

Sustainable Communities Fund

Environment Grants

Application Form

Please read the accompanying guidance document before completing this form

# Section 1 – Contact details

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation (if applicable)** |  |
| **Company / Charity Registration Number** (if applicable) |  |
| **Position within Organisation** |  |
| **Email address** |  |
| **Telephone number** (if preferred) |  |

# Section 2 – Tenancy agreement

|  |  |
| --- | --- |
| **Name of tenant/s or organisation in which the current lease is held** |  |
| **Location of tenancy** |  |
| **Type of activity** |  |
| **Lease Reference Number (or other unique identifier)** |  |
| **Expiry date (if applicable).** Please note, you must have a current lease agreement with us at the time of application and at the time when monies will be awarded. |  |

Please note that we will check these details against our records.

# Section 3 – Proposed project

Please note, the text boxes will expand as you enter information.

## Project description

1. Please describe the project for which the grant will be used.
2. Please provide details of the environmental benefits that will be delivered, as well as the expected timeline and any risks to their delivery.
3. Please detail any engagement with stakeholders, i.e., such as NatureScot, SEPA, local community groups, etc. For further information on relevant stakeholders please see guidance notes.
4. Please provide a summary of your proposed project in a few paragraphs.
5. Location of project - Please provide address, What3Words, or OS grid reference. If appropriate, please include a location plan either below or emailed.
6. Is the application within your existing lease area? Projects should take place on CES tenanted land or assets which deliver lasting and demonstrable environmental benefits to the area/asset or wider Scottish Crown Estate, except for wild fisheries tenants.
7. If the application is not within your existing lease area or is in a separate location to your rights, please provide the following:
	* reason(s) for the location of your project including why the application is not within your leased are;
	* landowner details for the proposed;
	* location and written confirmation that the project has permission to proceed on that land
	* any partnership working with the relevant landowner, e.g., joint funding or in-kind benefits.

## Project costs

1. What is the total cost of the project?
2. How much funding are you seeking from Crown Estate Scotland? This can be between £5,000 and £20,000
3. If you are not looking for the total project cost, are you seeking funding from other sources?
	* Yes
	* No
4. If relevant, please provide details of other sources of funding
5. If relevant, please indicate how any further costs not covered by external funding sources are being met.
6. What will the grant be spent on to deliver your proposed project? Please include a detailed cost breakdown containing such a breakdown and please email any relevant quotations or cost spreadsheet documents.

## Project delivery

1. What is the timeline for undertaking the project and when will costs be incurred?
2. What personnel will be required to deliver the project and who will manage the delivery of the project?
3. Will there be ongoing maintenance associated with the project? If yes, who will be responsible for this and how will it be funded?

# Section 4 - Fair Work First

Details regarding Scottish Government’s Fair Work First initiative are provided in the accompanying Guidance Document.

1. If relevant, do you pay your staff a real Living Wage?
	* Yes
	* No
2. Do the employees of the applicant have access to effective voice channels such as 1:2:1s, staff engagement surveys or suggestion schemes?
	* Yes
	* No
3. If you have answered “No” to either of the above questions, please provide additional information about when you expect to have these requirements in place.

# Section 5 – Other information

1. Is there any further information you would like to provide in support of your application, e.g. equality and diversity benefits associated with the project? Please email any relevant documents.
2. Please provide any documentation that is relevant to your application e.g. plan showing location of proposed works, copy of any necessary permissions, correspondence with relevant stakeholders. Please email any relevant documents

# Declaration

I confirm that the information provided in this application is correct and that I am authorised to make the application.

I understand that decisions made by Crown Estate Scotland are final.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

# Applicant feedback

Now that you completed your application, we would be interested to hear your thoughts on some elements of the fund and the application process. This will help us to improve the fund and our process in future.

This section is voluntary and will not affect the assessment of your application.

1. How did you hear about the Environment Grants?
2. What do the Environment Grants offer you that other funding streams do not?
3. How would you rate the experience of completing this application?
	* Very straightforward
	* Straightforward
	* Somewhat difficult
	* Difficult
4. Please explain why you selected this rating