

TCV Chestnut Fund



Small Grant Scheme

Start-up & Support Grants Application Form

(Please read the guide/criteria on pages 5-8, especially where points are indicated, e.g [A1])

Section 1. Group Details		Please answer in the shaded boxes			
Name of Group					
Community Network membership Number					
Group Email					
Group Website					
Group Facebook page					
Type(s) of Application Please tick (✓)				Start-up Grant <input type="checkbox"/>	Support Grant <input type="checkbox"/>
The details of 3 individuals, who live at separate addresses , are mandatory					
Name of main Group contact [A8]					
Position in Group					
Address					
Postcode					
Phone (daytime)				Phone (evening)	
Email					
Name of second Group contact [A8]					
Position in Group					
Address					
Postcode					
Phone (daytime)				Phone (evening)	
Email					
Name of third Group contact [A8]					
Position in Group					
Address					
Postcode					
Phone (daytime)				Phone (evening)	
Email					
Is the group part of a larger organisation? (e.g. Wildlife group or run by local Council)		Y <input type="checkbox"/>	N <input type="checkbox"/>		

Section 1. Group Details	Please answer in the shaded boxes
If so, please describe relationship	
When did the group start?	
Does the group have a formal constitution setting aims and objectives [A3, A10]	Y <input type="checkbox"/> N <input type="checkbox"/>
Briefly, describe the main aims and objectives of the group	
Is the principal purpose of your group conservation volunteering?	Y <input type="checkbox"/> N <input type="checkbox"/>
Is the group doing (or does the group intend to do) actual conservation volunteer work?	Y <input type="checkbox"/> N <input type="checkbox"/>
How many members are there in the group?	In total: Active volunteers:
Does your work or project involve land owned or overseen by your local authority or any national public body?	Y <input type="checkbox"/> N <input type="checkbox"/>
If yes, please give details	
What is the geographic area targeted by the group?	
Does your group work with Black, Minority, Ethnic or under-represented groups?	Y <input type="checkbox"/> N <input type="checkbox"/>
Does your group have an Equal Opportunities Policy?	Y <input type="checkbox"/> N <input type="checkbox"/>
What are your sources of funds and approximate annual amounts [A5]	
Indicate which, if any, are absolutely tied to particular things	
Please state your current cleared funds	
Does your group have its own Group Bank / Building Society Account [A8]	Y <input type="checkbox"/> N <input type="checkbox"/>
Please give the name of the account (if not in group's name please say why in section 4)	
Sort code	Account number
Does your group have insurance?	Y <input type="checkbox"/> N <input type="checkbox"/>
Zurich Insurance Y <input type="checkbox"/> N <input type="checkbox"/>	Applying for Zurich Insurance Y <input type="checkbox"/> N <input type="checkbox"/>
	Other Y <input type="checkbox"/> N <input type="checkbox"/>
If not Zurich Insurance, please detail	
Policy Number	Expiry date

Section 2. Details of START-UP GRANT (if applicable [A1, A2, B1-B8])	Please answer in the shaded boxes
Details of how the grant will be spent e.g. Insurance, start up administration costs etc (Max £160)	Cost

Section 3. Details of SUPPORT GRANT (if applicable [A1, A2, C1-C11]) Please answer in the shaded boxes

Details of Tool / Equipment / Training requested (Max £350) Please give details

Item Description	Proposed Supplier	Price Each £	Quantity	Total £
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Total £

Section 4. Tell us how this grant will help you to improve green spaces and connect people with them [A9, A10]

Please answer in the shaded box

Section 5. Any other relevant or supporting information [A9, A10]

Please answer in the shaded box

Section 6. Declaration by Applicant [see essential criteria D6-D9]	Please answer in the shaded box
<p>To the best of my knowledge, the information I have provided on this application form is correct. If a grant is approved, I confirm that it will be used for our primary aims and objectives and I will supply copy receipts/invoices to show the monies have been spent appropriately.</p> <p>I </p> <p>Am an authorised representative of </p> <p>And I agree on behalf of myself & the other contacts to our details being held securely by the TCV and being shared electronically or on paper with TCV or other bodies or individuals necessary to verify the application. They will be used for processing the application and related follow-up and then as long as legally required.</p> <p>Signed Date </p>	

Section 7. Where did you hear about the TCV Chestnut Fund?	Please tick the relevant answer
<p>TCV Community Network <input type="checkbox"/></p> <p>TCV Office / Project <input type="checkbox"/></p> <p>Word of mouth <input type="checkbox"/></p> <p>Social Media <input type="checkbox"/></p> <p style="text-align: right;">Grantfinder <input type="checkbox"/></p> <p style="text-align: right;">Applied before <input type="checkbox"/></p> <p style="text-align: right;">Other : _____</p>	

Please read the guide on application criteria before completing this form, if you are unsure about anything please contact the TCV Community Network Coordinator on 07483 045705 or email to chestnut-fund@tcv.org.uk

Email the completed form to chestnut-fund@tcv.org.uk or to: Simon Hancock, Community Network Coordinator, The Conservation Volunteers, Gresley House, Ten Pound Walk, Doncaster, DN4 5HX.

