



Community Environmental Action Grants

Application form – print and post version

Before completing this application form, please read the guidance notes, below.

Please complete all sections and send all information requested. Your application cannot be considered without it.

Please print this form, write your answers in black ink and send it with your supporting documents to: Environmental Action Team, East Sussex County Council County Hall, St. Anne's Crescent, Lewes, BN7 1UE.

1. Applicant details

Name of organisation:			
Name of project:			
Contact name:		Position:	
Address:			
Postcode:			
Tel: (home)		Tel: (work):	
Email address::			

Where did you hear about the Community Environmental Action Grant?

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2. Your organisation

What are the aims and activities of your organisation?

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Is your organisation VAT registered?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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3. Describe your project

Approx. start date:

Approx end date:

Explain how your project will promote or enable the reduction of carbon:

Please demonstrate your ability to complete the project:

How will the money be spent?

How will the project be evaluated?

4. Supporting information

Please add any further information in support of your application:

5. Documents to enclose

Please send copies of the following documents with your completed application:

- A copy of your organisation's constitution (rules and regulations) and a set of accounts
- Estimated cost of the project.

Your application cannot be considered without them.

6. Declaration

To the best of my knowledge, the information I have provided is correct, and any grant will be used for the purpose described above. I will also keep the County Council informed of progress on our project and will contact them when activities are taking place.

Signature

Date



Community Environmental Action Grant

Guidance notes

Before completing the application form please read these guidance notes.

Purpose of the scheme

This grant scheme is to enable East Sussex County Council to assist community initiatives that seek to improve the environment by either reducing the effects of climate change, or which aim to reduce, re-use or recycle waste, by providing funding, and where necessary, for local projects. Applications must help to implement the Council's policies on climate change or waste management and it is important that applications demonstrate how a project will achieve this objective.

Which organisations can apply?

To be eligible for an award your organisation and project must:

1. be based in East Sussex;
2. promote or enable one or more of the following objectives:
 - reducing waste;
 - re-using waste;
 - recycling waste.
 - reduce carbon or the effects of climate change
3. be a properly constituted organisation not operated for profit for its members, and have defined aims and objectives.

Which projects can qualify?

The grant may be used for:

1. setting up or running a group that promotes or enables reducing carbon footprint;
2. professional fees (e.g. to provide advice on how best to expand a successful project);
3. promotional materials (e.g. leaflets or posters on how to reduce waste);
4. conferences, seminars, events (e.g. on how to reduce carbon);
5. capital costs (e.g. to buy equipment, such as for a community compost scheme);
6. priming funding to be used to attract other funding.

For example

- Tree planting
- EcoSchools project
- Promote energy efficiency
- Promote recycling or composting
- Raise awareness about climate change
- Set up an environment club
- Get recycling or composting
- Meter to measure the amount of energy your electrical equipment uses

The scheme will fund running costs or projects that are part of an organisation's normal, ongoing activities; however, applicants must demonstrate financial need for each project.

How much money is available?

The maximum that is available for each project is £500-00 (+ VAT).

As there is a limited budget available each year the grant can only be applied for once, consideration may be given to fund a grant for waste and a further grant for tackling Climate Change but this will be dependant on budget available.

The grant will be paid in full into a bank account, and can be paid in advance.

When and how is the money paid?

The applications will be judged by the County Council.

Payment of a grant is made at their discretion once they are satisfied that all the terms and conditions of the grant have been met.

The grant money will be issued when a signed copy of the Terms and Conditions has been returned to East Sussex County Council.

What are the conditions?

If your application is successful your organisation will be offered a grant subject to meeting the above criteria and the following standard grant conditions. This is to ensure that the money is spent for the purpose it is intended and that projects are successfully completed:-

- a) Grants are considered to be of a 'One Off' nature and therefore do not constitute any commitment for future financial support.
- b) Grants will only be available to organisations based in East Sussex that are properly constituted and non-profit making.
- c) Each project must be completed within one year from when the grant is offered.
- d) The grant must be claimed within one month from when the grant is offered.
- e) The awarding organisations reserve the right to reclaim the grant awarded, within one year of the award, if the organisation ceases or changes the activities for which the grant was originally intended, or in the event of failure to comply with the grant conditions.
- f) Acknowledgement of the grant award must be made on all publicity and promotional material produced from receipt of the grant.
- g) In addition to the payment of the cheque the awarding organisations may wish to make an official grant presentation in order to publicise the scheme and beneficiaries. We may ask you to suggest a suitable occasion for this.
- f) All expenditure incurred that is relevant to the grant must be documented, either with written quotations, invoices or receipts.
- g) The organisation must allow an authorised officer of the County Council full access to their activities and facility with due notice.
- h) If appropriate, evidence of the carbon savings and/or evidence of how much waste has been reduced, redirected from landfill through reuse, composted or recycled must be provided.

How do I apply?

All applicants are required to complete the application form above. You can submit this at any time, using the email or post version of the form.

For further information, or any queries on this application form, please contact:

East Sussex County Council on:

Telephone: 01273 482242

E-mail: rethinkrubbish@eastsussex.gov.uk