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|  | **FIFE ENVIRONMENT TRUST**Approved Body SLCF/AB/013SMALL GRANTS APPLICATION FORM * Maximum 90% Intervention Rate for Total

 Project Costs up to £10,000 * For Higher Value Projects, Maximum Award Request is £10,000
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Applicants are reminded that work MUST NOT COMMENCE prior to a formal grant offer issued by Fife Environment Trust (FET). FET is unable to fund retrospectively for works already undertaken.

For office use only:

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| --- | --- | --- | --- | --- | --- | --- |
| Date Received | Project Ref. No. | Technical Check | Additional Info. | Decision Date | Grant Value | Decision Letter Issue |
|  |  |  |  |  |  |  |

**Section 1: Organisation Details**

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| --- | --- |
| 1.1 Name of Applicant Organisation: | Click here to add text. |
| 1.2 Type of Organisation:  | Click here to add text. |
| 1.3 Main Objectives of your Organisation:Click here to add text. |
| 1.4 Organisation’s Website Address (if applicable):  | Click here to add text. |
| 1.5 Number of Members within your Organisation: | Click here to add text. |
| 1.6 Does your Organisation have a Bank Account?  | Select Yes / No |
| If yes, please provide Sort Code: | Click here to add text. |
| If yes, please provide Account Number: | Click here to add text. |
| 1.7 Does the organisation have an equal opportunities policy? If yes, please enclose. | Select Yes / No |
| 1.8 Does the organisation have an environmental policy? If yes, please enclose. | Select Yes / No |

**Section 2: Applicant Contact Details**

|  |  |
| --- | --- |
| 2.1 Name of Contact Person: | Click here to add text. |
| 2.2 Contact Address: | Click here to add text. |
| 2.3 Postcode: | Click here to add text. |
| 2.4 Contact Telephone Number (s): | Click here to add text. |
| 2.5 Contact Email Address: | Click here to add text. |

**Section 3: Project Details**

|  |  |
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| 3.1: Project Title: | Click here to add text. |
| 3.2: Project Location Postcode: | Click here to add text. |
| 3.3: Project Location National Grid Reference:  | Click here to add text. |
| 3.4: Name and address of landowner of the project site: | Click here to enter text. |
| 3.5: Have you checked via the SEPA interactive map to confirm the project site is eligible for Scottish Landfill Communities Funding? Applicable for Objects C, D and E only. | Select Yes / No |
| [Link to SEPA Interactive Map](http://www.sepa.org.uk/data-visualisation/scottish-communities-landfill-fund/) |
| 3.6: Anticipated Project Start Date: | Click here to select a start date. |
| 3.7: Anticipated Project Completion Date: | Click here to select a completion date. |
| 3.8: Project Summary:*Please describe your project in more detail providing a response under the following headings:** *The main aims and objectives of the project;*
* *How you know there is a demand/need for your project within the local community;*
* *Explain how the project will be delivered, managed, monitored and evaluated in terms of benefit to the community and protection of the environment;*
* *Explain how the project will be sustained after the period of funding both financially and in terms of community involvement.*