For TCV use only

Section 6. Declaration by the local TCV Office [D3]	Please answer in the shaded box
<p>I do <input type="checkbox"/> do not <input type="checkbox"/> recommend this grant for the following reasons:</p> <p style="background-color: #cccccc; height: 20px; margin-top: 5px;"></p>	
Signed	Name
Date	Position
Telephone no	Field Office
NB Recommendation for a grant constitutes approval of the group for Association to TCV	
Chestnut Fund use only	
Authorised by	Date

Small Grant Scheme

Start-up Grants and Support Grants – General Information

For Independent Community and Conservation Groups in the UK

These grants are made by the TCV Chestnut Fund:

(The Community Network, Gresley House, Ten Pound Walk, Doncaster, DN4 5HX)

A-General Principles / Purpose of the grants

1. The grants are provided by the TCV Chestnut Fund, to support groups, whose principal purpose is conservation volunteering, and so enable them to begin or continue practical work. If they are an offshoot of another organisation there should be evidence that they are a distinct group and separate from the 'parent body'.
2. They are 'grants of last resort'; local sources or sponsors should contribute first. Group members are expected to make some contribution to start-up costs. (If other bodies have paid for major items, then applications should normally have evidence of the members' contribution).
3. The groups' work must involve volunteers in practical environmental work, simply promoting green ideas or encouraging others is not in itself enough. Work should encourage biodiversity and public access to the natural environment.
4. Groups will not be funded for doing work for which others are responsible, especially statutory authorities.
5. The group must have minimal unrestricted funds (less than **£2000**) and untied income under **£2000** per year. To assist the grants committee, groups should clarify their funding and where existing grants are restricted. The committee will only consider grants for groups with funds over £2000 if refusing the grant would cause the groups' outcomes to be very adversely affected.
6. Ideally the application should be endorsed by either the local TCV office or, where none exists, an appropriate nature conservation or wildlife body or individual that knows of their work or the organisers.
7. TCV requires that the group has a proper current bank account, in the group's name and at least 2, ideally 3, independent people involved. Groups should not use bank accounts of other organisations or individuals.
8. Proof of this bank account will be required before any payment can be made, preferably in the form of a PDF of the bank statement showing account name, account number and sort code.
9. School or tenants groups, in particular, should make clear:
 - who will be doing the work (e.g. parents, children, residents, the community in general)?
 - is the work part of the curriculum or in people's own time (albeit supporting the curriculum)
 - who will benefit from the work, who is responsible for the land?
 - whether the work is tidying or creating new habitats.
10. Supplementary information about a group is always useful. Things such as the legal status of the group's site, the group's relationship with councils, housing associations or private companies and the work the group undertake will all assist the Fund to make decisions.
11. Grants are non-retrospective and non-transferable unless specifically agreed. The only usual case would be refunding insurance fees recently paid out under the TCV discounted scheme with Zurich Insurance.
12. Grants are given by online bank transfer only and applicants must send proof of the bank accounts authenticity to TCV prior to any funds being awarded. Recipients must supply evidence of spend on the approved items within a reasonable time (usually a month). Grants for TCV Fees will be paid directly and do not need a receipt.

B-Start-Up Grants Purpose and Eligibility

1. The grant is towards administrative expenses and/or TCV association fees and insurance premiums for the initial association.
2. If membership and/or insurance fees have been paid prior to submission of a grant application, they cannot be refunded via a retrospective grant (unless agreed under item A11 above) - the object is to encourage and support future activities.
3. Administration can include postage, photocopying, stationery, printing, publicity, posters, newsletters, hire of meeting room, telephone, website bills etc, but it must be for specific items and proportionate to the size and realistic needs of the group in the start-up phase.
4. Separate Support grants are available to new or existing groups for tools, equipment and in some cases, training.
5. Groups are eligible within their first year of existence, or when first becoming established as an independent group.
6. If a group, or organiser(s), has lapsed for several years, evidence is needed that it is a substantially a new and different group.
7. Grants will be up to £160.
8. Any grant for Power Tool insurance for a new group will require exceptional evidence of need, not only must the equipment be essential to the job in hand it must still permit other volunteers to be involved (and not just clearing up behind a power tool user). See also C7

