



## Application Form Guidance

### Part 1 Organisation details

#### Question 1

You can find your correct legal name on your governing document.

What your governing document is called depends on your organisation type.

It may be called a constitution, trust deed or memorandum and articles of association, or something else entirely.

#### Question 3

This is not an exhaustive list of organisation types, so if you are not sure if you can apply, please get in touch to check.

#### Question 4

Not all organisations will have a charity registration number or a company number.

If you do have one please ensure you include it. If you are not a registered charity or company, don't worry, you can still apply.

If you are registered with the charity commission you do not need to send in your latest accounts and constitution.

### Contact information

#### Question 6

We are happy to help with communication needs. This might include textphone, sign language, large print, audiotape or braille.

#### Question 7

The legally responsible contact must be at least 18 years old. They are responsible for ensuring that this application is supported by the organisation applying, any funded project is delivered as set out in the application form, and that the funded organisation meets our monitoring requirements. It could be the Chair of your charity or community council.

### Part 2 Your project

#### Question 8

We know it can sometimes be hard to think of a snappy name, so if you are struggling, just keep it simple and to the point.

#### Question 9

There are four areas of funding we are looking to support - please tick which one your project relates to.

**Question 10**

This is particularly important if you are requesting funding for 'any other community based carbon reduction project'.

Here are some ideas about what else to tell us:

- How your project idea came about
- What you want to do
- Who will be involved and
- What impact it will make

**Question 11**

Tell us the village, town or city that your project will take place. Remember only projects that are in the Pembrokeshire Coast National Park and surrounding area are eligible to apply. Priority will be given to projects within the National Park.

**Question 12 & 13**

Most small scale capital projects do not need planning permission, but some will. Please check with the appropriate planning authority before submitting your application.

**Question 14**

When are you planning on starting and completing your project?

**Question 15**

Are you VAT registered?.

**Question 16**

If you are VAT registered please include your costs before VAT is added. Please round your costs to the nearest £1. You should use budget headings, rather than a detailed list of items. For example, if you're applying for pens, pencils, paper and envelopes, using 'office supplies' is fine.

Please supply quotes with your application.

**Question 17**

Tell us how much you are applying to the Sustainable Development Fund (SDF) for. This must be no more than 80% of the total project cost.

**Question 18**

Match funding is a requirement. 20 - 50% of the total project cost should be from source(s) other than the SDF grant. This can be in cash from other sources such as own reserves, another grant or in kind. For example, volunteer time, pro-bono professional help.

**Question 19**

We want to know how you will measure the success of the project. Will you calculate carbon reduced? What method will you use?

**Question 20**

Please tell us how the project will be supported in the future.

**Question 21**

Please tell us about how you will communicate your project to the wider community. You may wish to consider including a digital display if you are generating energy, or sending information to your local newsletter or website.

## Part 3 Declaration

It is important to scan in a signature not type one in.

Please send your signed application together with quotes, a copy of your latest accounts, a recent bank statement and a copy of your governing document/constitution.