether they have been obtained, if not when you expect to hear.

Click or tap here to enter text.

3.9 Please describe, in no more than 250 words what success looks like for this project and how you will measure that success.

Click or tap here to enter text.

| **4.0 Fraud statement** |
| --- |
| By completing the application, you are confirming that you are eligible for the grant. If your eligibility circumstances change after making an application or receiving this funding, you must notify us immediately.Herefordshire Council will not accept deliberate manipulation or fraud, and any instances will be actively investigated. Any individual who falsifies their records or dishonestly provides inaccurate information to gain grant money will face prosecution. The council reserves the right to recoup funds and claw back any grants paid in error.The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found on the Herefordshire Council website here: <https://www.herefordshire.gov.uk/directory-record/6201/fraud-prevention-privacy-notice> |

| **5.0 Data Protection** |
| --- |
| Herefordshire Council is the Data Controller under data protection law for any personal data provided by you and we will only use the information you provide on this form to administer, process and assess your application for funding under the Greening the City Community Grant Scheme and to administer any funding if your application is successful. The legal basis for processing this data is that it is necessary for the performance of a contract with you or to take steps preparatory to such a contract.Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner’s Office <https://ico.org.uk/>We will keep your data once an application is approved and funding released for the period of 7 years as defined by the funding body.Information may be shared with other persons or organisations helping us with the assessment and monitoring of applications. Information you provide may also be shared with government departments, agencies and third parties appointed in connection with the administration of this grant.We may also advise you of other council services, which may benefit you. Please tick here if you do **not** consent to your details being kept on a database for this purpose. [ ]  |

**Your application checklist:**

Have you completed all of the sections? [ ]

Have you included a map/plan of the site [ ]

Permission from the Landowner (if relevant) [ ]

Have you enclosed an Excel spreadsheet showing your breakdown costs and provided quotes for items over £250? [ ]

**6.0 Declaration**

**Signatures are required from two people who are authorised to sign on behalf of your organisation and will usually be the Director/Chair plus one other senior member e.g. Treasurer. Please do not type your signature, electronic signatures are required.**

**I/we confirm that I/we have read and understood the Fraud Prevention Notice and confirm that the information contained within this application form is true and accurate.**

Name 1: Click or tap here to enter text. Position: Click or tap here to enter text.

Signature 1 Date: Click or tap to enter a date.

Name 2: Click or tap here to enter text. Position: Click or tap here to enter text.

Signature 2  Date: Click or tap to enter a date.

**Please note that you are signing on behalf or your organisation – we may require copies of minutes or other evidence to show that your organisation has agreed to undertake this project/activity**

**If your application is approved you will need to provide the following documents before an offer is made:**

* A copy of your organisation’s constitution
* A recent bank statement showing your organisation’s name, account number and sort code
* Supporting evidence that other funding is in place (where relevant)
* Copies of any relevant licences/permissions or insurances
* A copy of your equality policy (if in existence)

In order to help us improve our service, please comment on how easy you found this form to complete. What would make it easier?

Click or tap here to enter text.



If you would like help to understand this document or would like it in another format or language, please contact the delegated grants team at Herefordshire Council on 01432 260753 or delegatedgrants@herefordshire.gov.uk.

We would like projects to be both environmentally and economically sustainable wherever possible and help and advice is available by calling 01432 261930.

**Please submit your application by email:**

**To: delegatedgrants@herefordshire.gov.uk**

Sending by email is the preferred method. However, if you are unable to submit your application electronically, by post to:

 Delegated Grants and Programmes,

 Herefordshire Council,

 Plough Lane Offices, Hereford, HR4 0LE

Please let the Delegated Grants Team know via telephone call or email if you have posted your application.