

# GREEN SHOOTS



## Warwickshire County Council Community Investment Grant 2021/22

| Application Form



**Please ensure you have all the relevant information before completing this form as per the guidance notes. The closing date for the first round of applications is 5pm on 17 May 2021.**

Please ensure that all sections of the application form are completed.

## Applicants Details



**Name of project:**



**Name of applying organisation:**



**Status of your organisation:**

- ☐ Community or voluntary
- ☐ Registered Charity
- ☐ Community Interest Company (CIC)
- ☐ Social Enterprise
- ☐ Parish / Town Council
- ☐ Charitable Incorporated Organisation (CIO)
- ☐ School (not independently funded schools)
- ☐ Other

**If your organisation is a Registered Charity, please provide the charity number** \_\_\_\_\_



**Is this a joint application? If so, state the name and status of the other organisations involved.**



**Contact details:**

Name of main contact person in the lead organisation:

Position within organisation:

Address (inc. postcode):

Email:

Phone:

Mobile:

Is the group/organisation you are applying for constituted:

- ☐ Yes (please attach a copy of your governing document with your application). Please ensure your group has a bank account set up to receive funds. We cannot pay funds into a personal account
- ☐ No (If you do not have a constitution, your grant will need to be administered by an established organisation (e.g. Parish or Town Council) to whom the grant will be paid on your behalf
- ☐ Please provide details of the administering organisation

Name of administering organisation:

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Address of administering organisation:


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**Where your project is less than £5,000 in value, you are not required to adhere to the word count specified in this application form. Your answers should be concise and appropriate to the nature of the project.**

# Project Details




 **What is the project and where is it located?**

To support your answer, please provide any supporting information. This could include photos, drawings, plans, energy surveys, feasibility studies, any prior case studies where this has worked before.


*(Between 150 - 500 words)*

# Project Impact


Please provide details of your project. The focus should be the desired outcomes of the scheme.

<div> <b>Desired outcomes:</b></div> <ul style="list-style-type: none"><li>• Increase the adaptability and resilience of Warwickshire to the effects of climate change</li><li>• Reduce impacts on the environment, particularly regarding climate change</li><li>• Ensure funded projects benefit the wider Warwickshire community</li></ul>	<div> <b>Example project areas:</b></div> <ul style="list-style-type: none"><li>• Energy: insulation, energy efficiency, heat decarbonisation</li><li>• Waste minimisation: reducing, re-using, recycling resources</li><li>• Biodiversity: habitat creation, pocket parks, adaptation</li><li>• Sustainable transport: encouraging and facilitating walking and cycling</li><li>• Behavioural change projects related to climate change and environmental issues</li></ul>
<div> <b>Outline why you are proposing this scheme. You should pay due regard to the following:</b></div> <ul style="list-style-type: none"><li>• Why is the project needed and is it viable and feasible</li><li>• Reduction in carbon emissions, mitigating or adapting to climate change and the environment</li><li>• Benefits to the local community and any connections between other groups and other projects that may exist</li><li>• Capacity of building of local communities to help them develop, implement and sustain their own solutions</li><li>• Developing awareness in environmental issues</li><li>• Lasting benefits and long-term impact of the project</li></ul> <p><i>(Between 250 - 500 words)</i></p> <div></div>	

# Project Planning




Timescale (when will your project start and finish)



For applications for funding over £5,000, please include a detailed project plan

Attach a project plan in a format that is suitable for your project, but consider the following:

- The planned start and finish time for the project, including any milestones
- Key tasks, actions, activities
- Risk assessment
- The people or organisation carrying out tasks, including project management
- Any partner organisations involved, and their roles
- Any permissions that your project requires and whether you have already received approval e.g. planning consent, highways approval




For applications for funding below £5,000, please complete the following table

Action / Activity	Target Date	Dependency*	Output**	Measure of Success

\* **Dependency** – An activity, actions or item that has a bearing on the completion to the linked task. For example, this may include an approval that impacts on the start date for placing an order and therefore the overall time to complete the project.



\*\***Outputs** – The result of the activity, actions or items that contribute to achieving the project outcome.


 **How will you measure the positive impact and benefits of the funding? How will you know the project has been a success?**

Examples include:

- Amount of carbon saved for carbon mitigation projects
- The number of new people aware and engaged with environmental issues


# Funding

<div> <b>How much money are you seeking from this Fund?</b></div> <p>The maximum application value is £25,000.</p>	£	
<div> <b>Itemise any funding milestones.</b></div> <p>For example, if a first instalment of funding is required for design work, please identify this in item 1.</p> <p><i>Note internal staff costs cannot be funded. Costs for labour and consultants can be funded.</i></p> <p>For projects with goods, labour and services valued over £10,000, one quotation or evidence of costs should be provided.</p> <p><i>Where possible, evidence of costs or quotations for lesser amounts will be useful and will strengthen your application.</i></p>	Item	Amount (£)
	1.	
	2.	
	3.	
	4.	
	5.	
6.		

**Other sources of funding contributing to your project.**

Source (Name of funder)	Amount	Already secured?
1.		
2.		
3.		
4.		


# Community Support

 **How have you consulted with the community about your project?**

Summarise the outcomes of any consultation.

Please submit evidence of your consultation, how it was conducted, who you consulted with and how many people did you reach.

*Between 150 – 500 words*

 **How is the wider community involved / how will it be involved in the development and delivery of your project?**

Tell us how you have involved your county councillor in developing your proposal.

*Between 150 – 500 words*

## Checklist

- ☐ Quotation or evidence of costs where required
- ☐ A copy of your governing document or administering organisation's document
- ☐ Project plan (for applications over £5,000)
- ☐ Any other supporting documents

## Declaration

I confirm that to the best of my knowledge all the information contained on this form is correct and accurate at the time of completion.

I can also confirm that this project meets national legislation, guidance and good practice in relation to: equality and diversity, health and safety and safeguarding.

All relevant information to support my application will be submitted as requested. This will include constitution, quotes and any other information that is applicable.

Do you agree ☐ Yes

## Privacy and anti-fraud statement

We work with partners to provide you with public services. To do this, we may need to share your information. We will do this in a way that protects your privacy.

We are under a duty to protect public funds. We may use any of the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies that are responsible for auditing or administering public funds.

The information that you have provided on this application form, and any subsequent information you provide in relation to this application, will be held on file for 7 years.

Please let us know when any of your contact details change. You have the right to know what information we hold about you and we try to make sure it is correct.

Full Privacy Policy - [www.warwickshire.gov.uk/privacy](http://www.warwickshire.gov.uk/privacy)

I have read and accepted the privacy and anti-fraud statement... ☐ Yes

## Contact information

Completed application forms need to be sent to [greenshoots@warwickshire.gov.uk](mailto:greenshoots@warwickshire.gov.uk)

## Help and information

If you need assistance with your application before submission, you can contact us by emailing: [greenshoots@warwickshire.gov.uk](mailto:greenshoots@warwickshire.gov.uk)