

Funding application form

Community Project Proposal

Landfill Tax Regulations **(d)** 'For environmental protection, the provision, improvement or maintenance of a public park or other public amenity in a landfill site vicinity' OR **(da)** for the protection of the environment, the conservation or promotion of biological diversity through i) the provision, conservation, restoration or enhancement of a natural habitat or ii) the maintenance or recovery of a species in its natural habitat OR **(e)** 'For environmental protection, the maintenance, repair or restoration of a building or other structure which is a place of religious worship or of historical or architectural interest, open to the public and situated in the vicinity of a landfill site'

Important Information:

Please read the attached guidelines before completing this application form.

This application should be typed or written clearly in block capitals.

Once completed return to: Evolve EB, Pegholme Mill,

Wharfebank Business Centre, Ilkley Road, Otley, West Yorkshire LS21 3JP

Section One – Contact details

Project Title	
Project Proposer / Organisation	
Contact Name & Connection / Position	
Contact Address	
Project Address	
Project Postcode	
Project National Grid Ref.	
Telephone Numbers	Daytime
	Evening
	Mobile
E-mail address	

Section Two – Previous Project Details

Please supply as much information as possible for all questions.
Any unanswered questions may delay our decision.

- 2.01** Have you submitted an application to Evolve EB before? (please tick)
- Yes Please go to next question
- No Go to section 3 (page 3)

2.02 When did you submit this application? ___/___/_____

2.03 Project Title

2.04 Project Proposer / Organisation

2.05 Contact Details

Name

Address

Telephone Numbers Daytime

Evening

Mobile

E-mail address

2.06 Project Address

- 2.07** Were you successful at getting LTCS funding?
- Yes Please go to next question
- No Please go to section 3 (page 3)

2.08 How much money were you awarded?

£_____ . ____p

2.09 Please enter the Entrust registration number

151275. _ _ _

Section Three – Project Information

Please supply as much information as possible for all questions.
Any unanswered questions will delay our decision.

- 3.01** Please describe your project and give reference to why there is a need for the project and how this need has been identified. If you have any additional documentation which you feel supports your answer please submit them with this application. No more than 50 words.



Please submit at least three letters of support from relevant authorities

- 3.02** Project background. You may need to use additional paper.



Please provide photographs showing current / proposed project site

3.03 Project Aims and Objectives. Please specify at least three main aims/objectives of your project giving timescales of when you expect them to be achieved.

AIM	START	FINISH
1.	_ / _ / _	_ / _ / _
2.	_ / _ / _	_ / _ / _
3.	_ / _ / _	_ / _ / _

3.04 How will the project be for the protection of the environment?

3.05 Will any type of recycled material or secondary aggregate be used in any part of the project site works?

Yes No

3.06 Where applicable has energy efficiency been considered?

Yes No

!!!! ALL PROJECTS APART FROM THOSE THAT FALL UNDER OBJECT DA PROCEED TO QUESTION 3.16

3.07 How will the project be for the conservation of biodiversity?

3.08 Please indicate whether your project principally involves

A species at a specific site A habitat at a specific site

3.09 What type of habitat and/or species are you working upon or with at this specific site?

3.10 Does your project include Research? If yes please give details and include a research proposal.

3.11 Does your project include recording any data on the project site's habitat? If yes please provide details such as how, when & who. Please continue on a separate sheet if necessary.

3.12 Does your project include management of the area to achieve conservation objectives? Please state the objectives & how you will manage the area.

3.13 Does your project include the monitoring of a specific habitat? What is the habitat & explain how it will be monitored and by who?

3.14 What type of education will you undertake if any? Who will it be aimed at & how will it be carried out.

3.15 Is there a lead partner or local biodiversity partnership e.g. (Forestry Commission, Wildlife Trust, Environment Agency, English Nature) working with you on this project?

Yes No

If yes who is it? Please include letters of support.

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If no, could you tell us why you are not working with a lead partner for this project?

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ALL APPLICANTS TO ANSWER THE REMAINING QUESTIONS

3.16 Please make estimates for the following areas/points that are relevant to your project. Not all areas/points will be applicable.

Number of habitats worked upon	
Number of species worked with	
Number of Hectares of Land to be improved/reclaimed	
Metres of footpath/bridleways/cycle paths to be provided	
Number of trees to be planted	
Number of possible different uses the site can be put to once the project has been completed	
Number of full time jobs to be created or maintained	
Number of part time jobs to be created or maintained	
Number of training opportunities to be created or maintained	
Number of people you forecast to visit the project site (per annum) once the project has been completed	
Number of volunteers expected to help in the delivery of the project	
Number of school visits you forecast to the project site (per annum) once the project has been completed	

3.17 How will the long-term management and sustainability of the project be achieved?

3.18 Provide details of other organisations involved with the project.

Only complete question 3.19 if your project is a Category E Project

3.19 If the project is a building or structure (Entrust category 'e', is it (please tick):

a place of religious worship? a place of historic interest? a place of architectural interest?

Please provide details

3.20 Location of project

What is the distance from an active landfill site (please state)

Distance (miles)

Name of landfill site

If your project is within a 10 mile radius of another landfill site please state.

