

Form: EN2 April 2007



Application Form

Community Environmental Improvement Grants

Please read the guidance notes (Form EN1) before completing this application form

1. Applicant details (please complete all questions)

1.1 Title of your scheme:

Total Eligible Cost of your Scheme:

(Please also complete attached breakdown of costings – section 8)

Please give brief details of your project:

1.2 Details of your organisation/group:

Name:

Address:

Post Code:

Fax:

Telephone:

E-mail:

1.3 Person to contact:

Name:

Position in your organisation:

1.4 Address for correspondence (If different to above)

Address:

Post Code:

Fax:

Telephone:

E-mail:

1.5 Constitution of the organisation/group: (e.g. charity, voluntary group, parish council, school)

**Special
Note**

Note if a charity or a voluntary group please enclose a copy of your Constitution

2. Site details

2.1 In which District is the site where the works are to take place? (Please tick)

Blaby

Charnwood

Hinckley & Bosworth

Harborough

Melton

North West Leicestershire

Oadby & Wigston

2.2 In which Parish is the site located?

Please enclose a location plan of the site.

2.3 Does your organisation own or control the site where the works are to take place?

Yes

No

If Yes go to Section 3, if No please complete questions 2.4 & 2.5

2.4 If not currently owned or controlled by your organisation, will agreements be put in place for you to have access to it for at least 10 years?

Yes

No

(Please send copies of draft agreements if they are available)

2.5 Who will the agreement(s) be with?

Name:

Address:

Post Code:

Fax:

Telephone:

E-mail:

3. Value for money and scheme quality

3.1 Have you attached at least two comparable quotations/estimates from the contractors you intend to use?

Yes No (Please advise when you expect to send these in)

3.2 Other than Project Management please list those parts of the scheme, if any, which you are intending to carry out yourselves.

3.3 How will you provide the 50% contribution to the scheme? See options below in 3.31 and 3.32

3.31 What percentage of the **total eligible** scheme cost will you be providing from your own funds?

3.32 What percentage of the **total eligible** scheme cost will be provided by other sources of grant aid? (Please list the other organisations you have or may be approaching, and the sums requested or grant offers confirmed).

3.33 What percentage of the **total estimated cost** will be covered by "in kind" works? This can be by volunteer time or use of own machinery and materials.

3.4 How much funding are you seeking from the SHIRE Grant scheme?

4. Design and Maintenance

- 4.1 Please tell us what steps you have taken, when designing your scheme, to ensure that it will still be in good condition in 10 years time (Please use additional sheets if necessary)
- 4.2 Please provide full details of the maintenance plan you have produced for the first 10 years of your scheme's life. **What will be carried out, how often and by who?** (Please use additional sheets if necessary)
- 4.3 How have you designed this project so that,(where appropriate), it complies with the Disability Discrimination Act 1995? See page 7 of Guidelines.

5. Timing

- 5.1 Can your scheme be completed within 12 months of being offered a SHIRE grant?

Yes No Not sure

If you can't answer Yes, please explain on a separate sheet why it might be longer than 12 months

6. Community benefit

6.1 Have you contacted your local County Councillor?

Yes

No

(You are strongly recommended to contact them to assist your application.)

6.11 Are they supportive of your scheme?

Yes

No

6.2 Has your local Parish/Town Council/Meeting been involved in the development of the scheme? If yes please give details of their involvement

6.3 Have local schools/other community groups been involved in the development of the scheme?

If yes, please give details of their involvement

6.4 Is your application linked to the results of a village appraisal or a village design statement?

Yes

No

If Yes, please enclose a copy

6.5 If not linked to a village appraisal or village design statement, is your application linked to survey or similar works done by a village/community group?

Yes

No

If Yes, please enclose details.

6.6 Is your scheme physically accessible to all within reasonable hours?

Yes

No

If your scheme can only be accessed between certain hours please state below what they are and the reasons why.

7. Payment details

7.1 To whom should your grant cheque be made payable?

Please enter the details as they should appear on the cheque

7.2 Can you reclaim VAT?

Yes

No

8. Breakdown of Costings

The table below should be completed in full (not acceptable to put “as per quotations) and used to provide a breakdown of your eligible estimated costings, (which must equal the cost of your scheme under 1.1). It has been provided to assist in assessing the works, fees, etc. to ensure that all items are covered when calculating the estimated eligible costs for the amount of grant aid required.

Work Area	Description	Total Cost/Value
Materials (play equipment,trees,fencing etc. please provide a breakdown)		
Labour		
Consultancy fees (including architects, surveyors,designers,artists, etc. please provide a breakdown)		
Planning Fees		
Building and Regulation Fees		
Artwork (sculptures etc.)		
Land purchase (District Valuer's report or valuation by member of the Royal Institute of Chartered Surveyors (RICS)		
Solicitors Costs		
Other (please list all other miscellaneous items)		
Total of eligible costs for grant aid		
“In Kind” Works (total estimated value of volunteer; labour, machinery, materials, etc)		
Total Estimated Costs (to assist you with your assessment process only)		

9. Application confirmation

9.1 Please sign below to confirm that this application has been prepared in accordance with the SHIRE grant guidelines.

Signed:

Date:

Position:

For further information please contact:

The Community Projects Officer on 0116 305 7269, or e-mail:
shiregrants@leics.gov.uk

Please return this application to:

Shire Grants, Environmental Management, Community Services Department,
Leicestershire County Council, Rutland Building, County Hall, Glenfield, Leicester
LE3 8TE.



Issued by:



Leicestershire County Council
Community Services Department
Rutland Building, County Hall,
Glenfield, Leicestershire LE3 8TE

Telephone: 0116 305 7269
Facsimile: 0116 305 7965
Minicom: 0116 305 7374
E-mail: shiregrants@leics.gov.uk

Information from this leaflet is also available in alternative versions (e.g. large print, Braille, tape or an alternative language) by contacting the numbers shown above. Further details and application forms are available on the web: www.leics.gov.uk/shire

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