# Nature and Biodiversity Community Fund

# Application Form

It is important to complete the application form carefully, as it will be used to assess your proposal.

Please ensure that you answer every question. Please note that the boxes will expand as you type into them. Please refer to the guidance notes for how to complete this application form.

Please keep a copy of the form if you are successful, as you will need to refer to it when reporting on the progress of your project.

**Project Title**

Click or tap here to enter text.

**Section 1 – Contact details**

* 1. Organisation name Click or tap here to enter text.

1.2 Primary contact’s details

Title Click or tap here to enter text.

Name Click or tap here to enter text.

Position Click or tap here to enter text.

Address Click or tap here to enter text.

Postcode Click or tap here to enter text.

Daytime telephone Click or tap here to enter text.

Mobile telephone Click or tap here to enter text.

Email address Click or tap here to enter text.

Type of organisation Click or tap here to enter text.

Company/Charity No. Click or tap here to enter text.

(if applicable)

Can your organisation Yes  fill in number below No

recover VAT? VAT number Click or tap here to enter text.

* 1. Briefly describe your organisation’s main purpose including the services or activities you provide and who they are provided for. Please include how long the organisation has been established for. If you are a new group, please state what you intend to achieve. Please include a link to your website if you have one.

Click or tap here to enter text.

Website address: Click or tap here to enter text.

1.4 Is your organisation affiliated to another body? Or partnering with another organisation for this funding application?

Affiliated Yes (provide details below)  No

Details:Click or tap here to enter text.

Partner Yes (provide details below)  No

Details:Click or tap here to enter text.

**Section 2 – Project Purpose and details**

2.1 Please provide a brief summary of your project. Describe why you want to do this project in no more than 500 words. What works will be done and what will the funding be used for? What needs have you identified and how will this project address them?

Click or tap here to enter text.

2.2 Proposed location where the project will take place including postcode. Please include/attach a plan of the site showing the works you want to carry out.

Click or tap here to enter text.

Grid reference (if known)

Parish

Postcode

2.3 Does your organisation own the land where the project is planned?

Yes  No

If ‘No’ please state who the landowner is and provide evidence that permission for the project at the given location

Click or tap here to enter text.

2.4 Please tell us about the land and how it is currently being used

Click or tap here to enter text.

2.5 Please describe how the land will be maintained and/or any volunteer programmes sustained after this project ends?

Click or tap here to enter text.

2.6 Have you obtained any professional advice on your proposal?

Yes (provide details below)  No

Details Click or tap here to enter text.

2.7 Please complete the Nature and Biodiversity Community Grant Scheme Project Costs spreadsheet to demonstrate your costs: including details of other funding sources for your project *(if relevant - match funding is not required for this grant scheme);* copies of quotes must be provided for items over £250.

2.8 Please evidence your experience/knowledge of delivering projects of this kind (in 500 words or less)

Click or tap here to enter text.

2.9 Please tick which of the project outcomes your project will deliver and, for each, also outline how your project will deliver the project outcome.

1. Contribute to improving an identified high priority habitat

2. Benefit local wildlife

3. Help sustain distinctive landscapes

4. Improve public access to nature

5. Provide a range of natural environment   
 volunteering or learning opportunities

6. Help an existing biodiversity project adapt to climate   
 change

7. Include use of sustainable materials, recycling and / or

locally sourced materials.

8. Enhance native species planting or plants with

climate adaptability.

How will each outcome be achieved? Click or tap here to enter text.

How will you measure it? Click or tap here to enter text.

What evidence will you supply in the project progress report? Click or tap here to enter text.

**Section 3 – Management, monitoring and evaluation**

3.1 How many people are involved in running your group/organisation?

Management committee: Click or tap here to enter text.

Volunteers: Click or tap here to enter text.

Other: Click or tap here to enter text.

3.2 Who will have overall responsibility for making this project/activity happen and how will they do this?

Click or tap here to enter text.

3.3 Who will be responsible for keeping an account of project?

Click or tap here to enter text.

3.4 What records will you keep to be able to provide the information necessary for monitoring this project? For example, case studies, physical site survey, photographic evidence demonstrating ‘before’ and ‘after’ photographs, and who is involved in the project.

