

Expression of interest

Heathrow community and environment large grants awards 2012

Heathrow Airport in partnership with Groundwork Thames Valley

Guidance Notes

Section 1 – Overview

1 Project title

Provide a short descriptive name for your project.

2 Total cost of project

What is the total cost of the project? Please note that BAA must be the majority funder of the project and can therefore not fund projects with a total cost exceeding £100,000.

3 Amount requested from BAA

This must not be less than 50 percent of the entire project cost.

4 Match funding secured so far

Please state how much funding you have secured for the project to date. This must be at least a minimum of 10 percent of the total you are requesting from BAA Heathrow. This can include Gift in Kind eg. volunteer time – value set at £10/hr for unskilled labour (eg. gardening support) and £20/hour for skilled (eg. accountant)

Section 2 – Project details

5 Address of project

Please tell us where your project is based. Provide an address if you have one, otherwise please provide a map of the area covered.

6 Geographical area project covers

Please describe the geographical area where the project will take place. Refer to the awards criteria B for guidance.

7 Which of the awards criteria A are you applying under

Please tick the relevant box or boxes that apply to your project.

8 Project summary (50 words)

This must be a detailed summary of the project.

9 Please expand on this (up to 500 words)

Use this section to describe exactly what your project is, what will your project involve and how it will work. Please refer to the awards criteria and specify how your project will meet the criteria

10 How will your project provide a positive benefit to the community? (100 words)

We need to know your project will be addressing a problem that needs attention locally, tell us why your project should go ahead. This could include research and consultation either by yourself or others.

11 Please state how you wish to spend a BAA grant

Please use the table to break down the costs of the project to allow us to see how a grant from BAA would be spent.

Working in partnership



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12 Project schedule

Please provide a start date and completion date for your project. Please take into account the dates for the final application deadline and judging panel meeting as shown on the website.

13 Does your project have landowner permission?

Please provide written permission from the owner if your group or organisation is not the landowner. Please provide copies of any other permissions that you require to complete the project eg. planning permission. If the project relies on a permission that you cannot gain then please note that any grant awarded will have to be returned in full.

Section 3 – Organisation details

14 Name of group/organisation

Please tell us the full name of the group or organisation applying.

15 Name of main contact within the organisation

Please provide a contact for the application. This should be the main person delivering the project.

16 Position in organisation

Position of the person making the application.

17 Contact details

Please provide details of how the main contact can be reached.

18 Type of group/organisation

Please state the type of organisation that is applying eg school, charity etc.

19 Is your organisation a constituted group?

Please state here yes or no. We will ask for evidence of this.

Section 4 – Declaration

A signature is required from the main applicant of the organisation and a senior member of the organisation.