Click here to add text. |
| 3.9: If successful in securing funding, how do you intend to promote the project, FET and the Scottish Landfill Communities Fund (SLCF)?Click here to add text. |
| 3.10: To what extent does your project demonstrate a clear fit with one or more of the SLCF Objects?Click here to add text. |
| 3.11: How will the public benefit from the project and what are the arrangements for public access? (*Note: if your project relates to a building, please detail the daily opening and closing hours. If the project site relates to a public open space, please confirm if access is permitted 24/7)*Click here to add text. |
| 3.12: Does your organisation have the relevant insurance in place to undertake this project? I.e. Public Liability or Professional Indemnity Insurance? *(If yes, please indicate the type of cover and the level of cover in place, including the period of cover remaining)*Click here to add text. |
| 3.13: Please indicate how the project will contribute to improving sustainability under the following headings: |
| a) Social *(e.g. local participation at proposal and implementation stage, involvement of under-represented groups, provision of enhanced public amenities)* Click here to add text. |
| b) Economic *(e.g. training, volunteering, skills building, apprenticeships, employment opportunities, increased tourism) This will include projects promoting community wealth building (economic growth which circulates income locally for the benefit of local people) and local community energy generation and / or supply). (Note the project must not be undertaken with a view to profit)* Click here to add text. |
| c) Environmental *(please detail how the project will raise awareness of the environment and/or contribute to improving the environment and specifically any benefits to local biodiversity and ecosystems)*Click here to add text. |
| 3.14: Explain how the project will help to tackle climate change For example cutting greenhouse gas emissions reducing carbon emissions i.e. by tree planting, ecosystem restoration etc) Click here to add text. |
| 3.15: Explain how the project will provide a new facility/enhance an existing one, service and/or activities for the community and surrounding area, and how any new assets and existing one’s will be made energy efficient and resilient to climate change (including flooding and extreme weather)Click here to add text. |
| 3.16: Explain how your project contributes to and links with local, regional and national strategies including the e.g. Plan4Fife and Climate Fife.<http://publications.fifedirect.org.uk/c64_Plan_for_Fife_2017_2027_June192.pdf><https://climatechange.fife.scot/wp-content/uploads/sites/42/2020/02/Climate-Fife-%E2%80%93-Sustainable-Energy-and-Climate-Action-Plan-2020-2030.pdf>Click here to add text. |
| 3.17: Does the project require Planning Permission or other form of consent such as Listed Building Consent or a Building Warrant?  | Select Yes / No  |
| If yes, please provide further details:  | Click here to add text. |
| 3.18: How will your project be maintained after completion? *(Please detail the maintenance tasks to be undertaken, their frequency, any costs associated with carrying out maintenance works and how the costs will be met. A maintenance plan is a required supporting document to your application)*Click here to add text. |
| 3.19: Please give details if the project will incorporate skills development/training opportunities and/or volunteering opportunities. Click here to add text. |
| 3.20: If the project is one phase of an overall masterplan, it is important that you provide details of this wider context in the space below.Click here to add text. |
| 3.21: Please identify the key milestones involved in progressing your project through to completion on site. For each milestone, please indicate the success criteria (how you will know the milestone has been achieved) and the expected date of achievement. |
| Milestone | Success Criteria | Expected Date of Achievement |
| Click here to enter the first milestone. | Click here to enter text. | Click here to enter a date. |
| Click here to enter the second milestone. | Click here to enter text. | Click here to enter a date. |
| Click here to enter the third milestone. | Click here to enter text. | Click here to enter a date. |
| Click here to enter the fourth milestone. | Click here to enter text. | Click here to enter a date. |
| Click here to enter the fifth milestone. | Click here to enter text. | Click here to enter a date. |
| 3.22: Please describe what measurable (quantifiable) differences will be made by your project, setting out the outputs/targets you expect to achieve, in what quantities and by when.  |
| Project Output/Target | Measurement | Expected Date of Achievement |
| Click here to enter the first output/target. | Click here to enter text. | Click here to enter a date. |
| Click here to enter the second output/target. | Click here to enter text. | Click here to enter a date. |
| Click here to enter the third output/target. | Click here to enter text. | Click here to enter a date. |
| Click here to enter the fourth output/target. | Click here to enter text. | Click here to enter a date. |
| Click here to enter the fifth output/target. | Click here to enter text.  | Click here to enter a date. |

 **Section 4: Project Finances**

|  |  |
| --- | --- |
| 4.1: What is the total cost of your project? | £  |
| 4.2: How much funding are you requesting from Fife Environment Trust?  | £  |
| 4.3 What is the percentage grant rate that you are requesting? | %  |
| 4.4 Breakdown of Expenditure *(Please provide a full and detailed breakdown of expenditure by double-clicking into any cell below to access the embedded Excel spreadsheet.)* |
|  |
| 4.5: Is your organisation registered to reclaim all VAT associated with the project costs?  | Select Yes / No |
| 4.6: Is the project likely to generate any income?  | Select Yes / No  |
| If yes, please provide further details:  | Click here to add text. |

