**Application Form**

**Return to** [**grants@southdowns.gov.uk**](mailto:grants@southdowns.gov.uk)

Deadline dates are published here: <https://southdownstrust.org.uk/community-pitch-2025/>

**To be completed by applicant**

* I have read the Guidance Notes and FAQs before completing this application form.
* I am including a video pitch up to 60 seconds in length in an MP4 format. This video is sent with the permission of those featured (or, where the video includes any persons under 18, the consent of their parent or guardian).
* Our organisation has a bank account, with two non-related signatories.
* I am including a copy of our organisation’s governing document (e.g. constitution, standing orders, memorandum and articles of association) or links to our business strategy and policies (you can put this in the web address section).
* Where applicable, I have included written permission from the landowner. (Where the applicant does not own the land where funded activities would take place e.g. a garden)
* I have included cost comparisons or quotes for proposed expenses of £500 or more, or explained this further in the application.

**Without the above information your application will not be validated.**

**SECTION 1 – Your organisation and project idea**

|  |  |
| --- | --- |
| Name and address of your organisation |  |
| Lead person’s contact details | *Name:*  *Email*  *Phone* |
| What type of organisation are you? | *CIC/Charity/ CIO/ Non-profit Business/ For profit Business/ Parish or Town Council/community voluntary organisation/*  *other – please explain* |
| Website address (where applicable) |  |
| Where will your activities take place? | *Please include Town and a post code*. |
| What outcomes are relevant to your project? | address or mitigate the effects of climate change. For example, flooding, heat gain, loss of species  reduce waste, encourage an uptake in recycling and reuse  support wildlife by improving and restoring habitats  encourage sustainable and low carbon forms of transport. For example, cycling, walking.  Increase energy efficiency e.g. reductions in energy use  educate and raise awareness of environmental issues in the Ouse Valley and Havens and what people can do to help. |
| What outputs would you deliver with this funding? These are the tasks or activities you will carry out. | *e.g. Installation of cycle parking, 3 community workshops* |
| Who will benefit from your project? Who is the audience? |  |
| Do you require permission from a landowner to undertake your project? | Yes – please explain  No – the applicant is the landowner  No – not relevant to project |
| Does this work potentially require planning permission? (E.g. Physical structures, signage, changes to buildings) | Yes  No  Not sure |
| How would you share your project with others? How can they get involved? | *e.g. through a local newsletter, social media, attending a climate hub* |
| What is the intended legacy after it finishes? | *e.g. how will the outcomes continue to benefit, what activities would carry on beyond funding, how would skills be shared?* |
| How will you look after and maintain any assets purchased with the funding? |  |
| Project start and finish dates | *Start month Finish Month* |
| Please give some key project milestones | *E.g. expected date of equipment purchase, date of a community event* |
| Have you applied to Community Pitch previously? |  |
| Have you received advice about this project from the Ouse Valley Climate Action team, a professional service or another organisation? | If yes please summarise the recommendations |

**SECTION 2 – Costs and fundraising**

Please send some pictures or links to examples of what you would be purchasing.

For any individual expenses of £500 or more, send us three cost comparisons to demonstrate that this is good value for money. If you have not been able to obtain three, please explain in the notes.

We are unable to fund typical operational costs such as core staff salaries or building rent. However, we will consider covering expenses that are directly related to your project and are additional to your organisation’s usual activities. This is at the discretion of the funding panel. We may ask you more about these costs during the assessment of your application.

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| --- | --- | --- | --- |
| **Item** | **From where? /By whom** | **Cost** | **Notes** – tell us about quantities, plant species, share links to products you will buy. |
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|  | **Total project cost: £** |  |  |

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| How much funding are you requesting from community pitch? | **£**  ***This can be up to 90% of the total above, to a maximum of £5,000.*** |
| How will you raise the remaining to complete your project? If you have match funding secured, please explain. |  |
| Is anyone other than the applicant responsible for fundraising or paying for the goods/services above? | E.g. a Parent Teacher Association or a landowner  If yes, please explain |

**SECTION 3 – Make your pitch to the public!**

**If selected for funding, information submitted in this section will be used for publication online and in newsletters.**

**Video:**

Send us a video about your project up to 60 seconds in length. It can be simply shot, on a phone. You do not need to be in front of the camera! Your video must be in an MP4 file format in landscape orientation. It’s your responsibility to get permission of those featured (or, where the video includes any persons under 18, the consent of their parent or guardian).

Tell people:

* What you will do
* How this takes action for the environment and climate change
* Who/what does it benefit?
* How will the project be shared and how people can participate
* What will continue after the funding

**Short pitch for website:**

|  |  |
| --- | --- |
| Project Name and Town/Village |  |
| Your organisation’s name and purpose (max 50 words) |  |
| Tell people about your project.  Maximum 150 words | * What you will do * How this takes action for the environment and climate change * Who/what does it benefit? * How will the project be shared and how people can participate * What will continue after the funding |

**Declaration Notice:**

* I confirm that the information submitted is true and accurate to the best of my knowledge
* I understand and agree to how data is used by the OVCA team. (Data notice below)
* I agree to the publication and sharing of the information in the public pitch via social media and other partner channels and have the permission of those featured.
* Our organisation has the correct permissions in place to carry out the activities proposed
* Our organisation will be responsible for health & safety during project delivery.
* I understand that, if supported, we will be asked to raise a minimum of 10% of the project value.

I agree to the above and am responsible for signing on behalf of the named organisation.



**What happens to my data?**

By providing the information above, including personal information, you consent to this information being used by the South Downs National Park Trust and South Downs National Park Authority for the purposes of administering and monitoring the Ouse Valley Climate Action (OVCA) project. Your information , including personal information may also be shared with partner organisations involved in the OVCA project for the purpose of shortlisting applications. We will not pass your personal details to anybody outside of the project team and will only contact you in relation to the OVCA project.

Your contact and project details will be retained for the duration of the OVCA project and for any statutory period required after the completion of the project.

Your project details will be used by the OVCA project team and partners (Lewes District Council, National Lottery Community Fund) in press and social media to promote the outcomes.

The OVCA project team may use your organisation details and project location to inform future funding.

Please contact us via: [grants@southdowns.gov.uk](mailto:grants@southdowns.gov.uk) if you have any questions. If you wish at any point to withdraw your consent to this processing please notify us [info@southdowns.gov.uk](mailto:info@southdowns.gov.uk) .

The Full Privacy notices for the South Downs National Park Trust and Authority can be found here <https://www.southdownstrust.org.uk/privacy-policy/> <https://www.southdowns.gov.uk/national-park-authority/our-work/transparency-finance/privacy-statement-2/>