

SITA Cornwall Trust Ltd
APPLICATION FORM (January 2017)

ORGANISATION MAKING APPLICATION;

NAME

ADDRESS
.....
.....

CONTACT NAME; **TEL**

EMAIL ADDRESS:

PROJECT DETAILS

TITLE

LOCATION
(including postcode)
.....

OBJECTIVES (*describe in 2-3 sentences what you are trying to achieve from this scheme*)
.....
.....
.....

Describe which landfill tax object the Project falls within and how it meets this object (see accompanying notes)

Category **A** **B** **D** **E** (**please circle**)

Has your organisation ever been registered as an Environmental Body with ENTRUST? YES/NO

TOTAL PROJECT COST:.....

SCT FUNDING REQUIRED

ANTICIPATED START DATE

TOTAL FUNDING REQUIRED;

SCT FUNDING AS % OF PROJECT;

END DATE

Who else is funding this project if you are not requesting 100% support. Is this other money secure or still subject to applications:

ANTICIPATED DATES GRANT REQUIRED

BRIEFLY DESCRIBE THE PROJECT:

What are the benefits to the community? Who and how many benefit? Please provide a list of users of your facilities if you are a community hall. Please state whether your figures are actual or estimated.

What is the annual footfall at your facility, please give actual figure for now and expected figures should you be successful with your application? (each time a person visits the facility, this is classed as one)

How do you know there is a need for the project?

What are the environmental benefits of your project?

Describe the views of Local Authorities and statutory undertakers to the scheme
(Attach letters of support where possible)

Where appropriate describe how the ongoing costs will be met once the Project is complete. For large sums of grant funding please also supply a business plan for the project

Please detail the breakdown of expenditure, and how it will be split between funders. Please note we are only able to fund capital works.

List of other Financial Contributions including amounts? Please include grants approved and also applications outstanding. Also details local fundraising. These figures should add up to the total project cost. If they do not please explain why there is a difference.

Name	amount

The difference in the figures above and the amount of total project cost is because:

Please give the name and address of the Third Party Contributor (see Criterion 9)

Please give details of any previous applications for Environmental Body funding/ landfill tax donations. Include application to SCT as well as other Landfill tax Trusts such as Biffaward, Cory Env Trust and Pennon / Viridor Credits.

Please give details of only other applications made to other landfill tax companies for funding of this project:

Please give details of how the project will progress if funding is not forthcoming from SCT. Also details here what the priority parts of your project are if it can be split into sections (this is so that SCT can assess whether a lesser sum would be of use to you where we do not have sufficient funds to offer the whole sum requested)

If funding is not forthcoming we will:

If we do not have enough funding we will undertake parts of the project in the following order:

A

B

C

What type of organisation are you? Please give your registration number if you are a registered Company or Charity.

When was your organisation established or incorporated?

Please state your trading name if different from above:

If you have a different registered address please give details here:

PROPERTY DETAILS:

Does your organisation own the land in question – please show evidence of ownership

Do you have planning consent for the project? - Please show evidence

Where appropriate do you have other consents? (please state what is needed and whether it is in place and enclose evidence)

Is your building listed – if so at what grade?

Please provide evidence of a tender process, or supply three written quotations for the work proposed (please note, your application cannot be considered without this information)

PUBLIC ACCESS:

Do you charge an admission fee to use your facilities?

Will you charge an admission fee once the project is complete? If so please give details:

How will you advertise your facility?

Do you have a public access policy which is non – discriminatory – please enclose a copy with your application?

JOB CREATION:

Do you expect there to be any jobs created as a result of this project? If so how many?

How many volunteers will take part in the delivery of the project?

Are any of these volunteers aged between 16 and 25? If so how many?

Note; Communications should be directed to the Fund Manager and contact must not be made with any of the directors of the Trust. Any canvassing will disqualify the application. The decision of the Board of the Trust on whether the grant is approved is final.

Signature;

.....

date;.....

Please return to:

**SITA Cornwall Trust Ltd
Spring Cottage, 3 Holmbush Hill, Kelly Bray,
Cornwall, PL17 8EP
Tel: 01579 346816**

DECLARATION

I DECLARE THAT:

- **The information on this application form and the supporting information enclosed with it is truthful;**
- **My organisation has power to accept a grant, subject to conditions, and to repay the grant in the event of conditions not being met.**

Signed...

Name...

Position...

Date...

The application form should be countersigned by the Chairman or Chief Executive of the applicant organisation. It should not be signed by the person whose name is given at 'Contact', unless they are one and the same.

Important notes;

All applications are made entirely at the applicant's risk. SCT Ltd is not liable to any applicant or any other party for loss, damage, or costs arising directly or indirectly from an application.

Any inaccurate information, or information deliberately withheld may render your application null and void and may require repayment of any grant award.

CHECKLIST TO BE COMPLETED BY ALL APPLICANTS.

1. Organisation

1.1	Copy of your constitution e.g. trust deed or memorandum and articles of association.	
1.2	Copy of audited or otherwise certified accounts for the last complete financial year.	
1.3	Copy of your public liability insurance, where appropriate	
1.4	Copy of the budget for the current financial year	
1.5	Brief description of your organisation including as appropriate, the reporting structure, the management structure for this project, the skills/experience of members and the financial resources available in carrying out the project for which you or your organisation will be responsible.	

2. Project Details

2.1	Detailed description of works to be carried out	
2.2	Detailed project timetable, including any critical deadlines if the site or property is under threat	
2.3	Condition report and repairs specification where relevant	
2.4	Project development study, conservation report, or management plan where available.	
2.5	How the project will be managed after completion	
2.6	Please supply the Ordnance Survey Grid Reference and the postcode of the proposed project site.	
2.7	Project spend spreadsheets	

3. Project Benefits

3.1	Summary of the benefits to the environment and to the community that your project will bring	
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4. Project Costs

4.1	Costed list of works to be done including professional fees. (We accept that these may be outline costs and subject to tender)	
4.2	Information about running and maintenance costs	
4.3	Treatment of VAT	
4.4	Treatment of inflation	
4.5	Details of any securities in place or required for the site or property i.e. bank loans, or mortgages secured on property	
4.6	Risk assessment of the project	
4.7	A signed minute of any undertaking to support new or additional running costs for a period of at least 10 years	

New build: in addition to items 4.1 to 4.8 above applicants for new build projects should supply;

4.9	Copy of the design brief including a summary of the design objectives	
4.10	Measured survey drawings, including elevations, showing existing building and proposed additions, alterations or changes of use.	
4.11	Details of the engineering services, structural design and energy plans	
4.12	Details of the finishes, external materials and landscaping plans.	

Acquisitions; in addition to items 4.1 to 4.8 above applicants for acquisition projects should supply;

4.13	Copy of your organisations acquisitions policy and details of how the proposed acquisition fits within the policy and how the acquisition will protect or enhance the environment	
4.14	The projected date of exchange of contracts and completion of the purchase of the property	
4.15	For acquisition at auction, your proposed bidding limit and the relation of this to independent valuation.	