**Community Nature Connections**

**Grant Application Form**

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| --- | --- |
| **Main contact**  |  |
| **Your group or organisation name and location** |  |
| **Project / initiative name if different** |  |
| **Are you** | [ ]  An individual with an idea[ ]  Informal small group[ ]  Constituted small group (income under £5,000) | [ ]  Charity[ ]  CIC[ ]  CIO |
| **Project overview -** **Please provide a couple of sentences to describe what the project or initiative is.** |  |
| **We are happy to support accessibility / transport costs. Please state what you need here.** | [ ]  Accessible mini-bus [ ] Taxis[ ] Public Transport [ ] Wheelchair or mobility scooter[ ] Carer expenses[ ] Other |
| **Do you already have volunteers identified to support with your project? If yes, approx how many and in what roles** | [ ]  No [ ]  Yes, how many \_\_\_\_\_\_ |
| **How will local communities benefit from your project or initiative?** |  |
| **Will the project / initiative explore any of the following themes?** (please check as many boxes as appropriate) | [ ] Actively engaging with nature[ ] Appreciating the beauty of nature[ ] Celebrating the mystery, signs and cycles of nature | [ ] Caring and taking action for nature[ ] Engaging emotionally with nature[ ]  Other (please state): |
| **Do you have a group bank account?** | [ ] No (It is not initially necessary to have a group bank account, but if not, we will need to discuss where the funding could be held.)[ ] Yes |
| **If your organisation/group’s annual income exceeds £10,000 how is this money identified?** | [ ] Mainly administration**,** management & running costs[ ] Mainly money for identified short term activities/projects[ ] We have under £10,000 income per year |
| **Is there anything else you would like us to know or want to ask?** |  |
| **Before submitting please check:** | [ ]  **All questions have been answered**[ ]  **A simple budget is provided below** |
| **Processing**  | * After we consider your application you can expect to receive a response within 10 days but it is usually much quicker.
* If successful we will send you a form which will request bank details
 |
| **Monitoring and evaluation** | * We will require you keep all receipts and a breakdown of how the funding was spent.
* Also,we will be requesting you complete a very simple feedback form relating to how the project went.
* It would also be great if you could take photos and participant feedback as a record **(**if appropriate.**)**
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**Simple Budget** – please feel free to add more lines or separate sheet if easier.

|  |  |  |
| --- | --- | --- |
| **Items / Activity** | **Comments**  | **£ Amount** |
| Venue hire |  |  |
| Equipment |  |  |
| Materials |  |  |
| Refreshments |  |  |
| Volunteer expenses |  |  |
| Expert involvement |  |  |
| First Aid / Health & Safety |  |  |
| Transport / Accessibility |  |  |
| Insurance |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** |  |  |

*The information you have provided on this form will be stored in paper form or electronically by HVA and will be shared with East Sussex County Council (Project Funders and Commissioners). Information relating to all applications, whether successful or not, will be stored for the duration of the project.*