

2.6	Is Planning Permission or any other form of Statutory Consent required in order to carry out the work?	YES / NO <i>(If YES, Please attach copies)</i> <i>(Also submit copies of any agreements under Section 106 of the Town & Country Planning Act 1990 that relate to the land in question.)</i>
2.7	Estimated Start Date: Estimated End Date:	
2.8	Competitive tendering	Have you sought the minimum 3 quotes? Have you appointed a Contractor yet? <i>(Please enclose a copy of your preferred Contractor's Quote)</i>
2.9	Please confirm there is no known connection between your proposed Contractor and either the Donating LO or the CTP	<i>(The Donating LO is Viridor Waste Management Ltd)</i> Confirmed? YES / NO
2.10	How will the project be monitored, controlled and managed? <i>(Please tick one)</i>	By an Architect? By a professional project manager? By a member of your committee?
2.11	Insurance <i>(NB: It is your organisation's responsibility to ensure that you have the correct insurance cover for the project)</i>	Does your organisation hold any of the following insurances: Public Liability YES / NO Employer's Liability YES / NO Professional Indemnity YES / NO <i>(Please confirm that you will be checking the Professional Indemnity insurance of any Contractors employed by your organisation: YES / NO)</i>
2.12	What arrangements have or will be made for reporting project progress to SET? <i>(Please tick one)</i>	At Commencement and Completion Regular Monthly Updates As and When Requested

Section 3: Applicant's Funds

3.1	Have you submitted any other application to any other organisation for funding under the Landfill Tax Act for <u>this</u> project?	<i>(If so, please give details of date of submission, amount requested, and what element of the project the grant request covers)</i>
3.2	Have you applied for any other grants from other sources for this project? <i>(If so, please state the source, how much was applied for, and whether or not the application was successful. Please give the dates for any decisions pending)</i>	<i>(eg, "Awards for All, Dec05 - £5,000 requested, pending Feb06")</i>
3.3	What funds does your Organisation already hold towards the project, and does it have plans for further fundraising towards this project?	<i>(eg – "£5,000 –held from local fundraising; Xmas Fayre planned for Dec")</i>
3.4	If you intend to reclaim VAT, any grant offered by SET will be made <u>EXCLUSIVE</u> of VAT. All other grants are made inclusive.	Is your Organisation VAT Registered? YES / NO Do you intend to reclaim VAT on this project? YES / NO
3.5	What is the total cost of the <u>overall</u> Project? <i>(Please show the VAT element separately, and state whether this is based on fixed quotes or estimates)</i>	<i>(eg, "Estimated - £25,000 + VAT @ £4,375 = £29,375")</i>

3.6	How much are you requesting from the Suffolk Environmental Trust? <i>(Please refer to the Notes for Guidance)</i>	(Eg, "£20,000 including VAT", or "£20,000 excluding VAT")
3.7	If you have not yet identified funding sources for the entire project cost, how do you intend to make up the remaining funding?	(eg "Further applications", "Private Donations", "local appeal")
3.8	Please provide the name and address of your Contributing Third Party (CTP) for the 10% <i>(NB. The CTP must NOT pass through your project's bank account)</i>	
3.9	Please confirm there is no known connection between your CTP and the Donating LO or your own organisation	Confirmed: YES / NO
3.10	Please provide Bank Details for your organisation	Name of Bank: Name of Account: Account Number: Sort Code:
3.11	Are you planning to publicise the Project?	Village Noticeboard, Local Newsletter, etc YES / NO Local and regional media YES / NO Official Opening Ceremony YES / NO Other <i>(please specify)</i> We are agreeable to Publicity of the Project by SET YES / NO

Section 4: How your Project meets the Criteria of the Landfill Tax Credit Scheme

4.1	What type of Amenity is it ? <i>(Eg, village hall, sports ground, park)</i>	
4.2	Who owns the Amenity / land? <i>(Please provide Name and address if private owner & details of leases)</i>	
4.3	Who is normally responsible for its upkeep / maintenance?	
4.4	Under which Object of the Landfill Tax Credit Scheme are you making this application (please tick):	
	<input type="checkbox"/> Object D – Creation and Improvement of Public parks and Amenities	<input type="checkbox"/> Object Da – Conservation and Promotion of Biodiversity
	<input type="checkbox"/> Object E – Buildings of historic, architectural or religious significance	
4.5	Please confirm that the Amenity is operated on a NOT-FOR-PROFIT basis: YES / NO	
4.6	How does your project meet the criteria of the Landfill Tax Credit Scheme? <i>(Answer questions where applicable)</i>	Has energy efficiency been considered in your design? Y / N Will you be using recycled materials / aggregates? Y / N Does your project improve facilities for the Disabled? Y / N No. of Hectares to be worked upon? No. Metres of foot/cycle/bridle way to be created? No. of Trees to be planted? No. of Volunteers involved in Project? Anticipated No. of users, per annum, upon completion? No. of School Visits, per annum, upon completion?

4.7 If applying under Category D or E, please explain how your project meets the minimum public access requirements (ie, 4 evenings or 2 days a week, or 12 weeks a year, or 84 days a year)

Please be specific about usage, giving details of both regular user groups and irregular uses (eg, for a Village Hall this might be:

"Bowls - 1eve/week,
PC - 1 day/month,
Crafts - 5 days/year",

For other facilities you might state:
"Available for public hire
Mon-Fri, 10.00am – 10.00pm" etc.

Current No of users per annum?

If your amenity is a publicly-accessible building:

Do you have a written Lettings Policy? YES / NO (enclose copy)
Do you have fixed Hire Charges? YES / NO (enclose copy)

How will the Amenity's availability be publicised? (please tick)

Local Newsletter
Community Noticeboard
Other (please specify)

4.8 If applying under Category E, please state which applies to your project. (please tick one)

(Please see Notes for Guidance on eligibility of Churches)

Building of Historical Importance *Please attach a brief description of the building and the proposed works*
Building of Architectural Importance
Place of Religious Worship

(NB. You will be required to provide evidence of status from a relevant / suitable authority, such as English Heritage)

Please remember to attach (where relevant):

A Location Plan / Map / Diagram for the project.

Copies of relevant Planning Permissions / Building Regulations.

For Category E submissions, proof of your building's historic / architectural importance.

Section 5: Certification of Project

On Behalf of [Name of Applicant Organisation]

I / We apply for funding of £ In respect of expenditure to be incurred on the above project.

I / We declare that the statements made in this application are true.

NAME POSITION

SIGNATURE DATE

Please return this application to:

Suffolk Environmental Trust
1 Mayhew Road
Rendlesham
Woodbridge
Suffolk
IP12 2GT

PLEASE ATTACH CONTINUATION SHEETS WHERE NECESSARY, BUT DO NOT BIND YOUR APPLICATION.

PLEASE DO NOT SEND BY SPECIAL / RECORDED DELIVERY