



Dundee Climate Fund 2.0 Application Form

17, 10 Jul 2023

Please submit this application form alongside the online form via 'Dundee Voices'. Please use the same contact details for both forms.

Supplementary documentation must be sent to:
ClimateChoices@dundeecity.gov.uk



* Required

Organisational details

1. Organisation Name *

2. Organisation/Charity Registration Number or Copy of Constitution *

3. Organisation Address:

Street *

4. Organisation Address:

City *

5. Organisation Address:

Postcode *

6. Applicant Name *

7. Applicants' position/job title within the organisation *

8. Applicant email address *

9. Contact telephone number *

Bank details

10. Name of Bank *

11. Account name *

12. Sort code *

13. Account number *

Proposed project

14. Which topic does your project address? *

Tick one, if your application addresses multiple topics choose the most prominent one.

- Energy: i.e. reducing consumption, promoting energy efficiency, use of renewables.
- Transport: i.e. encouraging active travel, decarbonising transport.
- Waste: i.e. reducing waste, recycling, reusing resources.
- Resilience: i.e. improving greenspaces, biodiversity, local food growing.
- Community Engagement: i.e. increasing public awareness, engaging communities and young people in climate change.

15. Project description: describe the project that the grant will be used for detailing the environmental benefits *

(400 words maximum)

16. Provide evidence of need and details of any engagement with stakeholders e.g. local community groups etc. *

(250 words maximum)

17. Project start date (earliest start date: 1. May 2024) *

18. Project end date (one year from start date) *

19. Project Location *

Please provide the full address. If your location covers an area please provide details. If you are working with selected community groups please name these. A location plan should be attached to your application (if applicable)

20. Does the project require land ownership permission? *

- Yes
- No
- Don't know – contact planning@dundeecity.gov.uk before submitting your application

21. If the application is not within your existing lease area or is in a separate location to your rights, please provide the following: *

- reason(s) for the location of your project including why the application is not within your leased area
- landowner details for the proposed location and written confirmation that the project has permission to proceed on that land
- any partnership working with the relevant landowner e.g. joint funding or in-kind benefits.

22. Does the project require planning permission? *

- Yes
- No
- Don't know - contact planning@dundeecity.gov.uk before submitting your application

Project costs

23. Total amount requested from Dundee Climate Fund 2.0: *

24. Are you seeking funding from other sources? *

Yes

No

25. If you answered 'Yes' to the question above, please provide details of other sources of funding *

Note that additional funding is required to be confirmed when applying

26. What is the total cost of the project (other funding sources and Dundee Climate Fund)? *

27. Are you requesting more than £25,000 from the Dundee Climate Fund? *

Proposals over £25,000 organisations with free reserves more than three months operating expenses will require to provide match funding of 25% in kind/cash.

Yes

No

28. Does your organisation hold free reserves of more than three months operating expenses? *

Yes

No

29. How much match funding are you able to provide? *

Please list a breakdown of match funding.

30. What will the grant be spent on? *

Please include a detailed cost breakdown here

Project delivery

31. What personnel will be required to deliver the project and who will manage the delivery of the project? *

32. Are you adequately insured? Please list insurance(s) *

33. Will there be ongoing maintenance associated with the project? If yes, who will be responsible for this and how will it be funded? *

34. How are you going to monitor the project's success? *

Other information

35. Is there any further information you would like to provide in support of your application? *

(maximum 400 words)

What documentation do we need to see?

Depending on the project we require a copy of, e.g:

- Organisation/Charity Registration Number or copy of constitution
- Copy of quotes (items exceeding £5,000 require 3 quotes)
- Spreadsheet with detailed costs
- Plan showing location of proposed works
- Copy of lease

- Copy of any necessary permissions
- Copy of insurance(s)
- Risk assessment
- Correspondence with relevant stakeholders
- Copy of other funding sources if applicable
- Any other supporting information

Please send all documents in one email to: ClimateChoices@dundeeccity.gov.uk

Declaration

36. By submitting this form I hereby confirm that the information provided in this application is correct and that I am authorised to make the application. I understand that decisions for the Dundee Climate Fund are made by via public vote and award of the funding may be subject to planning permission *

Tick to confirm

37. How did you hear about the Dundee Climate Fund? *

Friends/Family

Social media (Dundee City Council)

Social media (Sustainable Dundee)

Newspaper

Online search

38. I confirm that the project is fully costed and includes all operating/revenue costs.

*

Yes

No

39. I confirm that I have submitted all required documentation to ClimateChoices@dundeecity.gov.uk prior to submission of this form.

*

IMPORTANT: Incomplete submissions will not be processed. It is the responsibility of the applicant to ensure that all supporting documentation is submitted via email.

Yes

No

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