



MAKING AN APPLICATION GUIDANCE NOTES

This document provides information on the Landfill Tax Credit Scheme including WREN's approach to and criteria for distributing landfill tax money, in addition to detailing the application process and offering guidance notes for application form completion.

Please remember to read this document before completing the WREN Application Form.

If you have any queries regarding this document please feel free to contact WREN on 01953 717165.

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B) The Scheme & those involved

The Landfill Tax Credit Scheme (www.ltcs.org.uk)

We all create waste and the majority is tipped into holes in the ground called Landfill Sites. A tax, the Landfill Tax, is paid for each tonne of waste disposed in this way. The Landfill Tax Credit Scheme allows 6% of this tax to be donated to Environmental Bodies for funding community projects.

Waste Recycling Group Ltd (www.wrg.co.uk)

Waste Recycling Group Ltd operates many landfill sites throughout the UK and has embraced the Scheme by allocating its landfill tax money to Waste Recycling Environmental (WREN) for use to improve the environment of the communities surrounding its landfill sites.

Waste Recycling Environmental Ltd (WREN) (www.wren.org.uk)

WREN is a not-for-profit company that distributes Waste Recycling Group's landfill tax money in the form of project funding. In order to distribute this funding, WREN has registered as an Environmental Body with ENTRUST, the Scheme's regulator.

Environmental Bodies (EBs)

An Environmental Body is an organisation registered with ENTRUST to receive and manage landfill tax money donated from a landfill operator. **You do not need to be an Environmental Body to approach WREN for funding!**

ENTRUST (www.entrust.org.uk)

ENTRUST was set up by the government to oversee and regulate the Scheme. It is responsible for ensuring Environmental Bodies like WREN comply with the regulations. WREN is required to submit all the projects it agrees to support to ENTRUST for registration.

C) WREN's approach

WREN's policy aim is to return landfill tax money to the regions and areas where it is generated.

WREN uses 'Regional Panels' made up of local volunteers to ensure WREN has knowledge of the local area. These panels provide recommendations, which the WREN Board considers when assessing whether to fund an application.

Local Area and Project Managers, who are supported by a team of Project Administrators at WREN's head office in Norfolk, manage all the applications and are there to provide you with all the assistance you need to fill in an application form and if successful manage and complete your project.

WREN's operational areas are defined in section J.

WREN focuses its funding on community-based projects which come under Objects D / DA & E of the Landfill Tax Credit Act.

D) What can WREN fund?

The Landfill Tax Act itself restricts the type of project WREN can fund. Under the Act, Landfill Tax funding can only be spent on projects falling under a number of approved 'objects' or categories.

Of the six categories available WREN will only look to provide funding to projects falling under the following three categories;

OBJECT D

Where it is for the protection of the environment, the provision, maintenance or improvement of a public park or other public amenity in the vicinity of a landfill site.

Examples: Village halls, children's play equipment, village greens, public footpath improvements, community gardens, woodland improvements, cycle paths, towpaths and nature reserves.

OBJECT DA

Where the aim involves the delivery of biodiversity conservation for UK species and / or habitats.

Examples: reintroduction programs to a specific habitat, management planning for nature conservation where this is directly linked to a specific habitat at a specific project site.

OBJECT E

Where it is for the protection of the environment, the maintenance, repair or restoration of a building or other structure, which is a place of religious worship or of historic or architectural interest.

Examples: Buildings of all religious denominations, buildings or monuments of architectural interest, which are listed.

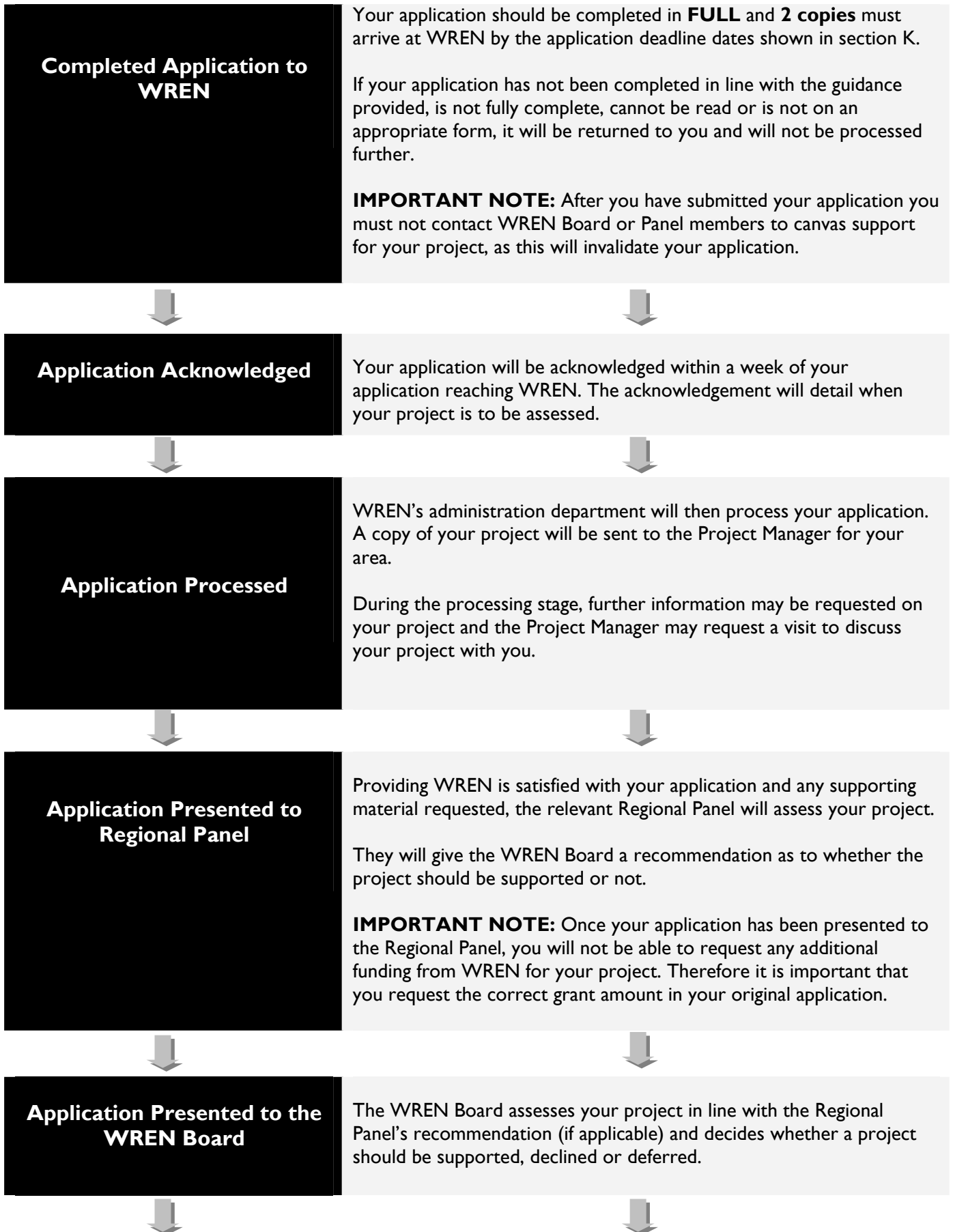
E) What will WREN not fund?

