



# Green Community Grants: Application Form

This application is for preparation purposes only. You must complete the online application at [www.dacorum.gov.uk/grants](http://www.dacorum.gov.uk/grants) . Questions marked with a star \* must be completed.

## YOUR APPLICATION

What's the name of your project/ application?\*

## YOUR ORGANISATION

1. Name of organisation, club or group making this application\*

2. Address of organisation, club or group making this application\*

Enter postcode	
Address*	
Phone number*	
Mobile	
Email*	
Website	

3. a) Is your organisation constituted or non-constituted\*

constituted  non-constituted

*(A constituted group has a governing document such as a constitution, a committee and a bank account, a non-constituted group is an informal or grass roots community group currently without a governing document, committee or bank account but who may wish to become constituted at a later time).*

b) If constituted, what type of organisation?\*

Registered charity  Company limited by guarantee

Club or other form of association  Other

Charity number

Other, organisation type

4. Brief description about your organisation/ group and its main services or activities? (max 300 words)\*

5. How many paid staff members do you have?\*

6. How many volunteers do you have involved in service delivery?\*

## YOU

7. Your name\*
8. What is your position or involvement with the organisation, group or club making this application? \*
9. Your contact details

Enter postcode	<input type="text"/>
Address*	<input type="text"/>
	<input type="text"/>
Phone number*	<input type="text"/>
Mobile	<input type="text"/>
Email*	<input type="text"/>
Website	<input type="text"/>

## ABOUT YOUR PROJECT

10. Before beginning this section, please ensure you have read the Green Community Grant guidance document – this explains how to complete this section correctly. Have you read this guidance? If you have any questions, please email [sustainability@dacorum.gov.uk](mailto:sustainability@dacorum.gov.uk)
- Yes  No
11. Is this a completely new project? \* (i.e. one that your organisation has never previously undertaken?) If it is not a new project or is an addition to an existing project, please explain this fully in the project outline below.
- Yes, it's a new project  No, it's not a new project
12. Provide an outline of the project or activity that you are applying for funding for and give details on how you expect your project to contribute to mitigating the Climate and Ecological Emergency? (max 1000 words) \*

Note: For practical energy projects and biodiversity projects please also provide separately relevant technical documents to support your application, such as, the specification of the proposed works, feasibility study, technical reports, site plans and maps etc. These should be prepared by a suitably qualified professional where required.

You are also welcome to send in images, maps, sketches of your project or similar case-studies to help support your application. Include these when you email your supporting documents.

13. Please give the proposed start and end dates for your project. Projects should be able to be delivered within a year of receiving funding.

Start date\*

End date \*

14. As a borough, we need to reach net-zero carbon emissions as quickly as possible. Explain how your project relates to our Key Environmental Theme: Energy and Emissions?  
Tell us what actions you will be taking specifically in this area and the outcomes you expect to see. Outline how you plan to measure and report on the success of this?  
(maximum 500 words)\*

15. In the UK, transport is the biggest sector for releasing greenhouse gas emissions. Explain how your project relates to our Key Environmental Theme: Sustainable Transport?  
Tell us what actions you will be taking specifically in this area and the outcomes you expect to see. Outline how you plan to measure and report on the success of this?  
(maximum 500 words)\*

16. In the past 50 years we have lost a global average of 68% of our wildlife populations. Explain how your project relates to our Key Environmental Theme: Biodiversity?  
Tell us what actions you will be taking specifically in this area and the outcomes you expect to see. Outline how you plan to measure and report on the success of this?  
(maximum 500 words)\*

17. Living sustainably and 'Reducing, Reusing and Recycling' are all key behaviours that can help to mitigate environmental damage. Explain how your project relates to our Key Environmental Theme: Waste and Consumption?  
Tell us what actions you will be taking specifically in this area and the outcomes you expect to see. Outline how you plan to measure and report on the success of this?  
(maximum 500 words)\*

18. Explain how your project involves the local community and encourages them to 'think global and act local'?  
Outline how your activities will meet our Key Community Benefits; 'making new connections', 'being more active', 'learning' and 'volunteering'.  
Provide an estimation of how many people it will engage and will be positively affected.  
Tell us what actions you will be taking specifically in this area and the outcomes you expect to see – including how many residents you expect to benefit from the project.  
Outline how you plan to measure and report on the success of this?  
  
