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| **CROWN ESTATE****APPLICATION FORM** |  |  |

 **Office Use:**

|  |  |  |  |
| --- | --- | --- | --- |
| Date Received | Panel Meeting Date | Decision | Level |
|  |  |  |  |

 **Section 1: Organisation Details**

|  |  |
| --- | --- |
| 1.1 Name of applicant organisation: |  |
| 1.2 Main objectives of the organisation: |

**Section 2: Applicant Contact Details**

|  |  |
| --- | --- |
| 2.1 Name of applicant contact: |  |
| 2.2 Address: |  |
| 2.3 Postcode: |  |
| 2.4 Contact telephone number(s): |  |
| 2.5 Email address: |  |

 **Section 3: Project Details**

|  |  |
| --- | --- |
| 3.1 Name of project: |  |
| 3.2 Location of project: |  |
| 3.3 Landowner of the project site: |  |
| 3.4 Anticipated project start and end dates: |  |
| 3.5 Project summary:Please describe your project in more detail under the following headings:* The main aims and objectives of the project;
* The demand/need for your project within the local community;
* How the project will be delivered, managed, monitored and evaluated;
* How the project will be sustained after the period of funding.
 |
| 3.6 Which Crown Estate priorities does the project meet? (please tick all that apply) |
| Environmental enhancement |  | Skills development |  |
| Emissions reduction/removal of waste |  | Diversification projects |  |
| Jobs |  | Investment for community purpose |  |
| Tourism |  | Climate change adaptation |  |
| Please explain how the proposed project meets the priorities selected. |
| 3.7 Please explain how the project contributes to the themes of the Climate Fife Action Plan: ([Climate Fife Action Plan 2020-2030](https://www.fife.gov.uk/__data/assets/pdf_file/0028/219970/Climate-Fife-Sustainable-Energy-and-Climate-Action-Plan-2020-2030.pdf))  |
| 3.8 Please provide details of any permissions or consents required to undertake the project: |  |
| 3.9 Please break down the project according to outcomes, adding details of how each outcome will be measured:  |
|  | *Outcome* | *Outcome Measurement* |  |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
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 **Section 4: Project Costs**

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| 4.1 What is the total cost of your project? |  |
| 4.2 How much Crown Estate funding are you applying for?  |   |
| 4.3 Breakdown of project costs*:* |
|  | *Cost Description* | *Amount* |  |
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|  |  |
| Total: |  |
|  |
| 4.4 Please provide details of the match funding secured or pending for this project (include the funding source and amount).  |

**Section 5: Governance Checklist**

|  |
| --- |
| 5.1 Please tick to indicate which of the following your organisation has in place: |
|  | Equal Opportunities Policy |  |  |
| Environmental Policy |  |
| Health and Safety Policy |  |
| Volunteering Policy |  |
| Children, Young People and Vulnerable Adults Policy |  |
| Reserves Policy |  |
| Public Liability Insurance |  |
| Employers Liability Insurance |  |
|  | Complaints Policy |  |  |
|  |

 **Section 6: Declaration**

To confirm your agreement, please sign the declaration below.

On behalf of I certify that the information contained in this application form and in any other documentation that supports this application is accurate to the best of my knowledge and that the project will be carried out as described. If this funding application is successful, I confirm that I / this organisation (please delete as necessary) will use the grant only for the purposes specified in this application and will comply with all terms and conditions attached to any offer of funding. I understand and accept that I / this organisation (please delete as necessary) may be required to provide additional information about the application before a decision is reached.

Name ……………………………………………………………………………………………………

Position within Organisation ….………………………………………………………………………

Signature ….……………………………………………………………………………………………

Date ……………………..………………………………………………………………………………