Within these three categories (due to the Landfill Tax Credit Scheme regulations and certain implications these bring for environmental bodies) it is WREN policy **not** to fund the following:

- Purchases of Land
- Purchases and Leasing of Vehicles
- Projects located on allotments
- Any work relating to Car Parks
- Any works to public highways, roads (either on or off project site, adopted or unadopted) pavements beside highways, roundabouts or any street furniture and lighting. This does not include public footpaths, bridle paths or cycle ways
- Projects located at Libraries, Schools, in School grounds or pre-schools
- Projects located on private land
- Projects involving Membership-only organisations where the general public (i.e. non members) are unable to use their facilities
- Projects involving the enhancement of single sports facilities, i.e. Cricket & Bowls clubs
- Village or town centre enhancements such as walkways, street works or signage
- Administration Posts
- Management & Professional Fees
- Projects in hospital grounds, hospices, day care centres, residential homes or sheltered accommodation
- Restoration projects for Christian places of worship in counties where WREN has a funding agreement with the Churches Trust (please see WREN website www.wren.org.uk for details of how to access this funding)
- Offices of charities, citizen advice bureaus, offices of statutory service providers and any other charity building where the primary purpose is other than the provision of community facilities
- Boundary walls, fences and railings of churchyards, churches and chapels

F) The application process

The following diagram outlines the application process up to the point of contract.



Notification of Decision

The relevant Project Administrator will notify you of the WREN Board's decision if your application is successful. This will be in writing, within one week of the meeting taking place.

If your project is deferred, you will be required to satisfy the deferral reasons stated in order for your project to progress further. On receipt of any relevant information, your project would be re-assessed by the Regional Panel (if appropriate) and then the WREN Board.

If your project is declined, the relevant Area Manager will notify you and your project goes no further in the process.

It should be noted that the decision of the WREN Board and the level of grant allocated is FINAL

If your project is approved, please see below.

ENTRUST Approval

If your application is successful, WREN will apply for your project to be registered with ENTRUST the Scheme's regulator.

Please note:

- 1) This process of registration will take a minimum of 4 weeks.**
- 2) If you start your project before WREN receives ENTRUST registration, your project will be deemed INELIGIBLE and will be automatically rejected.**

Formal Contract , 'Now that you have a grant pack' & Third Party Funding

Following a successful registration, and providing WREN has all of the project information it needs, a formal contract will be issued to you.

In addition, at the same time, a Third Party Funding request will be sent to your contributing third party.
(Refer to the 'Third Party Funding – Explained' guidance)

The formal contract must be signed and returned to WREN within **21 days** of receipt.

A 'Now that you have a grant' pack will be distributed to you which will explain the process from the contract stage to project completion.

Please note:

- 1) Only once the formal contract has been signed and returned may you start your project.**
- 2) WREN will only allow the draw down of a grant if the Third Party payment is received within 30 days of being requested.**

PLEASE NOTE: THIS PROCESS CAN TAKE BETWEEN THREE AND SIX MONTHS TO COMPLETE, DEPENDING ON WHEN MEETINGS FALL AND THE TYPE OF APPLICATION SUBMITTED.

G) Frequently asked questions

Stated below are commonly asked questions relating to WREN and the Landfill Tax Credit Scheme. In the first instance please read the questions and answers to aid you in making an application and understanding the process.

Q Who can apply for WREN Funding?

A Not-for-profit groups with constitutions.

Q Can you apply for 100% of the total project cost?

A Yes, you can apply for 100% of the total project cost; however, most of WREN's Regional Panels prefer not to recommend 100% project funding and look for other funding to be put forward, especially from local authorities.

Q What is the difference between Third Party Funding and other funding?

A Third Party Funding is a requirement of WREN funding, at the request of its Landfill Tax donor Waste Recycling Group Ltd. If no Third Party Funding is contributed, no grant will be paid. The existence of match funding will enhance your application. Refer to the Third Party Funding section for further information.

Q What level of funding can WREN provide; is there a maximum or minimum grant?

A WREN provides a range of funding, however minimum funding application is £2,000 and the maximum is £50,000.

Q VAT! Can it be reclaimed?

A WREN cannot reclaim VAT. Project costs can include irrecoverable VAT. WREN cannot give guidance on this matter and applicants should obtain their own professional advice.

Q Where is my nearest Waste Recycling Group Landfill Site?

A Please refer to the list of WRG landfill sites in section J.

Q What is general public access?

A To be eligible for funding under categories D&E, your project has to satisfy certain public access requirements. The minimum public access requirements are that the facility must be open to all, to a wide variety of user groups, either four evenings a week, two days a week or 104 days a year. The most generous arrangements for public opening suitable for the amenity are encouraged.

Q Can money be provided for project work that has already started?

A No, under the Landfill Tax Credit Scheme, WREN cannot provide retrospective funding.

Q What are Regional Panels?

A A panel is a group of local volunteers from a wide scope of disciplines that put forward a recommendation to the WREN Board as to whether a project should be supported or not. The majority of WREN's areas of operation have a Regional Panel in place which meets a maximum of four times per year.

Q When can a project be started?

A Your project can only start once you have signed and returned WREN's funding contract. If you start your project before this time, your project may well become ineligible under the Landfill Tax Credit Scheme. Please refer to the application process section for full details.

Q How will your project be monitored by WREN and is there regular reporting involved?

A WREN allocates to your project a Project Manager who will monitor the progress of your project and provide help and support along the way. Throughout your project you will be required to complete progress reports as detailed in WREN's funding agreement.

Q How will payment of a grant be made?

A WREN will pay the project's contractor directly on submission of a completed claim form. The payment may be made by BACS and if your application is successful contractor's bank details will be requested. You will be required to provide cash flow estimates for your project when funding is allocated.

Q Should you publicise your project?

A Yes, undertaking publicity will improve your community's ownership of your project. In addition, it will publicise where the funding was obtained so that other organisations can apply for the funding too. WREN invites you to participate in publicising your project, and can provide help and guidance if you require it.

H) Third Party Funding - Explained

Please note Third Party Funding is different from match funding for your project. An explanation of what Third Party Funding is and how to calculate the Third Party funding for your project is given below:

Why is Third Party Funding required?

Under the Landfill Tax Credit Scheme, Waste Recycling Group Ltd can donate 6.7% of the landfill tax they collect to WREN to fund suitable projects. Of this 6.7% the Government only allows Waste Recycling Group Ltd a 90% credit against this amount.

