Environment Grant Application Form A

Individuals/Groups

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| **1. PERSONAL DETAILS – INDIVIDUAL/GROUP REPRESENTATIVE** | |
| Surname: | Forenames: |
| Occupation/Job Title: | Place of Study: |
| Nationality: | Email address:  Tel No: |
| For Group Applications only - Name and Job Title of all participants: | |
| **2. DURATION OF PROJECT** | |
| Start Date: | Completion Date: |
| **3. PROPOSED PROJECT (Brief Summary 200 words maximum)** | |
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| **4. TREES** | |
| Does your project include tree planting? | Yes  No  Possibly |
| Please can you estimate the amount and type of trees required: | |
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| **5. AIMS AND OBJECTIVES OF PROJECT (Bullet Points)**  *How will the project assist in your current role/career aspirations/environmental interests?*  *What you will achieve and how you will do this?*  *How you will share the knowledge and experience gained from this project?* | | |
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| **6. DETAILED ITINERARY and/or DETAILS OF WORK PLACEMENT/CONFERENCE** | | |
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| **7. RELEVANT QUALIFICATIONS & ENVIRONMENTAL EXPERIENCE** | | |
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| **8. REFEREE DETAILS**  *Two references must be included. One must be from your current employer/tutor and the other from someone, other than a relative, who has known you for at least two years. Both must be able to provide a knowledgeable opinion on your project. TEP CSR team members cannot act as referees* | | |
| Name:  Job Title:  Email Address: | Name:  Job Title:  Email Address: | |
| **9. SUMMARY OF COSTS** | | |
| Air Fare | £ | *for office use only* |
| Bus/Train | £ |  |
| Car hire | £ |  |
| Mileage: - Own Car- @ 25p per mile Hire Car - cost of fuel | £ |  |
| Accommodation | £ |  |
| Food/stores …………..£ ……….. per day for …………days | £ |  |
| Visa | £ |  |
| Permits | £ |  |
| Insurance | £ |  |
| Other Costs (please specify) | £ |  |
| TOTAL ESTIMATED COSTS | £ |  |
| less CONFIRMED OTHER GRANTS/CONTRIBUTIONS | £ |  |
| less PERSONAL CONTRIBUTION | £ |  |
| TEP GRANT AWARD SOUGHT (£250-£1000)  *Total estimated cost minus other grants & personal contribution* | £ |  |
| **10. VISAS/PERMITS/INSURANCE**  *Careful consideration must be given when travel is to restricted or potentially dangerous areas. Applicants must satisfy the Committee on the advisability of, and preparation for, travel to such areas* | | |
| Is a travel visa required?  Yes  No  Obtained  In process | Will you require health insurance?  Yes  No  Obtained  In process | |
| Do you need a work permit?  Yes  No  Obtained  In process | Do you have the necessary leave of absence?  Yes  No  Obtained  In process | |
| **11. DECLARATION** | | |
| I confirm that the information given on this form and supporting papers is, to the best of my knowledge and belief, true and accurate.  I understand that if I have given misleading information, this will be sufficient grounds for cancelling my application. If the application is successful, I undertake to fulfil the obligations set out in the ‘Grant Guidelines’.  I agree TEP may use material contained in my final grant report for publicity purposes (including publication on the TEP website and social media).  By submitting this form, you indicate your consent to TEP using the information provided to process your application.    TEP takes your privacy and security seriously and will only process your personal data for the purposes stated in this form in line with the Data Protection Act 2018. We will never disclose your personal data to any third parties without your prior consent. Please see the [TEP Privacy Policy](https://www.tep.uk.com/privacy-policy/) on our website for more information on how we process your personal data and your rights  The awarding of a TEP Grant conveys no responsibility for the welfare of the grant applicant.  Signature: Date: | | |
| Where did you hear about TEP Grant? | | |

Checklist of documents to accompany application form (As appropriate)

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| Two references | Copy of travel visa |
| Conference/Guided Tour programme | Evidence to support cost estimates |
| Confirmation of voluntary work placement | Any other relevant information/documentation |