**Application Form**

**Section 1 – Contact Details**

**Contact details**

* **First Name:** *[Please provide the applicant's first name who is submitting on behalf of the organisation]*
* **Surname:** *[Please provide the applicant's surname who is submitting on behalf of the organisation]*
* **Primary telephone:** *[Please provide the applicant’s telephone number.]*
* **Primary email:** *[Please provide the applicant’s email address.]*

**Any other contact details:**

* **Organisation name:** *[Please provide the name of the organisation]*
* **Organisation address:** *[Please provide the full address of the organisation.]*
* **Organisation website:** *[Please include the URL of your organisation's website if available.]*

**Section 2 – Organisation Information/Eligibility**

1. **What type of organisation is this application for?**

* Not-for-profit community groups
* Charitable organisation
* Community building and asset management committees
* Community associations
* Parish and Town Councils
* Other – please specify

1. **If you indicated 'Other', please specify what type of organisation you are:**   
   *[Please provide a brief description of your organisation.]*
2. **Please describe the work of your organisation**   
   *[Provide a brief summary of your organisation’s mission, objectives, and the type of work it carries out in the community.   
   For example, "We are a non-profit organisation focused on providing educational support to underprivileged children in our area."]*

**Section 3 – Project Details**

1. **What is the name of project**   
   *[Please provide the name of the project.]*
2. **What is the location of this project?**   
   *[Provide the exact location or address where the project will take place.]*
3. **Please describe the key project items and an overview of the projects itself**   
   *[Please bullet point the specific works that will be completed as part of this project]*

*AND*

*[provide a cost for each specific work type below]*

|  |  |  |
| --- | --- | --- |
| **Item / Service** |  | **Cost (£)** |
| *[Insert item/service here]* |  | *[Insert cost here]* |
| *[Insert item/service here]* |  | *[Insert cost here]* |
| *[Insert item/service here]* |  | *[Insert cost here]* |

1. **What is the expected start and end date of the project?**

* Start date:
* End date:

1. **Please explain how it meets the eligibility of this grant***[Please provide an explanation based on the bullet points below]*

* *What work is being undertaken that meets the eligible project criteria in section 4 of the guidance note*
* *How does this project contribute to the reduction in greenhouse gas emissions?****AND / OR***
* *How does it improve community resilience to climate change?*

*[Applicants will need to provide evidence through supporting documents showing how the project will contribute to reducing emissions and / or improve community resilience to climate change – more information is provided in section 5 and the guidance note].*

1. **Are there any additional benefits to the project?**  
   *[These do not have to be environmental, for example, reducing utility bills, raising awareness of actions that can be taken on climate change, etc]*
2. **Have you received any other grants from the Council within the last two years?**

* *Yes*
* *No*

10a. **If yes, please bullet point the grants awarded along with the amount***[Please provide list here]*

**Permissions and Consent**

1. **Does this project described relate to a building or land?**

* *Yes*
* *No*

[If you answered no, skip to question 12]

1. **If you answered yes, does the organisation applying own or lease the building or land the project relates to?**

* Owned
* Leased
* Other – please describe

[If you answered owned, skip to question 12].  
  
**b. When does the lease expire?**   
*[Please provide the date of expiry]*

**c. Who owns the building or land?**   
*Please provide*

* *Name*
* *Address*
* *Contact details*

**d. Do you have the owner’s consent?**

* *Yes*
* *No*

[***It is mandatory to provide evidence of this, as set out in in section 5***].

1. **Do you have planning permission for the work? [if required]**

* *Yes: The planning application reference is:*
* *No: Planning permission is not required*

**Section 4 - Finance**

1. **What is the total cost of the project?**
2. **What amount of grant funding are you applying for from the council for this project?**  
   *[Provide total here]*
3. **If you are applying for £5,000 or more, where is your 20% match funding coming from?**    
   *[Please provide details here]*

*[Applicants should have funding secured before applying for this grant****Please provide evidence in section 5****].*

1. **Confirm the name of the preferred contractor/suppliers** (or names if your project involves multiple contractors/suppliers.)  
   *Please bullet point these*
2. **Have you chosen the cheapest of the two quotes received for every item / service?**

* *Yes*
* *No*

a**. If no, please explain why you haven’t chosen the cheapest quote**  
*[Provide explanation here]*

1. **Does this project cost include VAT?**

* Yes
* No

a. **If yes, are you VAT registered?**

* *Yes*
* *No*

*[Please provide VAT number here]*

**Section 5 – Supporting documents**

* Attach any supporting documents e.g. evidence of work required and / or why this project has been identified
* An organisational environmental / sustainability policy or, if you don’t have one, an organisational statement on how you commit to being more sustainable as an organisation
* A fully completed, signed and dated application form.
* Two quotes for the works using the same specifications
* Evidence of the 20% match funding required having been secured for grant applications of £5,000 or more.
* Evidence of how the project / work is expected to reduce greenhouse gas emissions (e.g. evidence of emissions before and after works) and / or how it will improve resilience to climate change
  + Applications below £5,000 can provide an explanation of climate resilience or emissions reduction if more detailed evidence is not available.
  + Applications for £5,000 or more will be required to show evidence of how emissions are reduced or in regard to fuel and energy savings.
* Where relevant, planning permission documents
* Where relevant, evidence of landlord consent to undertake the project
* Copy of organisation’s constitution

**Section 6 – Declaration**

I declare that to the best of my knowledge the information I have provided on this application form is correct and the grant will be used for the purpose stated on this form. I understand that if I have knowingly provided a false statement, this application will be void, and I may be subject to prosecution.

By checking this box, you are signing this form electronically. In doing so, you confirm that your electronic signature is the legal equivalent of your manual signature on this form.

* I agree

**Name of signatory:**   
*[Please provide the name of the individual signing the application.]*

**Position of signatory:**   
*[Please provide the signatory's position / role within the organisation.]* 

**The information collected on this form will only be used for:**

* **The purpose of processing and assessing the merits of this application**
* **Without identifying you, helping us plan and improve our services**

**Section 7 – Completion**

Please submit your form to climatechange@testvalley.gov.uk. Please provide the form as a Word document. This application can only be submitted once so ensure you have been in contact with us with any questions prior to submission.