In order to mitigate the losses incurred by participating in the Scheme, Waste Recycling Group Ltd (as a condition of providing WREN with the landfill tax money) requires project applicants to secure the help of eligible 'Third Parties' who will reimburse them with an amount equal to 10% of the cost of the funding committed. In addition to the level of the grant this also takes into account the automatic levy charged by the Scheme's regulator ENTRUST, together with a proportion of the costs associated with administering the funds.

Example calculation:

WREN funding committed towards project	10,000
2% ENTRUST levy paid on funding (by WREN)	200
Cost to WREN of administering the grant – 8%	<u>800</u>
Total cost of grant	<u>£ 11,000</u>
10% of gross grant payable to landfill operator	<u>£ 1,100</u>

To work out the amount of third party funding you need to find multiply the application amount by 1.1 and your third party funding will be 10% of this figure.

This transaction must not be included in the project's funding calculations. In simple terms, £11 of Third Party Funding will release £100 of landfill tax money for the project.

ENTRUST also require the name of the contributing third party to be recorded at the time of project registration.

Who can be a contributing third party?

The key consideration regarding Third Party Funding is the term '**Unique Benefit**'. Simply, a contributing third party cannot gain any unique benefit from the project put forward for funding. Examples of organisations which can be contributing third parties are:

- Private Companies
- Public sector organisations- Local Authorities, County Councils
- Charities
- Voluntary organisations
- Private Donors
- A person who shares the benefits with others. For example, a member of a church congregation or a person who uses with others a village hall or other community facility.

Who cannot be a contributing third party?

As detailed previously, organisations / individuals gaining a unique benefit from a project cannot be a contributing third party. Specific examples are:

- Environmental Bodies
- Any individual or organisation, which is directly connected with the landfill operator, WREN or the applicant.

It should be noted that funding from other sources, which has already been 'banked' by you cannot be used for the Third Party Funding purpose. The Third Party Funding transaction, while facilitated by WREN, is a transaction outside the realms of the project and its associated costs. The payment is made directly from the contributing third party to the Landfill Operator, Waste Recycling Group Ltd.

I) Completing the Application Form

Stated below are some useful tips and suggestions to consider when you are completing the application form that follows:

Useful Tips & Reminders

- ✓ Make sure you enclose two copies of your application (one original and one copy) which are readable, signed and with ALL the questions answered.
- ✓ It is very important that you provide ALL the information requested with your application.
- ✓ Please endeavour to fit the information requested in the space provided on the application form, except when attachments have been specifically requested.
- ✓ Provide us with a budget for the whole project. Make sure all the financial details you provide are clear and above all – they add up!
- ✓ Specify for which aspects of the project you are seeking WREN funding. Please remember that WREN will only fund costs directly attributable to your project.
- ✓ Provide details of other potential funders and give an assessment of the likely timescale for approval.
- ✓ Indicate the level of public access.
- ✓ Provide details of your contributing third party (see section H).
- ✓ Please check that you have included all the information requested in the checklist at the end of the application form.
- ✓ If you are an unincorporated body (e.g. action group / 'friends of' group / village hall committees etc) please ensure that your organisation's minutes detail that you are authorised to sign the application form on their behalf.

Supporting Your Case

- ✓ Generally preference is given to projects, which show support from other funders and evidence of own fundraising.
- ✓ Demonstrate that once the project is completed it will continue to survive and prosper.
- ✓ Demonstrate that you have thought about future maintenance i.e. have organised a maintenance contract
- ✓ Please provide evidence of consultation and support from the wider community. This may be in the form of questionnaires, petitions, letters of support from individuals and/or user groups both current and potential, open day forums and appraisals. Evidence of support could also include a timetable of usage.
- ✓ If your project is for disabled access or provision then please ensure you include evidence that you have consulted with a disability group to ensure the work you are undertaking is in line with their needs. You should also demonstrate, where possible, the number of disabled users who will benefit from the work you wish to undertake.
- ✓ **WHEN TO PROVIDE A BUSINESS PLAN AND WHAT TO INCLUDE:**

If you are applying to WREN for funding of £25,000 or more OR if your total project cost is in excess of £50,000 you will need to provide us with a business or project plan. The plan does not need to be a lengthy document but does need to detail how you intend to carry out, fulfil and make a success of your project. Examples of what to include are:

 - Budgetary details / plans over the life of the project (i.e. where the funding is coming from, the day to day costs, the future costs and evidence that the project will be financially sustainable in the future)
 - Aims and Objectives of the project
 - Timescales, including key milestones and critical time periods
 - Contingency plans if sections of the project change
 - Main contacts for the project
 - Criteria by which the success of the project can be judged
 - Monitoring and reporting details
 - Publicity arrangements for the project
- ✓ **Above all, convince WREN that the project is necessary and will make a difference.**

Disability Access Guidance

Overall WREN's stance is a desire to support applications where the benefits for people with disabilities can be clearly quantified; however the obligation to meet the statutory requirements of the Disability Discrimination Act where there is no proven need for the work to be carried out is contrary to WREN grant giving policy.

Guidance

On any new build project WREN expects your project to meet the statutory requirements of the Disability Discrimination Act (DDA) 1995 and Part III 1999.

If you are upgrading an existing facility in order to meet the statutory requirements of the DDA, WREN expects your organisation to have carried out a disability audit.

The following areas should be considered during the disability audit:

- Approach and car parking
- Routes and external level change, including ramps and steps
- Entrances, including reception
- Corridors, internal doors, internal ramps and assembly
- Lifts, stair lifts and internal level changes
- Toilets
- Fixtures and fittings
- Means of escape
- Providing information

WREN expects you to have consulted with current users of the facility and to provide evidence of what consultation you have undertaken. The consultation must specifically address the need to upgrade the disabled access to the facility.

WREN expects you to have made contact with the Local Authority to establish whether they have a Disability Officer who can provide help and advice on complying with the DDA.

