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|  | | LEF Project No: | | Date Received: |
| LANCASHIRE ENVIRONMENTAL FUNDGREEN GRANT APPLICATION FORM(up to £1,000) | | | | |
| **Please complete all sections & sign the form otherwise your application will be returned. PLEASE NOTE THAT THE TEXT BOXES WILL EXPAND AS YOU TYPE AND FILL IN THE FORM.** | | | | |
| Section 1 – Your organisation | | | | |
| **1.1 Contact Names and details**  *The main contact for the application should be contactable during normal office hours and be able to answer queries regarding the application. The named person does not necessarily need to be the person who signs this form.* | | | | |
| Name of your organisation/group |  | | | |
| Contact details | Primary contact | | Secondary contact | |
| Title (Mr, Mrs, Miss, Ms, other) |  | |  | |
| Contact name |  | |  | |
| Position (within organisation/group) |  | |  | |
| Address |  | |  | |
| Postcode |  | |  | |
| Daytime telephone number |  | |  | |
| Mobile telephone |  | |  | |
| E-mail address |  | |  | |
| Project Web address(if applicable) |  | | | |
| 1.2 What type of organisation are you?*Please tick and fill in all the relevant boxes.* | | | | |
| Community or voluntary group or Trust with a written constitution  Parish/Community Council  Registered charity – *please provide your charity number*   |  | | --- | |  |   Other - *please provide details*   |  | | --- | |  |   Is your organisation ‘Not for Profit’ Yes  No  Is your organisation an Entrust registered Environmental Body  Yes  No  If yes, please provide your Registered Environmental Body enrolment number:   |  | | --- | |  | | | | | |
| **1.3 Briefly describe your group or organisation’s main purpose and regular activities** | | | | |
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| **1.4 Have you received any grants for environmental activities or projects before? If yes, briefly describe what you did and how much money was involved.** | | | | |
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| Section 2 – Your Project | | | | | | | |
| 2.1 Project Title | | |  | | | | |
| **2.2 Please provide a description of your project** **and what you want to achieve** *(no more than 300 words)* | | | | | | | |
|  | | | | | | | |
| 2.3 Where is your project located?*Please complete all sections. If your project is on land which has no postcode please state this and provide the postcode of the nearest building along with the OS Grid Reference.(www.gridreferencefinder.com)* | | | | | | | |
| Name of Site *(if applicable)*  Street  Town/Village | | |  | | | | |
| Post Code | | |  | | | | |
| OS Grid Reference  *(for example SD 97045 85925)* | | |  | | | | |
| Index of multi-deprivation  **(for office use only)** | | |  | | | | |
| **2.4 In which Local Authority and Parliamentary Constituency is your project** | | | | | | | |
| Parliamentary Constituency your project is in: | | | | | |  | |
| Local Authority in which project is sited | | | | | |  | |
| 2.5 Please tick one of the following that best describes your project. | | | | | | | |
| |  |  | | --- | --- | | Bridleway/ Footpath | Wildflower meadow | | Country Park | Public Park | | Cycleway | Public Play Area | | Community Garden | Public Woodland/Orchard | | Nature Reserve | Village Green | | Pond | Community Building | | Other - please provide details: | | | | | | | | | |
| **2.6 Name of the nearest landfill site (see Appendix A)** | | | | | | | |
|  | | | | | | | |
| Distance from nearest landfill site  (as the crow flies) in miles | | |  | | | | |
| 2.7 What are the proposed timescales for the project?*If you do not know please give an estimate of when you would hope to start. Please do not put “asap” or “When funding in place”. Please note that your project must be completed within financial year ending 31st March.* | | | | | | | |
| Estimated Start Date | | | |  | | | |
| Estimated Completion Date | | | |  | | | |
| 2.8 How have you identified the need for the project?We want to know that your project will address a genuine community need and that the community supports your project This could include (but is not limited to) discussing your project with current or potential users, community consultations, parish appraisals, access audits, disability audits, or energy audits. Ideally evidence to demonstrate the need should be submitted with your application. *It is unlikely that LEF will allocate funding*  *to your project where consultation with the relevant user groups has not taken place.* | | | | | | | |