(maximum 500 words)\*

19. What are the long term benefits of this project to Dacorum's environment and residents and how do you plan to sustain the project's benefits after completion? (max 500 words)\*

20. What evidence do you have that this project is needed? (max 500 words)\*

21. Please give details about how you are working in partnership with other organisations or groups to deliver this project? (max 500 words)\*

22. What kind of promotional activities will you be undertaking as part of the project and approximately how many people will you aim to reach with these? (max 500 words)\*

23. Are any particular permissions and consents required to deliver this project and if so, are these in place?

Please fully explain your answer. Provide details of any relevant legal and liability aspects of the project, such as: land owner consent, child protection (DBS checks), insurance etc. and what provisions are already in place. What permissions, consents etc have yet to be put in place? We do not expect you to have all necessary permissions in place at the time of applying, but this will be required before funding can be awarded.  
(max 500 words)\*

## FINANCES

24. Please outline the current financial setup of your organisation/ group: \*

25. How will a grant from Dacorum Borough Council support you on your project/ initiative?  
\*

26. Have you received a grant from Dacorum Borough Council in the last five years? \*

Yes

No

If yes, please specify...

27. How much money are you applying for from the Green Community Grants Fund?\*

28. What is the total cost of your project?\*

29. If the request is less than the total cost, please explain below how you will fund the difference?\*

Total contribution from your own resources	£
Total raised from fundraising activities	£
Total applied for from other funders	£
If applicable, please list the names of the other funders you have applied to	
Expected date of outcome of application/s to other funders	
If you have any other sources of funding, please detail them here:	

30. Please provide details of any 'in-kind' support you have identified to help deliver the project. This might include the number of volunteers involved, the work they will undertake and estimated hours, along with any other in-kind support you have secured (e.g. free professional time/support).\*

## DOCUMENTS

You are required to provide a number of documents alongside your application. Please email these to [sustainability@dacorum.gov.uk](mailto:sustainability@dacorum.gov.uk) with your project name as the subject.

### Constituted Groups:

- Constitution or set of rules
- Insurance certificates
- Annual report
- Recent accounts audited or otherwise certified
- Budget forecast
- Recent Bank Statement
- Planning and building regulation consent (if appropriate)
- Three quotes
- Safeguarding Policy including safe recruitment and training
- Equalities Policy or statement
- Project Budget Sheet - *this should provide a breakdown of all estimated costs. You are required to show a range of quotes for particular costs to show that your project meets value for money.*

### Non-constituted/ Informal/ Grassroots group:

- Letter of endorsement from a local councillor, a local constituted community organisation, or a police community support officer
- Three quotes (if applicable)
- Copy of public liability insurance (if applicable)
- Basic financial information held by your group (if any)
- Project Budget Sheet - *this should provide a breakdown of all estimated costs. You are required to show a range of quotes for particular costs to show that your project meets value for money.*

## DATA PROTECTION

Data Protection Statement (Data Protection Act 1998): Dacorum Borough Council, will use the information you give in this form, and any supporting evidence you send to process your claim for grant support. The Council may share the information supplied to other council departments and external agencies.

The Council may also check the information provided with other information that we hold. The Council may, as allowed by law, also get information about you from certain third parties, or provide them with information in order to:

- Make sure the information is accurate
- Prevent and detect crime
- Protect public funds

These third parties include government departments, other local authorities and private-sector organisations such as banks and organisations. Grant applications paperwork is kept in accordance with the Council's retention policy.

Dacorum Borough Council is the data controller for the purposes of the Data Protection Act 1998.

Please check this box to acknowledge that you have read and understood this declaration.