Useful Contacts

National Register of Access Consultants www.nrac.org.uk

Disability Rights Commission

Telephone: 0845 762 2633

Email: enquiry@drc-gb.org

Website: www.drc-gb.org

Centre for Accessible Environments

Telephone: 020 7357 8182

Useful Publications

You can download the 'Codes of Practice on Employment and Services provisions to the DDA' free of charge on www.drc-gb.org or order a copy from The Stationery Office on 0870 600 5522

Disability Rights Commission '2004 – What it means to you' A guide for service providers can be ordered free of charge from the Disability Rights Commission on 0845 762 2633

Disability Rights Commission 'Making access to goods and services easier for disabled customers' A practical guide for small businesses and other small service providers can be ordered free of charge from the Disability Rights Commission on 0845 762 2633

'Designing for Accessibility' this comes with a useful resource guide at the back and can be ordered from Centre for Accessible Environments on 020 7357 8182

'Widen the eye of the needle' specifically tackles access in the context of Churches and can be ordered from Centre for Accessible Environments on 020 7357 8182

J) Waste Recycling Group Ltd Landfill Sites

WREN can only fund projects falling under Categories D, DA & E if they lie within 10 miles of a Waste Recycling Group Landfill Site. A list of the Waste Recycling Group sites is shown below on an area basis:

BEDFORDSHIRE	BERKSHIRE	BUCKINGHAMSHIRE	CAMBRIDGESHIRE
Arlesey Brogborough Stewartby	Hermitage Farm	Calvert Bletchley	Buckden Dogsthorpe Grunty Fen March Milton
CHESHIRE	CONWY	DERBYSHIRE	EDINBURGH & MIDLOTHIAN
Arpley Danes Moss Gowy Maw Green	Llanddulas	Glapwell Staveley Alfreton T/S Chesterfield T/S Derby T/S	Oatslie Drummond Moor
ESSEX	GLASGOW & LANARKSHIRE	HUMBER	KENT
Aveley	Greengairs	Carnaby Catwick Grange Gallymoor Humberfield Immingham Winterton	Norwood Farm Offham
LANCASHIRE	LEICESTERSHIRE	LINCOLNSHIRE	NORFOLK & SUFFOLK
Deerplay	Bradgate	Boston Colsterworth Gainsborough Kenwick Kirkby on Bain Leadenham Middlemarsh North Hykeham Whisby	Aldeby * Blackborough End Feltwell * Norwich T/S Pulham Market T/S Shipdham T/S Thetford T/S
NORTHAMPTONSHIRE	NOTTINGHAMSHIRE	OXFORDSHIRE	WARWICKSHIRE & WEST MIDLANDS
Weldon	Barnstone Bilsthorpe Daneshill Dorket Head Eastcroft Staple Quarry Sutton	Dix Pit Sutton Courtenay	Bubbenhall Edwin Richards Judkins
WEST GLAMORGAN	WREXHAM	YORKSHIRE	
Pwllfawtkin	Astbury (Rossett) Pen y Bont (Chirk)	Allerton Park Barnsdale Bar Bootham Lane Cridling Stubbs Rotherham Scabba Wood Skelbrooke Thurcroft Welbeck Barnsley T/S	

* Projects located in Suffolk will be considered only if they lie within 10 miles of Aldeby or Feltwell Landfill Sites.

K) Application Deadline & Decision Notification Schedule

Waste Recycling Environmental Ltd (WREN) Board make funding decisions on a quarterly basis, with four rounds of decision-making meetings being held throughout the year.

For all of its operational counties there will be one application deadline for each round. These are stated in the table shown below;

PLEASE NOTE:

- Signed application forms must be received by WREN by **5.00pm** on the **'DEADLINE FOR APPLICATION SUBMISSION'** date shown, at **WREN HOUSE**.
- If an application misses that deadline, then it will be put forward to the next round of meetings.
- An acknowledgement will be sent to you once an application has been received. This acknowledgement will tell you at which **'WREN BOARD MEETING'** your application will be assessed, and therefore which round your application has entered.
- You will hear from WREN by the **'DECISION NOTIFICATION DATE'** as to whether your application has been successful or not.

Timescales	Round2 2006	Round 3 2006	Round 4 2006	Round I 2007
Deadline for Application Submission	7th April 2006	21st July 2006	29th Sept 2006	5th Jan 2007
WREN Board Meeting	20th June 2006	3rd Oct 2006	12th Dec 2006	20th March 2007
Decision Notification Date	by 27th June 2006	by 10th Oct 2006	by 19th Dec 2006	by 27 March 2007

Please refer to the website www.wren.org.uk where details of any changes to dates or frequency of meetings etc will be published.



APPLICATION FORM

Please complete the following application form and return it to WREN at the following address:

Waste Recycling Environmental Ltd
WREN House
Manor Farm
Bridgham
Norfolk
NR16 2RX

PLEASE NOTE:

- SEND **TWO COPIES** OF YOUR APPLICATION & ALL SUPPORTING INFORMATION TO WREN (**ONE ORIGINAL, ONE COPY**).
- **COPY YOUR APPLICATION** FOR YOUR OWN REFERENCE PURPOSES.
- PLEASE MAKE SURE THAT YOU **APPLY THE CORRECT POSTAGE** TO YOUR APPLICATION. FAILURE TO DO THIS MAY DELAY YOUR APPLICATION REACHING US.
- PLEASE **DO NOT BIND OR GLUE** YOUR COMPLETED APPLICATION. PLEASE **DO NOT USE RING BINDERS/DIVIDERS OR PLASTIC FOLDERS**. APPLICATIONS SHOULD BE FASTENED USING A PAPER CLIP, STAPLE OR TREASURY TAG.
- **IF YOU DO NOT ANSWER ALL THE QUESTIONS** WITHIN THE APPLICATION FORM, YOUR FORM WILL BE RETURNED TO YOU.
- ON RECEIPT YOUR APPLICATION WILL BE ACKNOWLEDGED. IF YOU DO NOT RECEIVE THIS WITHIN TWO WEEKS THEN PLEASE CONTACT WREN.

APPLICATION FORM

FOR WREN FUNDING

PLEASE NOTE:

This form should be completed using black ink
Remember to complete all sections & sign the form
Guidance is given on the form in italics
Special notes are indicated by ! & are in capitals

FOR WREN REFERENCE ONLY

Date Received:

WREN Reference:

Panel Date:

Board Date:

Section A – Contact Details and Declaration

Q1 Contact Details	Primary Contact	Secondary Contact
Contact Name	Miss Wendy Rider	Rev Charles Royden
Position (<i>within Organisation</i>)	Centre Manager	Chair of Management
Department	St Mark's Church Community Centre	St Mark's Church Community Centre
Organisation Name	St Mark's Church Community Centre	St Mark's Church Community Centre
Organisation Address or Contact Address	St Mark's Church Community Centre Calder Rise Bedford	St Mark's Church Community Centre Calder Rise Bedford
Postcode	MK41 7UY	MK41 7UY
Telephone Number	01234 342613	01234 342613
Fax	01234 342613	01234 342613
Mobile Telephone	07973 113861	07973 113861
E-mail Address	office@thisischurch.com	office@thisischurch.com

Project Name (<i>Maximum of 5 Words</i>)	St Mark's Church Community Centre Extension
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Declaration

ON BEHALF OF (Enter organisation name)	St Mark's Church Community Centre
I / WE DECLARE THAT ALL THE INFORMATION AND STATEMENTS CONTAINED WITHIN THIS APPLICATION ARE TRUE.	

PRIMARY CONTACT NAME	SIGNATURE	DATE
Wendy Rider		15.7.2006
SECONDARY CONTACT NAME	SIGNATURE	DATE
Charles Royden		15.7.2006

How did you hear of WREN?