**Section 5: Match Funding**

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| 5.1: Please list below details of enquiries or applications made to other Approved Bodies registered to distribute funding via the Scottish Landfill Communities Fund. Please give details of any decisions pending or awards granted by other Approved Bodies for this project.Click here to add text. |
| 5.2 Please advise below the funds your organisation will contribute to the project and list all other match funders supplying details of the awards approved or decision dates if funders are yet to consider your project. |
| Name of Organisation/Funder: | Amount Requested | Amount Committed | Date of Commitment |
| Group contribution | Click here to enter value | Click here to enter value | Click here to select date. |
| Click here to enter funder | Click here to enter value. | Click here to enter value | Click here to select date. |
| Click here to enter funder. | Click here to enter value. | Click here to enter value | Click here to select date. |
| Click here to enter funder. | Click here to enter value. | Click here to enter value | Click here to select date. |
| Click here to enter funder. | Click here to enter value. | Click here to enter value | Click here to select date. |
| Click here to enter funder. | Click here to enter value. | Click here to enter value | Click here to select date. |
| Total: |  |  |  |

 **Section 6: Declaration**

We would expect projects to show how equal opportunities policies will be followed in all aspects of the planning, development and delivery of the project, including recruitment of staff and would expect projects to be accessible to all parts of the population, including people with disabilities.

To confirm your agreement, please sign the declaration below.

On behalf of I certify that the information contained in this application form and in any other documentation that supports this application is accurate to the best of my knowledge and that the project will be carried out as described. If this application is successful, I confirm that I / this organisation (please delete as necessary) will use the grant only for the purposes specified in this application and will comply with all terms and conditions the Fife Environment Trust attaches to the offer of grant. I understand and accept that I / this organisation (please delete as necessary) may be required to provide additional information about the application before a decision is reached.

Name ………………………………………………………………………………………………………………………………………………….

Position within Organisation ………………………………………………………………………………………………………………

Signature ……………………………………………………………………………………………………………………………………………

Date …………………………………………………………………………………………………………………………………………………..

For further information on how we hold and process your personal data, please refer to the FET Privacy Notice which is available on our website under the ‘Application’ section.

If you are happy for Fife Environment Trust to contact you beyond the life of any project, please tick the following box. Our reason for contacting you might be to forward you a copy of a Fife Environment Trust newsletter or leaflet, provide you with details of an event or funding source which may be of interest to your organisation or to request your assistance with promotional material, e.g. provision of a case study related to your project should it be successful in securing a funding award.

**Section 7: Checklist**

Please check that you have enclosed the following documents where applicable.

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| Documentation |  | Check |
| 1. Signed governing document (constitution) clearly showing the date of adoption.
 | Applicable to all projects. |  |
| 1. A recent bank statement in the name of the applicant organisation.
 | Applicable to all projects. |  |
| 1. Audited accounts for the most recent financial year.
 | If the organisation has been in existence for a full financial year.  |  |
| 1. Proof of charitable status.
 | If applicable. |  |
| 1. Environmental policy.
 | If held by the organisation – recommended by FET. |  |
| 1. Equal opportunities policy.
 | If held by the organisation – recommended by FET. |  |
| 1. Landowner consent (title deeds, lease agreement or letter of consent granted by the landowner).
 | Applicable to all land based projects. |  |
| 1. Consents (i.e. building warrant, planning permission, Listed Building Consent, etc.)
 | If applicable to your project. |  |
| 1. Two quotes for the works.
 | Applicable to all projects. |  |
| 1. Site map.
 | Applicable to all projects. |  |
| 1. Photographs of the existing project site.
 | Applicable to all land based projects. |  |
| 1. Detailed breakdown of costs.
 | Applicable to all projects. |  |
| 1. Maintenance plan.
 | Applicable to all projects. |  |
| 1. Proof of match funding via copy award letters or award emails.
 | Applicable to all projects. |  |
| 1. Evidence of community consultation and support (i.e. community questionnaire and results, letters of support, etc.)
 | Applicable to all projects. |  |

Please return the completed application and supporting documentation to the email address below or alternatively if this is not possible please post to the address below and keep a copy for your own reference:

Fife Environment Trust

3rd Floor Main, Fife House, North Street, Glenrothes, Fife, KY7 5LT

Tel: 01592 583260

Email: fiona.scott@fife.gov.uk

[www.fifeenvironmenttrust.org.uk](http://www.fifeenvironmenttrust.org.uk)