|  | | | | | | | |
| 2.9 How will you maintain the project once it is complete?*It is important we know how the amenity will be looked after when your project is complete. You may have a management plan or maintenance agreement in place or have a Friends group or volunteers who will help with future maintenance and fundraising to meet these costs. Please include full details about what your plans for future maintenance are and attach any maintenance plans as appropriate.* | | | | | | | |
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| **2.10 When do the general public have access to your project?**  *Please state opening and closing times for the general public to access the facility or amenity. The most generous arrangements for public opening are encouraged and these should be appropriate to the amenity and reasonable when compared to other similar facilities.* ***The minimum requirement is 104 days a year.*** | | | | | | | |
| Monday |  | | | | Please detail any access restrictions that may apply to your project or facility. | | |
| Tuesday |  | | | |
| Wednesday |  | | | |
| Thursday |  | | | |
| Friday |  | | | |
| Saturday |  | | | |
| Sunday |  | | | |
| **2.11 Who owns the project site? *If you do not own the land or facility please enclose a letter of consent from the owner to undertake the project.*** | | | | | | | |
|  | | | | | | | |
| **2.12 Is planning permission or any other form of consent required? If yes, please provide details**  *If approvals are required but not yet granted please include timescales for obtaining consents* | | | | | | | **YES**  **NO** |
|  | | | | | | | |
| **2. 13 Project delivery plan**  *Please complete the project delivery and work plan for the project showing the key milestones and outcomes. These should include the timescale for start and end dates, publicity, launch event etc****. Remember to allow 4-6 weeks for the Fund to generate the formal paper work if you are successful in securing a grant.*** | | | | | | | |
| Year 1/month | | Activity | | | | | |
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| Section 3 – Statistical Information | | |
| **3.1 Statistical Information**  *LEF collects this data for statistical purposes for it’s own information and on behalf of the regulator of the Landfill Communities Fund,* *Entrust . We appreciate that not all the questions will be relevant to your project.* | | |
| Will any type of recycled material or secondary aggregate be used in any of the project works? | | **YES**  **NO** |
| No. of schools forecast to visit the project site each year following completion of the project. | | |
| What are the number of possible uses the project site can be put to once the project is complete. | | |
| No. of training opportunities that will be created or maintained directly linked to the delivery of this project. | | |
| Does the project make improvements or provide facilities for disabled people? | | **YES**  **NO** |
| How many volunteers are expected to help in the delivery of the project? | | |
| How many of those volunteers are young people aged between 16 and 25? | | |
| What is the number of volunteering days created for young people by this project? | | |
| How many trees will be planted by this project? | | |
| What is the number of hectares that will be worked on through the delivery of this project? | | |
| How many people currently use the facility or site each year? | | |
| How many people are anticipated to use the site, each year, once the project is complete? | | |
| What is the estimated number of metres of footpath and/or bridleway and/or cycle path that will be provided by this project? | | |
| Has energy efficiency been considered as part of the application? | **YES**  **NO** | |
| 3.2Please explain what you have done to reduce the environmental impact of your project*.* *Where appropriate have you considered how you could reduce the environmental impact of your project, for example using wildlife friendly techniques, the use of recycled materials, the use of energy efficient and water saving technology, sustainable building techniques, taking steps to be carbon neutral.* | | |
| **3.3 Please provide details of how the project will, for the public, either:**   * make the environment more pleasant or comfortable; * and/or Improve the aesthetic qualities of an area | | |
| **3.4 Please provide details of how the project is for the protection of the built, natural or social environment.** | | |