- | | | | |
|------------------------------|--------------------------|------------------|-------------------------------------|
| Newspaper article | <input type="checkbox"/> | Funding Seminar | <input checked="" type="checkbox"/> |
| Radio | <input type="checkbox"/> | Previous contact | <input type="checkbox"/> |
| WREN Newsletter / Literature | <input type="checkbox"/> | Recommendation | <input type="checkbox"/> |
| Other (please give details) | <input type="checkbox"/> | _____ | |

Section B – About your Organisation

Q2 What type of organisation are you? Please tick and fill in the relevant boxes.

Community or voluntary group with a written constitution

Company Limited by Guarantee *please give registration number*

Local authority *please state name*

Registered Environmental Body *please give enrolment number*

Other public-sector organisation

Parish Council

Registered charity *please give charity number*

St Mark's Church, Diocese of St Albans Exempt Charity

Other *please give details*

Please confirm your organisation is 'Not for Profit' **Yes**

Q3 Briefly, please describe your organisation's main purpose.

St Mark's Church Community Centre provides a location and resource for community groups and charities across Bedford. We are the busiest community Centre in Bedfordshire and currently there are 46 community groups and charities based at the Centre.

Q4 Does your organisation have Public Liability or Professional Indemnity Insurance?

If yes please indicate the type of insurance you have and the level of cover.

YES

5 million employers liability insurance and public liability, through Ecclesiastical insurance Policy no 04/XPG/9076173

! PLEASE NOTE THAT WREN IS UNABLE TO ACCEPT ANY RESPONSIBILITY FOR INSURANCE COVER RELATING TO A PROJECT.

Q5 Does your organisation have an Equal Opportunities Policy?

If yes please provide details.

YES

Yes please see attached

Section C – Your Project

Q6 Please provide an abbreviated description of your project

Please restrict this description to 6 words.

Extension of Community Centre at St Mark's (Stage 2)

7 Please describe fully your project and identify the parts you wish WREN to fund

Describe briefly how your project came about, concentrating on the areas for which you require specific funding and which can be readily identified as being 'WREN funded'.

Background

St Mark's Church Community Centre provides care in the community from the cradle to the grave. We have a baby clinic providing care for mothers and babies, we also have a bereavement support group and a place to bury the cremated remains of those who have died, free of charge. We are always looking for ways to meet the needs of the community in this expanding area of Bedford. The original premises were constructed as a multi-purpose church and community centre in 1974, and since that time there have been considerable adaptations and developments of the Centre as the community has grown and needs have presented themselves. A church service takes place in the Centre for 2 hours on Sundays, but immediately afterwards and for the rest of the week, the entire premises are given over to extensive and varied community use without discrimination.

St Mark's seeks to provide community premises in which all local community groups and charities can meet. Some charities based at the centre work within specific areas of expertise, such as learning difficulties and autism. There are also many community groups providing important facilities such as youth groups and meeting places for the elderly. In total there are 46 community groups and charities meeting on a regular basis. We are the busiest community centre in Bedfordshire. Recently Bedfordshire Police opened a police station in our premises and officers take crime reports and hold surgeries.

St Mark's employs staff to provide specific charitable services, these include our daily pre-school which is accredited and endorsed by Ofsted and Investors in Children. St Mark's also provides a day centre for people with learning disabilities. We employ five staff with money provided by the European Social Fund. Our reputation is second to none and the delivery of our community programme is widely respected. We seek to provide for all members of our community especially the vulnerable and excluded.

Six years ago, due to lack of space in our Centre as a result of the extensive community use, we provided a Portakabin adjacent to the main hall to meet the immediate and pressing needs. Since then the demands upon our community provision has expanded even more and we have insufficient capacity to accommodate all of the people who eagerly wish to use our facilities. Even more housing development is now taking place in our community which has already seen rapidly expanding residential development. In the next two years 500 new homes will be built within a mile of our Centre.

Our building extension

It was as a result of this pressing need that we decided to build a new two storey building to replace our Portakabin and enable us to welcome an additional 1,000 people every week. The extension will provide additional facilities for multi-occupancy of the premises. Using the increased deployment choices which the new centre will provide, four or five groups will easily be able to be accommodated simultaneously. For over a year we have successfully managed to provide facilities for an increased number of groups by utilising a 'hot desk' system and a policy of total community access. This makes spaces and facilities available within a flexible framework, which moves away from the traditional models of locked rooms and cupboards. This has freed office space and released resources to wider participation.

The new extension will provide increased opportunities for local charities and community groups which seek low cost solutions to their needs for meeting rooms and office facilities, in premises which exceed statutory expectations. St Mark's will be better placed to provide these managed resources, within the context of a supportive framework, offering advice and support to those groups and individuals which avail themselves of our facilities.

We were fortunate to be selected as national finalists in the WREN Village Hall and Community Centre Challenge 2005, receiving a prize of £125,000. This money will fund stage 1 of our building project. We are now seeking assistance with Stage 2 of the project. The construction work has been subject to a thorough tendering process with our architect and the lowest quotation obtained has been submitted by Meadsway Construction.

Stage 2

Stage 2 will fund the following specific aspects of the construction

Internal doors	X
Finishings	X
Plumbing Mechanical services	X
Electrical services	X
Staircase baulustrades	X
Lift	X
Preliminaries	X
Contingencies	X
	£X

! IT IS ESSENTIAL THAT YOU PROVIDE WREN WITH PHOTOS &/OR PLANS RELATING TO YOUR PROJECT. FOR EXAMPLE IF YOUR PROJECT IS SITE BASED PLEASE PROVIDE PHOTOS OF THE SITE, IF YOUR PROJECT INVOLVES IMPROVEMENT TO AN AMENITY THEN PLEASE PROVIDE PHOTOS OF THE AMENITY IN ITS CURRENT STATE. IF THERE IS NOTHING TO TAKE A PHOTO OF THEN PLEASE PROVIDE THE RELEVANT PLANS/DESIGNS INSTEAD.