C-Support Grants Purpose and Eligibility

1. The support grants are provided by the TCV Chestnut Fund to enable groups to begin or extend practical work. The Fund wants to get the maximum volunteer activity for each pound it gifts.
2. Applications must be for a specific schedule of items and groups must indicate likely suppliers & costs. The internet is frequently most economic, even after delivery charges, local garden centres tend to be expensive.
3. The grant is for tools, equipment (but not project materials, plants, seeds, trees or consumables), or training (especially when aimed at a leader or trainer who will be the expert or will train within the group, rather than training all the volunteers in one skill).
It will not usually fund publications, power tools or training for a whole group.
4. **The grants are not for administrative, running costs or consumable items or materials.**
5. A group may have Start-up and Support grants in the first year. Subsequent Support grants may be allowed after 3 years provided i) there is evidence of continued growth or a new area of work and ii) there is a specific positive support from a TCV office, local Wildlife Trust or similar.
6. Grants will be up to a maximum of **£350**.
7. Any power tool grant may be approved in exceptional circumstances, where it is a principal element in the work of a group involving and would be used by many people. See also Item B8
8. TCV Training courses may be charged at TCV subsidised rates, as those attending should be from TCV Associated groups.
9. The TCV Chestnut Fund will not fund promotional clothing or 'uniforms'.
10. Safety and protective clothing may be considered when it is not for individual issue.
11. Office equipment (printers, computers, and photocopiers) is not eligible, unless special evidence of exceptional need is provided. Any application must show that items requested would directly increase conservation volunteering and that it is the most cost effective answer overall.

D-Approval Procedures

1. Where possible groups are asked to discuss the grant application form with their local TCV office or the Community Network Coordinator so their eligibility can be assessed before they raise the formal application.
2. Application Forms may be downloaded from the TCV website, <https://www.tcv.org.uk/community/join-community-network> issued directly from the Community Network in Doncaster, or requested from The Chestnut Fund by emailing chestnut-fund@tcv.org.uk
3. Where a local TCV office exists, the forms should be returned to them and be endorsed by a local member of staff, who is responsible for ensuring the conditions of association are met. The local officer must recommend the group for the grant, confirming all elements of eligibility have been met and giving their reasons for support. Common reasons include that TCV are already working with the group, or that the project(s) they intend to undertake will contribute significantly to conservation work in their area. If no TCV office exists the forms can be scanned and sent to chestnut-fund@tcv.org.uk or posted to the following address **The Community Network Coordinator, Community Network, Gresley House, Ten Pound Walk, Doncaster, DN4 5HX.**
4. Once received by the Community Network Coordinator/ Chestnut Fund, the application will be considered. If the application is ineligible the applicant and local office will be notified as soon as possible with their reasons in case there has been some misunderstanding and the application can be resubmitted. The TCV Chestnut Fund Grants Committee will decide such cases within 3 months.
5. Where the grant covers membership or training costs payable to TCV, monies will be transferred directly from the Chestnut Fund to the appropriate department, but confirmation will be sent to the group/local office from the Chestnut Fund.
6. It is a condition of the grant that appropriate receipts are scanned or copied and sent to the Chestnut Fund as proof that the items funded were in fact purchased.
7. A follow-up questionnaire will be sent to successful groups in the summer following the grant for feedback on the outcomes achieved.
8. The Chestnut Fund is an independent committee within TCV and makes grants at its own discretion and criteria. There is no right to a grant by any group or member of TCV staff.

E-Data Privacy

- We hold name, address, telephone number & e-mail of the 3 contact individuals named in the application representing the group applying to the Trust for a grant.
- The purpose of holding data is a legitimate interest to contact individuals applying to the Trust for Grants
 - To verify the application for a grant,
 - To confirm details or supplementary information necessary for the grant decision
 - To confirm how a grant should be made, or to chase for receipts that have been requested
 - To request follow-up data, in the year following a successful grant, on the outcomes achieved.
 - Personal data is **not** used to contact individuals for any propose other than the application for a grant or the follow up to the award of a grant.
- Personal data is not shared externally of this application process other than:
 - To TCV Community Unit if the group is claiming membership, applying for cash to purchase TCV membership or the application was made via TCV and passed to the charity.
 - To TCV project staff if they are acting as a referee for the group, as required by Section 6 of the Grant application, either because the applicants had already contacted the TCV office or had submitted an incomplete application.

- The personal data is held
 - On printed, scanned or e-mail copies of the application form held by TCV for the purpose of assessing the Grant Application, reviewing appeals or follow up within the financial year or the year after.
 - One copy of the printed or e-mail attachment versions may be held by, or on the computer of a member of TCV staff, for at least 7 years, but no more than 8 years.
 - Details of the first applicant will be held on a secure Excel spread sheet by a member of TCV staff as part of the operational record of applications, grants and feedback. Names are deleted on records over 7 years old
 - Individuals can request their details are destroyed, provided they give details of alternative contacts for the group that applied for, and/or received a grant