

## ENVIRONMENTAL GRANTS PROGRAMME 2010/11

### CRITERIA

We are inviting applications from voluntary and community organisations for projects which will achieve one or more of the following:

- increase environmental knowledge and understanding
- reduce waste and increase recycling
- save energy, promote alternative and renewable energy, and cut emissions of carbon dioxide
- promote the use of public transport, cycling and walking
- involve the community in environmental action
- protect and enhance biodiversity and the natural environment
- maintain or improve natural resources through conservation and sustainable consumption

In addition, work should directly benefit residents of the Royal Borough of Kingston.

We are particularly keen to fund collaborative work between organisations and support small, emerging groups to develop their ideas.

### WHO CAN APPLY FOR A GRANT?

Organisations applying for grants must have:

- **a constitution** or set of rules setting out the organisation's aims and objectives
- **a management committee** or equivalent of at least 3 members
- **bank or building society account** in the name of the organisation (with at least two signatories)
- **an accounting system** such as annual accounts to record income and expenditure

Organisations which have applied under the Council's main grants programmes are still eligible to apply for these grants.

**If you are a new group and need help with setting up your organisation support is available from Kingston Voluntary Action (020 8255 3335)**

### WHAT GRANTS ARE AVAILABLE?

Applications may be made for projects taking place in 2010/11 of **up to £10,000** but it is expected that only two or three grants will be awarded between £5,000 and £10,000 and the rest will be for smaller grants of between £500 and £1,000.

Funding can be requested for any relevant project costs including equipment, rent, publicity, volunteers' expenses, etc.

## WHAT HAPPENS TO YOUR APPLICATION?

We will acknowledge receipt of your application by e-mail if you have provided an e-mail address, or in writing if not.

All applications are assessed by a Grants Officer from the Voluntary Sector Unit and relevant specialist officers from Environmental Services. We will contact you if we have any queries about your application or if we need to clarify any of the information you have provided.

A report on each application will be prepared and a recommendation for funding submitted to the Council's Executive Committee for a final decision. Executive meetings are open to the public. A copy of the assessment report is sent to all applicants once a decision has been made and we will write to you as soon as possible to let you know the outcome. If a grant has been awarded, you will be asked to sign and return a list of conditions that apply to your grant. Once this has been received your grant will be paid.

All grant recipients are required to complete a monitoring form once the grant has been spent.

## CONDITIONS OF ANY GRANT AWARDED

Before a grant can be paid the recipient organisation must sign and return a copy of our standard grant conditions agreeing to:

- use the grant only for the purpose for which it was awarded.
- complete a grant monitoring form about your use of the grant.
- operate with a commitment to Equal Opportunities issues in relation to its workers, volunteers and users.
- comply with the Local Government Act 1986 (Section 2), which prohibits local authorities from giving funding or assistance to others to publish material that appears to influence people's support for a political party.
- tell us if your organisation either closes or does not operate for any significant period during the grant aid year.
- acknowledge the Borough's financial support in any related publicity material.

In addition to the standard conditions listed above, additional special conditions may be added to your grant award. All conditions will be laid out in the offer letter.

## CONTACT DETAILS

**Voluntary Sector Unit, Royal Borough of Kingston, Guildhall, Kingston, KT1 1EU**

Application forms are available from the RBK website: [www.kingston.gov.uk/grants](http://www.kingston.gov.uk/grants)

If you would like to discuss your plans for an application, please contact:  
Gillian Pennington (020 8547 6072) or Barnaby Hopson (020 8547 6068) in the Voluntary Sector Unit or Carlos Queremel (020 8547 5347) in Environmental Services.

## DEADLINES

Applications must be received by the Voluntary Sector Unit no later than **14th May 2010**.