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# **Dorset Community Tree Fund**

# **Application Form December 2023**

***Please use the guidance notes to help you complete this application form correctly***

**Section A – Applicant details**

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| --- |
| 1. **Name of your organisation:**
 |
|  |
| 1. **Project Title:**
 |
|  |
| 1. **Grant Request (taken from financial statement):**
 |
| £ |
| 1. **Main contact:**
 |
|  |
| **Position held:** |
|  |
| **Contact address & postcode:** |
|  |
| **Telephone number:** |  |
| **E-mail address:** |  |
| **Web address of organisation (if applicable):** |  |
| 1. **How would you describe your organisation (please tick)?**
 |
| **Registered charity** |[ ]  **Registration no:**  |  |
| **Company limited by guarantee** |[ ]  **Registration no:**  |  |
| **Company limited by shares** |[ ]  **Registration no:** |  |
| **Community interest company** |[ ]  **Registration no:** |  |
| **Incorporated club or association** |[ ]   |
| **Public sector** |[ ]   |
| **Other (please specify)**  |[ ]   |
| 1. **Are you VAT registered?**
 |[ ]  **VAT number:** |  |
| 1. **Does your organisation have a contract with Dorset Council?**
 | **Yes** | [ ]  |
|  | **No** | [ ]  |
| 1. **Is your organisation currently in receipt of a grant from Dorset Council?**
 | **Yes** | [ ]  |
|  | **No** | [ ]  |
| 1. **Is your project based within the Dorset Council area?**
 | **Yes** | [ ]  |
|  | **No** |[ ]
|  | **Partially** |[ ]
| 1. **Is your organisation based within the Dorset Council area?**
 | **Yes** | [ ]  |
|  | **No** |[ ]
|  | **Partially** |[ ]

**Section B – Project description**

***Entry fields will expand to fit text as required, however we do not expect the final form to exceed 8 pages in total***

**Project summary:**

|  |
| --- |
| **In no more than 200 words, please summarise your project:** |
|  |
| **Is this application for:** | **The planning stage (Stage 1)** | [ ]  |
| **The planting stage (Stage 2)** | [ ]  |
| **Other** | [ ]  |

**Project details:**

|  |  |
| --- | --- |
| 1. **Project location (eg grid reference, what3words, Google maps pin):**
 |  |
| 1. **Project area / length:**
 |  |
| 1. **Proposed start date (month/year):**
 |  |
| 1. **Proposed end date (month/year):**
 |  |
| 1. **Please describe your whole project (this might include some activities funded from other sources):**
 |
|  |
| 1. **Please provide a project timeline (key event/activity dates):**
 |
|  |
| 1. **Will the grant be for:**
 | **The project as a whole** | [ ]  |
|  | **For a specific part of the project** |[ ]
| 1. **Please explain what the Dorset Community Tree Fund money will be used for (this should reference all the items listed in the Finance form):**
 |
|  |
| 1. **Why is the project needed? What level of community support does your project have (can you provide / demonstrate evidence)? Do you have the support of your local town or parish council, and / or Dorset County Councillor.**
 |
|  |
| 1. **Who will benefit from the project and how?**
 |
|  |
| 1. **a. What permissions do you need to carry out the project? eg landowner, parish/town/Dorset Council - statutory agency such as Historic England or Natural England**

**b. Have the permissions been agreed, if not when do you expect them to be agreed?** |
|  |
| 1. **Do you have any partners in your project? If so, briefly specify their involvement in the project:**
 |
|  |
| 1. **What outputs will your project achieve?**

**Please summarise the direct and countable results using the questions below:** |
| **How many and what type of people, community groups, etc. will benefit from your project?** |  |
| **Estimated number of a) volunteers on the project and b) volunteer days/hours on the project?** |  |
| **Countable achievements, e.g. tree/hedge/orchard plans/designs completed; trees planted, events held; interpretation materials completed etc.?** |  |
| **Other direct or countable results arising from your project?** |  |
| 1. **How will your project continue after the funding has finished (who will maintain the completed project and how will this be funded in the future)?**
 |
|  |

**Section C – Financial details**

***Our preferred option is for you to complete the separate Finance Form (an Excel spreadsheet) which will automatically work out figures for you – in which case you can ignore the table below. However, if you would prefer to fill in the form manually then please use the table below.***

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| **C: PROJECT BUDGET (manual calculations)** |
| **Please show the cost of your project in the tables below - Refer to the Guidance Notes to help you** |   |   |
|   |   |   |
| **PART 1. EXPENDITURE - How much will your project cost?List all items of expenditureAdd more lines if needed** |
| **Description of cost/activity** | **Cash (£)** | **In-kind\*** |
|   |   |   |
|    |   |  |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
| **Sub total** | **a £** |  **b £** |
| **Total project cost (cash [a] + In-kind [b])** | **c £** |
| **\*** If people volunteer to help with the project (without payment) this can be recorded and used as an in-kind cost. See guidance notes on how to calculate volunteer costs. |
|   |   |   |
| **PART 2. INCOME - Sources of fundingList all sources of income. Please indicate status (not applied for, awaiting decision, confirmed)Add more rows if necessary** |
| **Description of funding** | **Status** | **Cash (£)** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|  |  |  |
| **Sub-total of cash funding** | **d £** |
| **In-kind contribution [taken from b]** | **e £** |
| **Amount requested from Dorset Community Tree Fund (DCTF) [c – d – e]**  | **f £** |
| **Total income [d + e + f]. N.B. Total income should equal total project cost above** | **g £** |
|   |   |   |
| **PART 3. PERCENTAGE - DCTF funding as a % of the project cost** |
| **Amount of DCTF requested [taken from f]** | **h £** |
| **Total project cost [taken from c]** | **i £** |
| **% of project funded by DCTF [h/i x 100] (this should not be more than 75%)** |  **%** |

**Section D – Declaration**

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| **AUTHORISED SIGNATORY:** **This section must be signed by someone with the required authority (eg Chair). An electronic signature is acceptable.*** **I confirm that, to the best of my knowledge and belief, all the information in this application is true and correct.**
* **I confirm that I have read and accept the Terms and Conditions for this grant, available on the Dorset National Landscape website.**
* **I confirm that the funded activities set out in this application are not in receipt of funding from elsewhere for the same activity.**
* **I confirm that the funded activities are not fulfilling a statutory obligation.**
* **For Stage 2 applications only, I confirm that I have authority to make decisions on the use of the land designated for planting.**
 |
| **Signed** |  | **Print name** |  |
| **Position** |  | **Date** |  |
| **STAYING IN TOUCH:**Whether your application is successful or not, we would like to keep in touch by sending you the Dorset National Landscape e-newsletter. Your details will stored safely and only be used for this purpose as detailed in our [Privacy Policy](https://dorset-nl.org.uk/privacy-policy-2/). Please indicate your preferences below:  |
| Please send me the Dorset National Landscape e-newsletter | [ ]  |