Click or tap here to enter text.

3.5 What are the key activities and expected timescales for your project including Start date and expected completion dates

(Please add additional lines if needed)

1Click or tap here to enter text. Click or tap to enter a date.

2Click or tap here to enter text. Click or tap to enter a date.

3Click or tap here to enter text. Click or tap to enter a date.

3.6 Outputs - The achievements produced by a product are it’s ‘outputs’

Put the number currently in the second column and the number of addition outputs that you expect if awarded the grant in the box under ‘Additional’ in the third column.

You only need to include the outputs that are relevant to your project. For example: Number of new or enhanced spaces created, sqm of new green spaces created, sqm of enhanced green space created, number of community groups involved with the project

| Activity description | Current number | Additional number expected |
| --- | --- | --- |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

3.7 How do you intend to keep your local community involved and informed regarding your project?

Click or tap here to enter text.

3.8 Please list any insurances, risk assessments, permissions or licences required for this project.

Please give details and state whether they have been obtained, if not when you expect to hear.

Click or tap here to enter text.

3.9 Please describe, in no more than 250 words, what success looks like for this project and how you will measure that success.

Click or tap here to enter text.

| **4.0 Fraud statement** |
| --- |
| By completing the application, you are confirming that you are eligible for the grant. If your eligibility circumstances change after making an application or receiving this funding, you must notify us immediately.  FCC Environment will not accept deliberate manipulation or fraud, and any instances will be actively investigated. Any individual who falsifies their records or dishonestly provides inaccurate information to gain grant money will face prosecution. FCC Environment reserves the right to recoup funds and claw back any grants paid in error. |

| **5.0 Data Protection** |
| --- |
| FCC Waste Services (UK) Limited is the Data Controller under data protection law for any personal data provided by you and we will only use the information you provide on this form to administer, process and assess your application for funding under the Nature Biodiversity Community Grant and to administer any funding if your application is successful. The legal basis for processing this data is that it is necessary for the performance of a contract with you or to take steps preparatory to such a contract.  Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the [Information Commissioner’s Office](https://ico.org.uk/)  We will keep your data once an application is approved and funding released for the period of 7 years as defined by the funding body.  Information may be shared with other persons or organisations helping us with the assessment and monitoring of applications. Information you provide may also be shared with government departments, agencies and third parties appointed in connection with the administration of this grant. |

**Your application checklist:**

Have you completed all of the sections?

Have you included a map/plan of the site

Permission from the Landowner (if relevant)

Have you enclosed an Excel spreadsheet showing your breakdown of costs and provided quotes for items over £250?

**6.0 Declaration**

**Signatures are required from two people who are authorised to sign on behalf of your organisation and will usually be the Director/Chair plus one other senior member e.g. Treasurer. Please do not type your signature, electronic signatures are required.**

**I/we confirm that I/we have read and understood the Fraud Prevention Notice and confirm that the information contained within this application form is true and accurate.**

Name 1: Click or tap here to enter text. Position: Click or tap here to enter text.

Signature 1 Date: Click or tap to enter a date.

Name 2: Click or tap here to enter text. Position: Click or tap here to enter text.

Signature 2  Date: Click or tap to enter a date.

**Please note that you are signing on behalf or your organisation – we may require copies of minutes or other evidence to show that your organisation has agreed to undertake this project/activity**

**If your application is approved you will need to provide the following documents before an offer is made:**

* A copy of your organisation’s constitution
* A recent bank statement showing your organisation’s name, account number and sort code
* Supporting evidence that other funding is in place (where relevant)
* Copies of any relevant licences/permissions or insurances
* A copy of your equality policy (if in existence)

In order to help us improve our service, please comment on how easy you found this form to complete. What would make it easier?

Click or tap here to enter text.

**Please submit your application by email:**

**To:** [**biodiversity@fccenvironment.co.uk**](mailto:biodiversity@fccenvironment.co.uk?subject=NAture%20biodiversity%20grant%20scheme%20application%20form)

Sending by email is the preferred method. However, if you are unable to submit your application electronically, by post to:

FCC Environment

Grafton Depot

Ross Road

Hereford

HR2 8BH

Please let FCC Environment know via telephone call or email if you have posted your application.