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| Section 4 – Funding & Financial Details | | | |
| 4.1 Summary Project Budget | | | |
| How much money are you asking LEF for? | | |  |
| 4.2 Do you have contributions given in kind (eg volunteers, use of equipment etc? Please estimate the value | | |  |
| **4.3 Project budget** | | | |
| Please provide a breakdown for the overall cost of your project and enclose copies of any estimates or quotes you may have obtained. | Cost £ | VAT | |
| **Capital Items** |  |  | |
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|  |  |  | |
| Sub Total |  |  | |
| VAT (if applicable) |  |  | |
| Total |  |  | |

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| Section 5 – Enclosure Checklist | | |
| You must enclose copies of the following items with your application form.  You may be asked for further information or supporting documents depending on the type of project you are requesting funding for and the information you have supplied on the application.  **Please note:** If you do not send the following attachments to support your application, the processing of your application may be delayed and in certain circumstances returned to you. | | |
| ✓ | In all cases items 1 to 7 must be included with your application | |
|  | 1 | A copy of this application and all supporting materials |
|  | 2 | Applying Organisation’s most recent bank statement |
|  | 3 | Map showing location of project site |
|  | 4 | Photos of project site and if appropriate copy of plans or floorplan |
|  | 5 | Evidence of consultation to demonstrate need and that local people support your project |
|  | 6 | Copy of quotes **or** evidence of how projects costs were determined |
|  | 7 | Copy of your lease or other permission for use if you do not own the land (Question 2.11) |
| **If relevant, please also include the following items with your application.** | | |
|  | 8 | Energy Audit, Access Audit, other consultation documents (Question 2.8) |
|  | 9 | Planning permission and/or other consents if already obtained (Question 2.12) |

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| Section 6 – Declaration | |
| I confirm that the completed project will not be operated for profit. | |
| I confirm that any income earned by this proposal will be re-invested in the running of the project or returned to LEF as LCF derived funding. | |
| I confirm that any assets or proportion of assets purchased with LCF monies will be protected to ensure that any subsequent sale etc does not result in the LCF moni es being lost to the Fund. | |
| I confirm that Lancashire County Council being the contributing third party funder will not derive a unique benefit from this project going ahead. | |
| I confirm this project will be carried out at a single site location. | |
| I confirm that the project is not subject to a planning requirement placed upon Suez R & R UK Ltd or Lancashire County Council. | |
| I confirm the project is not required as part of the following Act – Section 106 of the Town and Country Planning Act 1990. | |
| I confirm that, to the best of my knowledge, there is no connection between the contractors carrying out the project and the contributors to the Fund (Suez R & R UK Ltd or Lancashire County Council). | |
| Name:  *This person should have the authority of your organisation to sign the form. It does not necessarily need to be the contact person for the project.* |  |
| Signature: |  |
| Name of Organisation: |  |
| Position held: |  |
| Date: |  |
| Additional Comments: |  |

**Please return the signed form to:**

**Lancashire Environmental Fund**

**The Barn**

**Berkeley Drive**

**Bamber Bridge**

**Lancs**

**PR5 6BY**

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| Applicant Survey  As part of our continuing efforts to improve our systems LEF is keen to know your views about our application process. We would appreciate you spending a few minutes to complete this part of the application form as it will give us valuable information about the service we provide and will help shape any future changes to our application form and process.  This information will not be used as part of our assessment of your application and will be used for monitoring purposes only.  **Please tick the box that most closely matches your view** | | | | | |
|  | Very Easy | Easy | OK | Difficult | Very Difficult |
| How helpful was the guidance you received from LEF? |  |  |  |  |  |
| How easy was the application process to understand? |  |  |  |  |  |
| How easy was the application form to complete? |  |  |  |  |  |
| If you visited the LEF website how easy did you find it to use? |  |  |  |  |  |

### How did you hear of LEF?

|  |  |
| --- | --- |
| Newspaper article  Radio  Literature | Funding Seminar  Previous contact  Recommendation |
| Other (please give details) | |

DATA PROTECTION STATEMENT

We require the information requested in this form to allow us to process your application. All information provided in support of an application, including personal details, will be held in a database. LEF complies with strict security procedures in the storage and disclosure of your information. These procedures are in accordance with the principles of the Data Protection Act 1998.

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| **APPLICATION ENDS** |

**Appendix A**

**Lancashire Landfill Sites to be quoted at question 2.6.**

**Please note this is not an exclusive list and there may be other smaller landfill sites closer to your project sites that LEF may not be aware of. NB Some of the sites listed below are closed sites and non-operational.**

Salt Ayre Landfill Site, Lancaster LA3 3PF

Clifton Marsh Landfill Site Freckleton nr Preston PR4 0XG

Jameson Rd Landfill Site, Fleetwood FY7 8TW

Whinney Hill Landfill Site nr Accrington BB5 5EN

White Moss Landfill Site, Skelmersdale WN8 9TH

Ulnes Walton Landfill Site nr Leyland PR26 8NE

Henthorn Road, Clitheroe BB7 3BY

Rowley Landfill Site, Burnley BB10 3JE

Clayton Hall Landfill Site, Chorley PR25 5LX

Abbey Village Landfill Site PR6 8BS

Jacksons Quarry Landfill Site, nr Preston PR4 0AL