

East Lothian Climate Hub



Community Climate & Nature Action Grants Application Form - For Drafting

Please note that using this document is **optional**. It is provided for your convenience to draft your application in advance of submitting it via a [Google Form](#).

If you use this application to draft your answers, please copy and paste the answers to the [Google Form](#).

Please read the [Guidance Document](#) before drafting this application.

Please keep your answers brief – there is a maximum of 2000 characters allowed per answer (300-500 words)

Before beginning this draft of your application, please be prepared to confirm at the end that you have

- have read the guidance document
- are authorised by your organisation to submit this application on their behalf
- are satisfied that your organisation has appropriate risk assessments and insurance in place for the project

and that you will be prepared to send one brief email with relevant attachments to hello@eastlothianclimatehub.org including

- your organisation's constitution
- if relevant**, evidence of land ownership or landowner permission
- if submitting** a 'Youth-Driven Action' application on behalf of a majority-youth group, included an attachment of the young people representing their idea (this could be a drawing, video, etc.)
- if needed**, your project costs in another format e.g. spreadsheet

Please keep your answers brief, thank you. There is a **2000 character** limit on each text question in the Google Form, which is generally about 300-500 words.

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Which category are you applying for? (see guidance document)

Category 1: Seed & Continuance Climate Action Grants (you can apply for £200 - £1000)

Category 2: Youth-Driven Action (you can apply for £50 - £200)

Category 3: New Members (you can apply for £100 - £500)

Your email address:

First Name:

Last name:

Your phone number:

Organisation name:

Type of Organisation or Group:

For example - constituted group; Scottish Charity (SCO); company limited by guarantee; CIC; social enterprise; other type of organisation (please specify)

Your role in the organisation:

For example - trustee, secretary, chair, committee member, ordinary member

If you are applying on behalf on another group which doesn't have a constitution, tell us its name (OPTIONAL):

Postcode of location where the majority of the project activities will be carried out:

Website address (OPTIONAL):

Social Media (OPTIONAL):

Please provide your social media handles if possible eg. @dolilthings (facebook)

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Describe your organisation

Please describe briefly your organisation's purpose, aims and activities, and which geographic areas you cover. How many paid staff, members or volunteers do you have? Who will be involved in doing the project?

If you are applying on behalf of another group, please also answer these questions for this group and describe your relationship to that group

2000 character limit (about 300-500 words)

Describe the project

Please describe your project and how this meets our criteria listed in the [guidance document](#). Include what you're planning to do, why it's needed, where and when the project will take place and who or what will benefit.

2000 character limit (about 300-500 words)

Describe the beneficiaries of the project

Where will the project take place? Who / what are the project's target audience? How will this project benefit this community? This could include both human beings and other living things.

2000 character limit (about 300-500 words)

Describe the long-term impact

What will the longer-term benefit of the grant be, for the community/community group and/or beneficiaries?

2000 character limit (about 300-500 words)

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Project Costs

Specify the total cost of your project, the amount of funding you are requesting, the date you require funding by, and a breakdown of your costs:

You may include this as an attachment, you will be able to send it in as a Word .docx, Excel .xlsx file, or .pdf, and confirm in the application form that you will email it as an attachment

Have you received any other funding for this project?

If yes please provide details of the amount and funder. If no, enter 'no':

Are you a member of the ELCAN network?

If not yet, you will need to follow this link to submit an application before applying -<https://eastlothianclimatehub.org/elcan/>

ELCAN membership is open to un-constituted groups, so if you are a constituted organisation applying on behalf of a group, ONLY the un-constituted group would need to apply for ELCAN membership (which involves agreeing to the ELCAN manifesto and mission statement)

Please ensure that you read the guidance document for clarity

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The Climate Hub is administered by Lil CIC, and we are committed to protecting and respecting your privacy, and we'll only use your personal information for the assessment of and communication about this application.

<https://www.dolilthings.org/privacy-policy>

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You will need to agree that you understand that your data will be handled in accordance with the Lil CIC privacy policy

Checklist:

You will need to confirm that you

- Have read the guidance documents
- Are authorised by your organisation to submit this application on their behalf
- Are satisfied that your organisation has appropriate risk assessments and insurance in place for the project signed the form (or had it signed by the constituted organisation)
- Have sent an email with the attachments noted at the beginning of the application to hello@eastlothianclimatehub.org

Please **do not** email in this application form. Please fill in the application on the [Google Form](#).

Please **do send** required documents by email to hello@eastlothianclimatehub.org

Thank you & good luck!

East Lothian Climate Hub Team