**East Suffolk Greenprint Forum**

**Nature First Small Grants Application (2024-2025)**

**Section 1 – Organisation Details**

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| **Contact Details** |
| Name of Group: |  |
| Postal Address of Group (please include Post Code) |  |
| Name of Project: |  |
| Parish/area(s) within the district of East Suffolk that the project covers: |  |
| Project Lead (name & position): |  |
| Contact email address: |  |
| Contact telephone number: |  |
| 2nd Project Lead (name and position) ***(please read Declaration at the end of this form before entering anyone else’s personal data)*** |  |
| Contact email address: |  |
| Contact telephone number: |  |

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| **Group Status** |
| [ ] Community or voluntary group[ ] Registered Charity [ ] Community Interest Organisation (CIO) [ ] Local Branch of a National Organisation [ ] Charitable Company Limited by Guarantee | [ ] CIC / Social Enterprise [ ] School[ ] Village Hall/Recreation Ground C’tee[ ] Town or Parish Council[ ] Other (please state)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If registered charity, please state number: |  |
| If registered as a company e.g. Community Interest Company or Limited By Guarantee, please state number: |  |

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| **Greenprint Forum Membership**The fund is open to non-members as well as members of the Greenprint Forum. Please tick all that apply. |
| [ ] Yes our group is a member of the Greenprint Forum[ ] Key member(s) of our group are member(s) of the Greenprint Forum[ ] We are not a member of the Greenprint Forum |
| If key individual(s) from your group are members of the Greenprint Forum please state their name(s) ***(please read Declaration at the end of this form before entering anyone else’s personal data)*** |  |
| If you are not already a member of the Greenprint Forum, we would very much like to have you on board. Membership of our voluntary network is free and open to all. For more information and to sign up to the Greenprint Forum, please visit [East Suffolk Greenprint Forum » East Suffolk Council](https://www.eastsuffolk.gov.uk/environment/east-suffolk-greenprint-forum/) |

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| **Supporting Documents** |
| Does your organisation have the relevant policies and procedures in place? Please tick those which are applicable to your organisation/this project and submit copies: |
| Constitution / set of rules Yes [ ]  No [ ]  Child Protection Policy Yes [ ]  No [ ]  Not applicable [ ]  Vulnerable Adults Policy Yes [ ]  No [ ]  Not applicable [ ]  Health & Safety Policy Yes [ ]  No [ ]  Not applicable [ ]  Equal Opportunities Policy Yes [ ]  No [ ]  |

**Section 2 – Project details**

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| **Project description** |
| **Please provide a brief description of your planned project or activity (up to 200 words).***We need to know the following:** *What you intend to do*
* *How you intend to do it*
* *Who you intend to do it with (for example: any other groups or organisations; stakeholders; volunteers; members of the community to benefit from project or activity)*
* *How your project demonstrates value for money*

If your application is successful, this will form part of a description of your project that we will publish in the list of projects awarded grants, so please take time to word this section clearly and accurately.  |
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| **It is essential that the project or activity supports the Greenprint Forum’s goal of Nature First – where “Nature’s value is recognised by the majority, visitors are attracted because of it and everyone actively cares for it”.****Please use this space to address how your project or activity addresses this goal (up to 200 words). This could be through how the project or activity directly benefits or enhances biodiversity, or promotes appreciation, understanding and caring for it, for example.**  |
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| **It is desirable that the project or activity also contributes to at least one other of the Greenprint Forum’s goals which are as follows:*** **Active Travel**
* **Eco-Friendly Development**
* **Energy Generating Homes**
* **Environmentally Beneficial Employment**
* **Healthy Humanity**
* **Pollution-Free Environment**
* **Quality Food**
* **Upcycling Culture**

**Please use the space below to outline how your project or activity addresses one or more of the goals above (up to 300 words):** |
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| How was the need for the activity/project identified (up to 200 words):*Please specify if your project idea is a result of a Parish/Neighbourhood Plan, a Market Town health check, and/or supported by local demand shown by the results of a questionnaire or another means of consultation or engagement.* *You can also show need through anecdotal evidence such as comments received via social media or at events.*  |
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| **When will your project start and finish?** |
| Start Date (MM/YY) |  |
| Key milestones – please use this space to outline any key dates (MM/YY) in the course of the project delivery |  |
| Finish Date (MM/YY) |  |

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| **It is desirable that the project or activity is sustainable beyond the funding period during which any grant must be spent (i.e. within 12 months following the Grant Approval Letter).** **Please use this space to outline how your project or activity will be sustainable beyond the funding period, for example whether it is intended to leave a lasting legacy, or whether it is intended to lead to an ongoing project (up to 200 words):** |
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| **Please provide a plan or diagram of your project, if applicable. You can attach this as a separate document, or use the space below.****(If a plan or diagram is not applicable for your project, please state “not applicable” below.)** |
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**Section 3 - Budgets**

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| **Project Funding** |
| Total Cost of the Project:Please provide a breakdown of the project costs. | £ |
| How much grant are you applying for here? | £ |
| How much match funding have you already secured (if applicable)? | £ |

**Section 4 – Outcomes/Monitoring**

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| **What are the anticipated outcomes:***Outcomes are the specific objectives that you want to result from the project, (these should be measurable, realistic and time specific).** As well as objectives directly related to benefits for nature, you can also use this space to mention benefits to people and how many people you intend to reach.
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| **How will you monitor and evaluate progress towards these outcomes?***i.e What information do you need and intend to record as the project develops to track progress* |
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| **How will you promote and publicise the project?***N.B. We expect projects in receipt of funding to acknowledge “the Nature First funding provided by East Suffolk Council on behalf of the East Suffolk Greenprint Forum” in any relevant publicity.* *We may also ask you to work with the Council’s Environmental Sustainability Officer to produce a case study to help publicise your project with the Greenprint Forum, the Council and beyond.* |
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| **Declaration** |
| I am authorised and eligible to sign and approve this application on behalf of the organisation and declare the information included in this application is true and accurate.By signing below, the information you have supplied is being collected to allow us to process your application. By completing this form, you consent to East Suffolk using your information in this way. I understand that in the assessment of this application the Council may share information contained within it, with other core funders for funding programmes we have applied too, relevant Council directorates and committees.If you do not provide your consent, we will not be able to process this application. Your information will not be used for any other purpose unless we obtain your consent.Your information will be retained for 3 years. You can request that your information is deleted at any time.Data will be processed and held securely and in accordance with the General Data Protection Regulation (and any updates).Further information about data protection can be found on the East Suffolk Website [Environmental-Health-Greenprint-Forum-Privacy-Notice.pdf (eastsuffolk.gov.uk)](https://www.eastsuffolk.gov.uk/assets/Your-Council/Access-to-Information/Privacy-Notices/Environmental-Health-Greenprint-Forum-Privacy-Notice.pdf)***To comply with General Data Protection Regulation 2018 and Data Protection Act 2018, I confirm that I have given my consent for my personal data to be used in accordance with the privacy notice above (please tick the box)*** [ ] ***To comply with General Data Protection Regulation 2018 and Data Protection Act 2018, I confirm that all other persons I have named elsewhere in this application have given their consent to me for their personal data to be included in this document (please tick the box if applicable)*** [ ] **Signature: Date:** *Enter your name only if you agree to be bound by the terms set out in this form. We will treat this as your signature of the form*. |

**Please submit this Grant application to** **greenissues@eastsuffolk.gov.uk**