** Scottish Landfill Communities Fund **

**Project Application Form**

**The Scottish Landfill Communities Fund is open to all not-for-profit organisations including charities, community councils, churches, voluntary organisations and registered community interest companies as long as they are operated on a not-for-profit basis and have a formal constitution and bank account.**

The Third Sector Hebrides SLCF board of trustees commonly award amounts between the values of £100 and £20,000 with a guide as follows:

* Maximum 100% funding for projects up to £5,000
* Maximum 75% funding for projects between £5,000 and £10,000
* Maximum 50% funding for projects over £10,000

Conditional funding may be awarded dependent on suitable match funding being sought within a six month timescale . Awards are made at the committee’s discretion and decisions are made based on the individual merit of each application.

All successful projects must be completed within a twelve month timescale and evidence of spend must be submitted to the SLCF board at the end of this period. For larger projects that are not likely to meet this timescale, we will consider applications for part of the larger project.

**Please read the accompanying guidance notes thoroughly before completing the application form.**

|  |  |
| --- | --- |
| **Name of Organisation** |  |
| **Name of Project** |  |
| **Charity No.** |  |
| **Company No.** |  |
| **Object criteria applied for** |  |
| **Funds requested from this SLCF** |  |
| **Location of project** |  |
| **Grid Reference Number**  |  |
| **Distance from Landfill site/transfer site (objectives C, D and E only)**  |  |

**In order for your application to be assessed, please confirm you have submitted the following:**

* A fully completed typed application form
* Full project costings including recent supplier quotes
* **Match funding evidence – letters of award stated in application**
* A copy of your most recent annual accounts
* A copy of your constitution or memo and arts
* Planning permission documents (if relevant)
* Evidence referring to your selected grant object criteria
* A copy of proof of ownership, lease or management agreement of the project site

**Declaration:**

I apply on behalf of the organisation named above for a grant as proposed in this application in respect of expenditure to be incurred over the proposed funding period on the activities described above.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ confirm that I am authorised to submit this application and that the information given in this form is true and accurate.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Main Contact Details** |
| **Title** |  |
| **First Name** |  |
| **Last Name** |  |
| **Correspondence Address** |  |
| **Telephone Number** |  |
| **Email Address** |  |

**Please provide a full project description, ensuring reference is made to each individual point within the guidance notes. This should be of a suitable length to allow the committee to fully understand the area where works are intended, project details and the benefits the project will bring, including how your project meets the specific objective.**

|  |
| --- |
|  |

**Funds requested from this SLCF(please provide a breakdown of costs below)**

|  |
| --- |
| **Total project costs: £** |
| **Application value: £** |
| **Full detail of total project costs:** |
| **Will this project proceed without our SLCF funding?** |  **🞏 Yes 🞏 No** |

**Have applications been made to other SLCF approved bodies? If so, please detail below.**

|  |  |  |
| --- | --- | --- |
| **SLCF approved body:** | **£** | **Status** |
|  | **£** |  |
|  | **£** |  |

**Match funding: Please list applications made to other funders along with the current status of these. Own funding should also be included here.**

**If match funding has been confirmed, please enclose your award letter with this application.**

|  |  |  |
| --- | --- | --- |
| **Funder** | **£** | **Status** |
|  | **£** |  |
|  | **£** |  |
|  | **£** |  |
|  | **£** |  |
| **Own funds contributed** | **£** |  |

|  |  |
| --- | --- |
| **Expected start date of project** |  |
| **Expected completion date of project** |  |

**Supporting evidence checklist – please supply documented evidence in support of your application. Failure to provide this evidence may result in your application being returned unassessed. Where evidence cannot be provided please provide a full explanation as to why it has not been supplied**

|  |  |
| --- | --- |
| **Requested evidence** | **Confirmation evidence is attached**  |
|  |
| **Object A** |
| Map detailing the affected site |  |
| Details of the ceased activity |  |
| Details of who carried out the ceased activity |  |
| Date the activity ceased |  |
| Evidence that the person who polluted the land will not benefit (financially or through obligations being met) from the work proposed |  |
| Evidence that there are no statutory requirements to carry out the works |  |
| Details on how the works to be carried out will bring this site back into use |  |
| Evidence of the cost of the project including a brief report, pictures and receipts will be required at the end of project |  |
|  |
| **Object B** |
| Description of the community connection/involvement of the project |  |
| Evidence of how the project will support recycling, re-use or waste prevention |  |
| Evidence of how the project will protect the environment |  |
| Evidence that the project is not required as part of any statutory notice |  |
| Evidence of the cost of the project including a brief report, pictures and receipts will be required at the end of project |  |
|  |
| **Object C** |
| Map detailing the project site and distance from a landfill site or transfer station |  |
| Details of the proposed works |  |
| Evidence of how the proposed works will provide, maintain or improve a public park or amenity |  |
| Details of how/when the park or public amenity is accessible to the public and how they have use of it |  |
| Details of how the park or public amenity is for the protection of the environment |  |
| Evidence that the proposed works are not required by a relevant condition |  |
| Evidence of the cost of the project including a brief report, pictures and receipts will be required at the end of project |  |
|  |
| **Object D** |
| Map detailing the conservation site and distance from a landfill site or transfer station |  |
| Details of the conservation work proposed |  |
| Details of the species or habitat that will be conserved by the project |  |
| Details of how the project protects the environment |  |
| Evidence that the proposed works are not required by a relevant condition |  |
| Evidence of the cost of the project including a brief report, pictures and receipts will be required at the end of project |  |

|  |
| --- |
| **Object E** |
| Map detailing the project site and distance from a landfill site or transfer station |  |
| Details of the proposed works |  |
| Evidence supporting how the proposed works will maintain, repair or restore a relevant building, structure or site |  |
| Evidence documenting that the building, structure or site is a place of religious worship, or is of historic, archaeological or architectural interest |  |
| Details on how the project will support the environment |  |
| Details of how the relevant building, structure or site is open to the public and when they will have access to it |  |
| Evidence that the building, structure or site is not operated with a view to profit |  |
| Evidence of the cost of the project including a brief report, pictures and receipts will be required at the end of project |  |
|  |
| **Object F** |
| Details of the service you would like the Approved Body to provide for you |  |

|  |  |
| --- | --- |
| **Item of Requested Evidence not supplied** | **Reasons why evidence has not been supplied** |
|  |  |
|  |  |

**Please email your completed application form and all supporting documentation to:** **slcf@tshebrides.org.uk**