

**Great Doncaster LESStival Grant Scheme for engagement and education activities that aim to reduce material and fuel consumption throughout November 2024.**

This grant is open to Community organisations. If you would like any help or advice in planning your project or filling in this form then please contact Climate Doncaster, see [guidance notes](https://doncastercouncil.sharepoint.com/sites/S_SustainabilityUnit/Shared%20Documents/General/01%20-%20Projects/03%20-%20Natural%20Environment/04%20-%20Carbon%20Literacy/03%20-%20Development/Guidance%20Notes%20-%20CAWD%20Microgrant.docx?web=1) for details.

Guidance notes for completion of this form *appear in italic writing.* We need as much detail as possible when you complete the form. All questions marked \* must be completed. Any applications that are not fully completed will not be considered.

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| **\*Q1. Name of group or organisation** |
|       |
| **\*Q2. Application Checklist**  *Please tick the applicable boxes* |
| **Yes** | **No** | **Questions** |
| [ ]  | [ ]  | Will your project take place in Doncaster, start during November 2024, and finish no later than 28th February 2025. |
| [ ]  | [ ]  | Are you a constituted organisation? |
| [ ]  | [ ]  | Do you have a bank or building society account with at least 2 signatories? If yes, please complete section 3b  |
| [ ]  | [ ]  | Do you have a simple governance structure? If yes, please send a copy with your application? |
| [ ]  | [ ]  | Do you have all necessary permissions to use land, buildings etc. for the purpose of this event, activity, or project? |
| **\*Q3. Contact Details** |
| **Name:** |       |
| **Position:** |       |
| **Telephone Number(s):** |       |
| **Email:** |       |
| **Address & Post Code:** |       |
| **Website Address (if applicable)** |       |
| **\*Q3b. Bank Details** |
| **Name of Bank (e.g. NatWest)** |       |
| **Group/Organisation name as it appears on bank account:** |       |
| **Sort Code:** |       | **Account number:** |       |
| **Q4. Where did you hear about the grants?** *Please tick box as appropriate*  |
| [ ] Green Team/Your Life Doncaster Newsletter | [ ]  Word of mouth | [ ] Community Organisation |
| [ ] Your Life Doncaster website | [ ] Social Media  | ☐ Other - Please specify       |
| **\*Q5. Why are you applying for the Great Doncaster LESStival micro-grant? Please refer to the guidance notes. Max 600 words** *When answering please:* |
| * *Be clear and precise.*
* *State the beneficiaries / wider community benefit – how many will benefit?*
* *State what your activity(ies) / project is and how it will benefit the community – see guidance notes*
 | * *State how this project/activity supports consumption reduction in Doncaster – see guidance notes*
* *Use bullet points to clearly set out your answer if you wish.*
* *Include statistics where necessary to strengthen your application.*
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|       |
| **\*Q6. What other information do you feel we need to know to strengthen your application? Max 500****- You may wish to think about:****- who in the community you’re going to support****- how you will promote your project****- what will happen after your project is finishes***Please refer to the Guidance Notes* |
|       |
| **\*Q7 Project Details** |
| **Project Location:****(If your project does not have a postcode, please provide a grid reference):** |       |
| **Doncaster Ward:****(If unsure, please leave blank)** |       |
| **Project start date:****(please note: all projects must start by 30th November 2024)** |       |
| **Project end date:** |       |
| **\*Q8. Please provide a breakdown of what the grant will pay for***Please note, if you are not a constituted group, please provide a link to each item to allow us to purchase on your behalf* |
| **Description:** | **£ per item/activity** |
|       | **£** |       |
|       | **£** |       |
|       | **£** |       |
|       | **£** |       |
|       | **£** |       |
| **Total grant requested (maximum of £300):** | **£** |       |
| **Total contribution from you, or any other funder:** | **£** |       |
| **Total cost of activity:** | **£** |       |

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| **Declaration:** **This document will be used for monitoring and auditing purposes in line with Doncaster Council’s Financial Rules.****I hereby declare on behalf of** Click or tap here to enter name of group/organisation **that:*** The information given on this form is correct to the best of my knowledge.
* The organisation/group is a non-profit making body.
* Any grant made by the Council to the organisation in response to this application will be used for those activities of the organisation for which the grant is given and in accordance with the objectives of the organisation.
* The organisation/group will keep proper accounts of its income and expenditure and will make these available for inspection by Council Officers at any reasonable time.
* The individual/group will maintain regular communication with the Council and will allow the Council to visit/view the activity upon request.
* The organisation/group will complete a case study and a short questionnaire provided by the Council, within 3 months of receipt of funding. The case study, details of the grant activity and short questionnaire responses may be uploaded to the Your Life Doncaster as well as appearing in newsletters and other communications shared with partners as good news stories.
* Should the grant be awarded, the amount will be itemised in the organisation’s annual accounts.
* No member of the organisation’s management committee has any relationship with serving members and/or officers of the Council.

**I also understand that:*** Details of this application will be shared with third parties associated with the delivery of Climate Doncaster, Well Doncaster and Community Wealth Builder.
* Payment or refusal of a grant lies entirely within the Council’s discretion.
* The grant must be used for the purpose set out in the guidance notes.
* It is the Council’s policy not to make further repeat grants to organisations/groups for any one particular project or activity during the same financial year as the original grant. The award of the grant by the Council on this application will not necessarily commit to a further grant in the future.

**Please note:** CDC is subject to the Freedom of Information Act 2000, and other legislation. Most of the information you supply to the Council may be made public. **I confirm that the group/organisation named on the front of this application, has authorised me to sign on its behalf. I can confirm that the information given in this form is true.** **Full Name: Position in group:****Signature: Date:** **Please return the completed form together with a copy of your GOVERNING DOCUMENT and any evidence to support your application to arrive no later than 11.59pm on Thursday 31st October 2024 by email:** **Sustainabilityteam@doncaster.gov.uk**

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