

# Application form

## Heathrow community and environment **small grants awards 2012**

Heathrow Airport in partnership with Groundwork Thames Valley

Please complete all sections of the form using the application guidance supplied.

Please read Terms and Conditions carefully before completing this form.

Don't forget to sign and date it and return it to the address on the back page.

### SECTION 1

Contact name:

Organisation name and address:

Date of application:

Email:

Contact Tel No:

Where did you hear about the awards?

Press  Letter  Applied before  Website  Other (give details below)

What does your organisation do?

How many members are in your organisation?

Are you a registered charity? YES/NO:

If 'YES' please supply your charity registration number:

Have you got a constitution? YES/NO:

Which eligible borough(s) does your project cover?

What are your organisation's main aims and objectives?

Working in partnership



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## Your proposed project

## SECTION 2

Please refer to the application pack for details of the criteria that will be used to judge your application. These are listed in criteria A-H in 'Information for applicants'.

Please provide a summary of your proposed project (in not more than 50 words):

Please provide a detailed description of your proposed project (in NO MORE than 500 words).

Please continue on next page...

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Continued from last page...

Please describe the benefits to the community in carrying out this work:

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### SECTION 3

Which of the awards criteria are relevant to your project? *(tick any that apply):*

- |  |   |
|--|---|
| <input type="checkbox"/> Reduce, re-use, recycle         | <input type="checkbox"/> Protecting and enhancing our environment |
| <input type="checkbox"/> Climate change and energy       | <input type="checkbox"/> Bringing communities together            |
| <input type="checkbox"/> Education and developing skills |   |

Where will your project take place?

Start date:

Completion date:

How will you publicise your project?

Who will do the work and how many people will be involved?

Have you got permission from the relevant landowners?

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## Money matters

## SECTION 4

What is the total cost of your project? (*Maximum £5,000*)

How much are you applying for? (*Maximum of £2,500*):

Please provide a breakdown for your entire project costs including how you will spend a contribution from Heathrow. If the award does not cover the total cost of your project, how do you intend to raise the remaining costs? (*Please give details of any organisations that have already agreed to fund your project or details of funds previously raised through other means*)

*Where from* (*Breakdown of entire cost of Project including how you will spend the contribution*)

<b>Item/activity</b>	<b>Cost</b>	<b>Funding source</b>	<b>Is it secured?</b>

To whom should the cheque be made payable?

Has your organisation previously received funding or an award from either Heathrow Airport, the Terminal 5 charity, the BAA Communities Trust or Groundwork Thames Valley? YES/NO

If yes, please tell us the date, amount received and the name of the project:

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### Agreement

### SECTION 5

On behalf of (*name of organisation/group*):

I would like to apply for an award of £ \_\_\_\_\_ for the work described above.

I will provide receipts as proof of expenditure as well as two photographs and a full report on the completed project.

I agree to deliver the project in accordance with the terms and conditions of the award. My organisation will also acknowledge the funding given by Heathrow Airport and the BAA Communities Trust, and the support of Groundwork.

We agree to press coverage and publicity of the project and also a visit from members of the judging panel (by prior appointment).

Signed:

Date:

Name printed:

Additional information on completing this form can be obtained from Groundwork, phone: 01895 832662.

Winning groups must complete their project within one year from the date of acceptance and must submit their final report in order to meet the terms and conditions.

#### **Please return your completed form to:**

Heathrow Community and Environment Awards  
Groundwork Thames Valley,  
Colne Valley Park Centre,  
Denham Court Drive,  
Denham, Uxbridge,  
Middlesex UB9 5PG

Email: [henawards@groundwork.org.uk](mailto:henawards@groundwork.org.uk)

Tel: 01895 832662