Q8 Where is your project to be located & in what Local Authority area will it take place? <i>Please indicate the street, town, county, postcode or OS reference and enclose a map showing this location</i>
St Mark's is located on Calder Rise, Bedford, Beds. MK41 7UY Grid Ref 056 527

Q9 Has your organisation been given a grant from WREN before? <i>If yes please provide details.</i>	YES
St Mark's will be completing Stage 1 of the project with funding from Wren under village hall and community centre challenge	

Q10 Where is your nearest Waste Recycling Group Landfill Site & approximately how far is the project site away from this Landfill site? <i>Please refer to the Landfill Site list in section J of the guide notes.</i>	
Landfill Site: Stewartby	Distance: 4 Miles

Q11 Does your organisation own the land on which the project is located / is to be sited?	YES <input checked="" type="checkbox"/>
<i>If No, please provide the name and address of the owner of the land and detail the arrangements you have made for the use of the land ie length of lease etc. If applicable please attach a copy of your lease.</i>	NO <input type="checkbox"/>

Q12 What are the timescales for the project?	
Estimated Start Date	Stage 1 will be completed in October 2006 Stage 2 to follow
Estimated Completion Date	Stage 2 will be completed in December 2006
Estimated Project Period	12 weeks
! PROJECT TIMESCALES ARE CRITICAL TO WREN'S ASSESSMENT OF YOUR PROJECT; PLEASE MAKE SURE YOU STATE THEM AS ACCURATELY AND REALISTICALLY AS POSSIBLE ABOVE. PLEASE CONSIDER THE TIME IT WILL TAKE WREN TO PROCESS YOUR APPLICATION (SEE SECTION F) SO THAT YOUR START DATE IS REALISTIC. INDICATING 'AS SOON AS GRANT AGREED' IS NOT ACCEPTABLE.	

Q13 Describe how your amenity or facility is sustainable and will be maintained in the future.
<i>Consider how the amenity / facility will be maintained in future years, both financially and physically. Please provide evidence of contracts / agreements if available.</i>
St Mark's Church Community Centre has been in operation since 1974. St Mark's has an outstanding reputation for the management of our premises and the delivery of services. Our Centre generates income from rental of the premises, fundraising by the local community, grants from the local authority and charitable groups. We also receive statutory funding from Social Services for the provision of pre-school and European Funding for the delivery of our day care for people with learning disabilities. These services receive scrutiny and demand that an organisation has in place adequate monitoring, control and long term planning. Responsible management of our resources has enabled us to employ a part-time Centre Manager supported by the activities of about 130 volunteers, which enables us to keep administrative costs to a bare minimum.

Q14 How will the public have access to your site?

Please provide details of lettings policies, opening times, availability and details of key holders.

St Mark's Church Community Centre opens at 8.30am and usually remains open until after 11.00pm in the evening. There is a staffed office which opens at 8.30am and remains open until 5.30pm. Community Centre Opening Hours. Our consultation has revealed that the presence of a staffed office every day, combined with our open door policy, is a significant part of our success. People call in at St Mark's because they know that it will always be open and offer hospitality.

Multiple occupancy. The Community Centre will be operated using our policy of multiple occupancy to maximise opportunity for bookings to take place simultaneously. People like the presence of other people around, the 'buzz' and feeling of community which is created.

Unrestricted Access & Key policy Users are granted unrestricted access to all community areas at St Mark's. Security is taken seriously but not to the detriment of user groups who are all given their own keys.

Advertising St Mark's Church Community Centre is a well known venue in the community with clear signage on the main road, illuminated during the hours of darkness. The Centre regularly features in local newspapers and radio broadcasts. It is our policy to place regular advertisements of activities in newspapers and the local parish magazine, circulated to every home in the parish.

Communication and Publicity It is the policy of St Mark's Church Community to make weekly information sheets available which indicate what events are taking place throughout the week. In addition a board is provided in the centre foyer indicating all weekly activities. A booklet providing information is available on the information desk and this is available in different languages. Users and those interested in potential activities can communicate with the Centre by telephone which will be answered by a volunteer every weekday from 9.00am until 5.00pm. Communications can also take place by fax or Email.

Booking arrangements. The Centre manager is pleased to discuss booking with any interested parties and actively encourages users by visiting local groups and the Parish Council. The centre manager can be contacted by telephone, fax, Email or a personal visit to the Centre any weekday between 9.00am and 5.00pm. If the Centre Manager is unavailable for any reason the enquiry will be dealt with by a volunteer. Booking forms can also be requested by post to the Centre Manager.

Q15 Please provide details of charges for use and also detail any income generated by the project

Income may be from charges for entry / hire fees etc.

St Mark's usually charges £6 per hour for community groups and charities or £10 per hour for commercial groups and funded organisations. The higher charges for commercial groups helps offset the lower community charge.

<p>Q16 How and where will the facility be advertised? Please name the publications. <i>i.e. in the local newsletter, in the local library, etc.</i></p>
<p>St Mark's is frequently advertised or featured in local newspapers, radio and parish magazines.</p>
<p>! IN ORDER TO BE REGISTERED BY THE REGULATOR ENTRUST, YOU MUST ADVERTISE YOUR AMENITY.</p>

<p>Q17 Who will be responsible for the monitoring / reporting / administration / finance and management of the project? <i>Please detail names, responsibilities and position within organisation.</i></p>
<p>Centre Manager, Wendy Rider Treasurer, Mr John Day Chair of Management, Charles Royden Project Development Manager, John Creasey</p>

<p>Q18 Are there any planning consents required for the project, i.e. planning permission / faculty? <i>If yes, please attach a copy of the application and approval if obtained. If the approval has not yet been obtained please indicate the likely timescales for planning consent approval.</i></p>	<p>YES</p>
<p>Planning permission obtained and sent previously application number 05/03284/COU</p>	

<p>Q19 Is the project being undertaken because of any enforcement notice / statutory obligation or planning permission requirement? <i>If yes, please provide details below.</i></p>	<p>No</p>

<p>Q20 Do you know who will be the contractor? <i>Please give names and addresses of any contractors/sub contractors expected to be used. If known please provide copies of quotes / tenders.</i></p>	<p>YES</p>
<p>Meadsway Construction Ltd. 8 Sunbeam Road, Kempston, Bedford, Bedfordshire, MK42 7BY. 01234 856023 Mobile 07771531949 Fax 01234 841450 Meadsway@btconnect.com</p>	

<p>Q21 How will value for money be achieved? <i>Contractors should be appointed through an open and transparent process. If your project is successful in securing WREN funding you will be asked for evidence of this by providing at least three quotes or tender documentation.</i></p>
<p>The tendering process was arranged by our professional architect and QS. The tendering process resulted in the lowest quotation being accepted. Copies have already been submitted</p>

<p>Q22 Are you aware of any possible connection between any contractor / supplier who will carry out the project and the applicant or any contributors to this project, including the third party funder? If Yes, please describe this relationship.</p>	<p>NO</p>

Section D – Project Benefits

Q23 How will the project protect the environment and benefit the local community as a whole?

Consider the environment in social, economic and physical terms.

1. The project will provide community facilities for an additional 1,000 people per week. It will provide a resource for local community groups and charities
2. The project will provide a resources for an additional 20 user groups
3. The provision of police run youth projects will assist in the reduction of crime and a safer environment

Q24a How have you identified the need for the project?

The project originally developed from the Community Forum Management Meetings to which representatives from all of our user groups and volunteers are invited. This meeting is an opportunity for all users to be involved, St Mark's is a community centre managed by the community for the community. Many community groups and charities were simply asking for increased use of the facilities, but we were increasingly aware of new groups who were unable to be accommodated and being turned away.