Distance (miles)

Name of landfill site



Please attach a map of the location of the project (outlined in red) and boundaries of the landfill site (outlined in blue)

3.21 Is the project to be operated for a profit? If yes, the project is not eligible for funding.

Yes No

3.22 Do you anticipate any income to be generated by the project?

Yes No

If yes, to the nearest £100, how much income will be generated per annum?

£ _____ . ____p

Who will receive this money and how will it be spent?

3.23 Is the project available / open to the public? Yes No

3.24 Please describe and provide evidence of how the public are made aware of your project's availability including details of opening times and events advertised in newsletters or on village notice boards etc. You may need to use additional paper.

3.25 Is planning permission or any other consent required for the project to go ahead? Yes No

If yes, what?

Please enclose a copy of planning permission and relevant paperwork (if applicable)

3.26 Is the project part of any planning condition? If yes, it is not eligible to receive funding. Yes No

3.27 Have you consulted any organisations about the possible impact that the project will have on:

a) Local Wildlife Further details Yes No N/A

b) Archaeological or historical sites Further details Yes No N/A

c) Local geology and/or hydrology Further details Yes No N/A



Please enclose full details of any consultations that have taken, or will be taking place.

3.28 What approvals, if any, have already been given?

3.29 What is the local authority in which the project falls?

3.30 Name and address of the owner(s) of the relevant land.

3.31 Does the project include the purchase of any land using LTCS funding? Please provide details. You may need to use additional paper.

3.32 Who do you wish to carry out the work?

Local contractors? (please tick)

Yes

No

Contractor name

Contractor address

Contractor's connection with project (if applicable)

Contractor's connection with 3rd party contributor (if applicable)



Please provide copies of at least three quotes / tender documents and provide details including the tender process.

3.33 Is the project ready for commencement? Please tick.

Yes

No

3.34 If not when will it commence?

Date? ___/___/_____

3.35 What is the anticipated start date when spending Evolve EB grant money will commence? ___/___/_____

3.36 What is the anticipated completion date when spending Evolve EB grant money will cease? ___/___/_____

3.37 Please provide details and any evidence (e.g. architectural plans, business plans, bank statements etc) illustrating that work is financially and physically ready for commencement. You may need to use additional paper.

3.38 Please state any actions/procedures which have not yet been carried out but are necessary before work can commence (e.g. securing remaining funds or obtaining planning permission etc) and give details of when you expect the action/procedure to be carried out/resolved. You may need to use additional paper.

ACTION / PROCEDURE	OUTSTANDING FINANCE?	DATE DUE TO BE RESOLVED
1	£_____p	__/__/____
2	£_____p	__/__/____
3	£_____p	__/__/____
4	£_____p	__/__/____
5	£_____p	__/__/____

3.39 Will the project make improvements or provide improved facilities for people with disabilities?

Yes No

Section Four – Financial Information

**Please supply as much information as possible for all questions.
Any unanswered questions may delay our decision.**

4.01 Total cost estimate of project (inclusive of VAT)

£_____p

4.02 Is your project entitled to claim back the VAT? Yes

No



Please submit a business plan if the project is over £20,000 (refer to guidance notes)

4.03 Amount applying for from Evolve EB

£_____ . ____p

4.04 Please list the areas of the project that you are requesting Evolve EB to fund, giving details of the cost breakdown

PROJECT AREA	PROJECT COST
1.	£_____ . ____p
2.	£_____ . ____p
3.	£_____ . ____p
4.	£_____ . ____p
5.	£_____ . ____p

4.05 Please provide a detailed cost breakdown of the overall project (inclusive of VAT). You may need to use additional paper and you can use spreadsheets as necessary.

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4.06 What other funding is in place or being sought, including landfill tax credit funding applications? Please provide details including amounts, sources, timescales etc.

FUNDING SOURCE	AMOUNT APPLIED FOR	AMOUNT COMMITTED (if applicable)	EXPECTED DATE OF CONFIRMATION (if applicable)
1			
2			
3			
4			
5			
6			
7			
8			



Please submit copies of funding agreements from any sources you have been granted funding from

4.07 Is 10% third party reimbursement available prior to sending invoices for the completed works? If no, Evolve EB will not be able to pay these invoices
 Yes No

4.08 Please provide details of how this 10% reimbursement will be paid, including contact details of the person / organisation paying the 10% reimbursement

Name

Organisation

Address

Contact tel. no.



Please submit evidence that this 10% can be paid by providing a copy of a bank statement (or funding agreement if being paid by an external contributor)

4.09 Please tick who would be the preferred payee if funding was granted and provide applicable contact details if different from section 1

Project proposer / organisation	<input type="checkbox"/>	Name	<input type="text"/>
		Address	<input type="text"/>
Contractor	<input type="checkbox"/>	Contact tel.no.	<input type="text"/>

4.10 Please provide the contact details for the person / organisation that will be responsible for PR (providing your application is successful)

Contact name	<input type="text"/>
Address	<input type="text"/>
Telephone number	<input type="text"/>

4.11 Please confirm that providing you are successful with your application, any press releases will be approved by Evolve EB prior to their public release by signing below.

Signed:	Name:	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>

I declare that all the information provided here is true to the best of my/our knowledge.

Signed:	Name:	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Notes

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to write additional notes.