

HOLBETON PARISH COUNCIL CLIMATE CHANGE SUB COMMITTEE

Section 106 Fund Application Form 2022

Please complete this form electronically by typing in the boxes. If you need more space, the boxes will automatically increase in size.

Forms and attachments have to be submitted electronically in Word or PDF format and emailed to: dianaebaumer@googlemail.com

1) Group/Organisation Details

Name of Group	
Name of Project	
Type of organisation	
Organisational aims	

2) Primary Contact (Person completing the form)

Contact Name		
Position in the Group		
Telephone	Day:	Evening:
Address		
Email		

3) Secondary Contact (Must be a senior contact e.g. Chairperson, Treasurer etc.)

Contact Name		
Position in the Group		
Telephone	Day:	Evening:
Address		
Email		

4) Project Outline

Please explain how you wish to use the grant and how it will further the aims and objectives of the HPC environmental action plan.

5) Beneficiaries

Who or what are the main beneficiaries of the project? This must include an assessment on the likely impact on the environment.

6) Project Need

How have you identified the need for the project?

7) Project Dates

Start Date:

Finish Date:

8) VAT

Are you registered for VAT? Please indicate

Yes

No

If yes, please state your VAT registration number

9) Project Costs If VAT is recoverable do not include it in your project budget

Please itemise project costs	£
Total Project Cost	

10) Total Grant Requested	
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11) Does your project have or plan to have any other source of funds or income?

Please list any other sources of funds	£	Secured
		Y / N
		Y / N
		Y / N
		Y / N
Total Other Funds		

12) Reference:

Please provide details of someone in a professional or public position who knows of your group’s work, including this project, who is willing to provide a reference for your group

Name	
Telephone	Day: Evening:
Address	
Email Address	

13) Do you wish Holbeton Parish Council to oversee the project and manage the payments for the grant?

If yes, you will be required to provide invoices for all expenditure as well as audited accounts at the end of the project. Any unused grant money will be retained by the parish council.

Yes	No
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Please tick one box

14) Bank Details (Your account must have two unrelated signatories on the account) ***NB, if you wish the parish council to oversee the project and manage the payments from the grant, leave this blank***

Name of Bank	
Address	
Account Name	
Account Number	
Sort Code	

15) Declaration

In applying for this grant, we believe that our proposal meets the application criteria and we agree to spend any grant in accordance with our proposal and within the conditions of the fund.

Name:	Date:
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Notes to the application

A: Additional information

As well as the completed application form, *unless Holbeton parish council is to oversee the project and manage the payments for the project* you will also need to provide the following:

- Evidence of a bank account in the name of the organisation. The bank account must have at least two signatories. Alternatively, if you belong to a small organisation that does not have a bank account another charitable organisation can look after the funds for you, but you must provide written authorisation from the organisation that will do this.
- A copy of your most recent annual accounts or financial records that show your organisation's balance of funds, income and expenditure. If you do not have financial records that cover a full year then you will need to provide the records you currently have.

B: Grant conditions

You must:

- Spend the grant within 12 months of receiving it.
- Provide a report for the Holbeton Parish Council Climate Change sub-committee six months after the grant has been paid and at the end of the project. This must include details of how the grant was spent and what was achieved. The Information provided in the report and photos may be used by Holbeton Parish Council on their website. *

*In providing photos and statements on the project, the successful applicant agrees to HPC using these materials and data; grants HPC copyright of the photos and warrants and indemnifies HPC that the successful applicant has the permission of anyone in the photos (and statement) for these materials to be used for the purposes of publicising and promoting the Fund.

C: Grant Criteria

Holbeton Parish Council has agreed the following criteria for use of the fund:

- The funds should be spent in support of the Holbeton Parish Council's Environmental Action Plan, and that this should be the sole use for the money.
- The funds should either support stated actions in Holbeton Parish Council's Environmental Action Plan or meet the aims of the Action Plan & be consistent with Holbeton Parish Council's Environmental policy.
- Proposals for spending should include an assessment of the likely impact on the environment.
- Though spending should primarily benefit Holbeton Parish's environment, projects combined with other local organisations and with wider, shared benefits can also be considered.
- Funding is for capital schemes and not for subsequent maintenance. If the grant is to include maintenance, this needs to be justified and costed separately and the duration specified.

D: What cannot be funded

1. Grant or loan schemes run by third parties.
2. Individuals. If you are applying as an individual the parish council must oversee the project.
3. Commercial companies.
4. Statutory organisations or the direct replacement of statutory funding.
5. Political groups or activities promoting political beliefs.
6. Religious groups primarily in order to promote religious beliefs.
7. Activities that are intended to raise funds for other organisations.

Please note we cannot fund applications retrospectively.

E: How to apply and what response you can expect

- The role of the sub-committee is to advise and make recommendations on spending to the parish council.
- Proposals should be submitted to the sub-committee chair via the secretary (dianaebaumer@googlemail.com) for consideration by the sub-committee.
- Proposals will be considered at the next monthly meeting of the sub-committee provided that a complete and valid application has been received at least 1 week in advance. The Climate Change sub-committee meets on the first Tuesday of each month.
- The decision of the sub-committee will be ratified by the next meeting of the full parish council. This meets on the second Tuesday of the month.
- You are not expected to attend either meeting, but are welcome to do so.

F: Checklist

The application should have all the information needed within it, including requests for attachments for annual accounts, etc. and the return details

Please enclose the following with your completed application form:

- A copy of the most recent bank statement (*unless the parish council is to oversee the project and manage payments*)
- A copy of your latest accounts. If you do not have accounts, please provide a written explanation of the current financial standing of the organisation
- Any quotations (as appropriate) for the proposed works
- Any feasibility studies, business plan or projections

G: Data Protection

HPC will use the personal data provided on the application form to process your application and to monitor the project. In limited circumstances, we may be required to release information, including personal data and commercial information, on request under the Freedom of Information Act 2000. However, we will not permit any unwarranted breach of confidentiality nor will we act in contravention of our obligations under the Data Protection Act 1998.