In addition to our regular management meetings, we also conduct regular community audits. Questionnaires are sent to all user groups to gather information from groups about their use of the centre and any suggestions for further discussion and consultation. The audit process increased our awareness of the need to provide additional facilities for our community. Subsequently plans were drawn up by an architect and made available for public comment. The consultation process over the plans, throughout 2003 resulted in a major revision. We became conscious of a need for a more ambitious scheme.

Consultation followed with users and new plans were produced using a different architect. Once more plans were displayed to the local community and widespread consultation took place. We appreciated the involvement of Brickhill Parish Council, Bedford Borough and County Council and other community providers including North Beds Council of Voluntary Service. Consultation and oversight was also exercised by the Diocese of St Albans through the faculty process with opportunity for public and professional comment.

Q24b What community / user group consultation have you undertaken?

Please enclose any letters of support received from members or groups within your community / Evidence of consultation.

A need recognised and supported locally

For over three years we have communicated widely in our community to ensure the most extensive consultation process. Our business plan includes letters of support from Borough and Councillors, Parish Council and Council of Voluntary Service. We have also conducted our own surveys and audit of current users and community groups.

! PLEASE NOTE THAT WREN WILL NOT ALLOCATE FUNDING TO PROJECTS WHERE CONSULTATION WITH THE APPROPRIATE USER GROUPS HAS NOT TAKEN PLACE AND EVIDENCE PROVIDED.

Q25 Will any partnerships be developed?

i.e. between community groups and / or other funders.

The Centre Management Committee is working closely with the Police and Parish Council to develop additional youth facilities.

Q26 How many people will benefit from the project?

What population does the amenity serve? How many people currently use the amenity? How many additional people do you predict using the amenity once the project is completed? Please provide a full list of current and potential users including a timetable of usage (if appropriate).

The parish serves an area of 16,000 our existing users are drawn from across Bedfordshire. Our centre currently attracts 1800 users per week, this will increase to a total of 2,800 users once the new centre is opened. For a list of our user groups please see our business plan.

! IF YOUR PROJECT OR PART OF YOUR PROJECT IS TACKLING ACCESS FOR PEOPLE WITH DISABILITIES, PLEASE COMPLETE QUESTIONS 27 TO 31.

Q27 Are provisions for people with disabilities included in the project scope?

If YES, please answer the following questions. If NO please indicate why provision has not been made.

YES

Q28 Please confirm that you have undertaken a disability audit. <i>Please enclose a copy of the report produced following the disability audit including any recommendations.</i>	YES

Q29 Please provide details of what consultation you have undertaken to support the need for the work.
Extensive consultation has taken place with the local community and parish council, questionnaires, community forum meetings, public meetings etc.

Q30 Have you consulted with or involved a local organisation or group that either works with or is run by people with disabilities? <i>If yes, what was their involvement in developing the project?</i>	YES
We have the widest range of disabilities represented at the centre and operate our own ESF project for learning disabilities. Full consultation with all users has taken place.	

Q31 Have you consulted with or involved a Disability Officer from a Local Authority? <i>If yes, what was their involvement in developing the project?</i>	YES
Advice given re access requirements and provision of lift to access all areas.	

Section E – Funding & Financial Details

Q32 What is the total cost for the project?	£ X
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Q33 Does the project total figure (above) include VAT?	NO
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Q34 Will you be reclaiming VAT on this project?	NO
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Q35 How much funding are you requesting from WREN? <i>Please round the funding to the nearest £ (pound)</i>	Up to £X
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Q36 Has a business/project plan been produced for your project?	YES
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! PLEASE NOTE THAT WREN REQUIRES A BUSINESS PLAN TO BE SUBMITTED IF THE GRANT AMOUNT REQUESTED IS £25,000 OR MORE, OR THE TOTAL PROJECT COST IS IN EXCESS OF £50,000. REFER TO SECTION I BUSINESS PLAN OF THE GUIDANCE NOTES.

Q37 Please detail below the name and the contact details of your contributing third party funder.

Mr Mike Bonney
 Butterfield Trust
 2 Lodge Close, Bedford. MK44 1JS

! PLEASE DO NOT INCLUDE THIRD PARTY FUNDING IN ANY OF THE CALCULATIONS THAT FOLLOW. THIS IS A SEPARATE AMOUNT, WHICH STANDS ALONE FROM THE PROJECT'S COSTS. REFER TO SECTION H THIRD PARTY FUNDING EXPLAINED OF THE GUIDANCE NOTES.

Q38 Please give a full breakdown of the project costs for the whole project.

The list has two parts. The first covers capital costs such as building work and materials etc, the second covers revenue costs such as staff & administration costs.

You must give us realistic figures for each of these costs and provide evidence of how you worked them out. Remember that WREN will only fund costs directly attributable to your project. Any overhead / administration costs presented in an application will need to be broken down and justified. If there is not enough space please create this form in the same format on another sheet. If this information is NOT provided your application will be returned to you.

Please tick the specific elements you would like WREN to fund

DESCRIPTION	AMOUNT (£)	<input type="checkbox"/>
Capital Costs		
Stage 1 (Funded by Wren Village Hall Challenge)	X	
Stage 2 (Subject of this application)	X	
Stage 3 (Application being considered by Biffaward)	X	
	X	
Revenue Costs		
Professional and architects fees (Being paid by ourselves from our own fundraising)	X	
Total Project Cost (This should equal the figure given in Q32)	£X	

Please give a full breakdown of funding being contributed to the project.

Please use the tables below for this. If there is not enough space please create this form in the same format on another sheet

Q39 Total cost of project

This should be the same figure stated in section Q32

£ X

Q40 Funding requested from WREN

This should be the same figure stated in section Q35

Up to £X

Q41 Funding still required

This should be equal to the total project cost **minus** the amount requested from WREN

£X

Q42 Funding from Other Sources – please tell us where the funding detailed in Q41 will come from.

NAME OF ORGANISATION	AMOUNT REQUESTED (£)	AMOUNT CONFIRMED (£)	DATE FUNDING CONFIRMED / EXPECTED
Own funds contributed to the project <i>Please enclose with your application a copy of your organisation's latest accounts</i>		£X	Now Available
Funds contributed / requested from other UK sources (Lottery, private sector, public sector etc) <i>Where funding has been confirmed a copy of the confirmation letter should be enclosed with this application</i>			
Application to Biffaward has been made For Stage 3, the final works of the centre	£X		December 2006 (There is a slight chance that we may hear before this date)
Awarded place in WREN competition		£X	Now Available
Wixamtree Trust		£X	Now Available
Funds contributed/requested from European Union funds <i>(from sources such as SRB or ERDF) Where funding has been confirmed a copy of the confirmation letter should be enclosed with this application</i>			
TOTAL <i>This figure should be the same as Q41. If it is not please answer question Q43</i>	£X	£X	

Q43 If there is a project shortfall please detail how you intend to meet this shortfall.

The total project cost is £X

We have asked WREN for a grant of up to £ X, which is the total shortfall on the project, identified at Stage 2 of the project. If we are not successful in obtaining a grant from WREN we will continue to seek to raise the money and if necessary take loans to enable the project to continue. We are eager to continue the work whilst the contractor is on site, since interrupting the building work will entail additional cost.

It is our intention that once Stage 2 is completed Bifaward will take over the Stage 3 whilst the contractor is still on site.

Section F – Additional Information for Category DA

Please only complete this section if you are applying for a grant to deliver biodiversity conservation for UK species habitats.

Q44 Please indicate whether your project principally involves:	A SPECIES AT A SPECIFIC SITE <input type="checkbox"/> A HABITAT AT A SPECIFIC SITE <input type="checkbox"/>
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Q45 What type of habitat and / or species are you working upon or with at this site?
Projects will need to be linked to specific areas at a site. These can include land and water areas.

Q46 Please explain how this project will be for the protection of the natural environment and in turn lead to the conservation of biodiversity.
Please limit your answer to 250 words.

Q47 Please explain how this project will lead to conservation of biodiversity in relation to the specific habitat stated. For example what conservation practices are you putting into place?
Please limit your answer to 250 words.

Q48 Please tick the box indicated to confirm that the project site will not be operated for profit. If you intend to make a charge to use or view the project site, please indicate what the charge will be below.	<input type="checkbox"/>

<p>Intention of Project</p> <p>Please answer the questions below to summarise the intention of the project</p>
<p>Q49 Does your project include research?</p> <p>Specific research may be undertaken on the habitat/s and species where the intent is to conserve, restore or enhance the habitat to the benefit of biodiversity.</p>

<p>Q50 Does your project include recording any data on the project site's habitat?</p> <p>Specific recording may be undertaken on the habitat/s and species where the intent is to conserve, restore or enhance the habitat/s to the benefit of biodiversity.</p>

<p>Q51 Does your project include management of the area to achieve conservation objectives?</p> <p>Specific management plans and proposals can be undertaken on the habitat/s and species where the intent is to conserve, restore or enhance the habitat/s to the benefit of biodiversity.</p>

<p>Q52 Does your project include monitoring of a specific habitat?</p> <p>Monitoring may be undertaken where the intent is to conserve, restore or enhance the habitats to the benefit of biodiversity.</p>

<p>Q53 What type of education will you undertake if any?</p> <p>Education or 'promotion' is eligible only in relation to the habitat/s and species as identified in the project. Education cannot be the main intent of the project but rather be an additional cost in relaying information about the habitat.</p>

<p>Q54 Is there a 'lead partner' or local biodiversity partnership working with you on this project?</p> <p>If YES, please indicate below who the lead partner is, i.e. Forestry Commission, Environment Agency, English Nature. If NO please indicate below why you are not working with a lead partner for this habitat.</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>

Section G – Statistical Information

In order to support your application it would be helpful if you could provide details of the anticipated benefits your project will generate. Where a benefit is not appropriate please indicate this by entering the answer N/A.

Benefit	Answer
Please tell us the number of full time jobs you expect to create through the delivery of this project	
Please tell us the number of part time jobs you expect to create through the delivery of this project	
Please tell us the number of training opportunities that will be created/offered through this project	6
Where relevant please tell us the number of volunteers you expect to help you in the delivery of this project Number of youth (16-25 year olds) volunteers working on project Number of youth (16-25 year olds) volunteering days created Number of other volunteers you expect to help you in the delivery of this project	In excess of 100 12 16 In excess of 100
Where relevant, please tell us the number of school visits that you anticipate to the project site	6
Where applicable have you considered energy efficiency in your project? (Please indicate Yes / No or not applicable)	Yes
If you are working on land only, please tell us the expected number of hectares you will be improving, providing or maintaining	
Please tell us the estimated number of metres of footpath/ bridle ways/ cycle paths you intend to improve or maintain	
Please tell us the number of trees you intend to plant	
Please tell us the number of people that use the site currently per annum	100,00 per annum
Please tell us the number of people you anticipate to use the site once the project is complete, per annum	15,000 per annum
Where applicable please tell us the number of uses that the site can be put to by the community & general public	Multiple
Do you intend to use recycled material or secondary aggregate in any of the works? (Answer Yes / No)	Yes
Please tell us the expected number of hectares you will be conserving and / or protecting	
Please tell us the number of specific habitats that will be conserved or protected at the project site	
Please tell us the number of species that will be conserved or protected at the project site	
Does your project involve land formally designated as: <input type="checkbox"/> County wildlife site/wildlife heritage site <input type="checkbox"/> LNR (local nature reserve) <input type="checkbox"/> SSSI (site of special scientific interest) <input type="checkbox"/> NNR (national nature reserve) <input type="checkbox"/> AONB (area of outstanding natural beauty) <input type="checkbox"/> CNR (community nature reserve) <input type="checkbox"/> Other – please state designation _____ Please provide details of designating authority _____	

Section H – Enclosure Checklist

For all applicants

You must include items 1 to 8 on this checklist with your application.

If your project is awarded a grant from WREN you may need to provide items 9 to 18. If any of these items are in place at the time of submitting your application, then please forward them with your application. The need for further attachments will depend on the type of project you are requesting funding for.

Please note: If you do not send the appropriate attachments to support your application, the processing of your application may be delayed and in certain circumstances returned to you.

Items 1 to 8 must be included with your application

1	A copy of this application and all supporting materials (in addition to the originals)
2	Supporting project photos / project plans
3	Map of project location
4	Business plan (if applying for more than £25,000 or total project cost is more than £50,000)
5	Letters of support/evidence of community consultation/consultation with disabled users
6	Confirmation of public access / lettings policy and list of amenity users
7	Organisation's latest accounts / latest bank statement
8	A copy of your organisation's constitution

If your project is approved for funding the following will need to be provided.

9	Maintenance contracts / agreements
10	A copy of all funding confirmation letters received
11	Copies of planning consents (permissions / faculties / building regulations)
12	Estimates / Quotations (minimum of 3 for each element of works you wish WREN to fund) / evidence that best value for money has been sought
13	Confirmation letter from your third party funder
14	Copy of lease (if applicable)
15	A copy of your organisation's minutes stating appropriate signatories for your organisation
16	ENTRUST enrolment documentation, if your organisation is a registered Environmental body
17	ENTRUST project registration documentation, if the project is registered
18	ENTRUST Form 2, if the project is registered

DATA PROTECTION STATEMENT

We require the information requested in this form to allow us to process your application. All information provided in support of an application, including personal details, will be held in a database. WREN complies with strict security procedures in the storage and disclosure of your information. These procedures are in accordance with the principles of the Data Protection Act 1998.

APPLICATION ENDS