

# Environment Grant Guidelines

## Our Commitment

As a national environmental consultancy, we are in a privileged situation as our daily work enables us to support a sustainable environment by creating special places for people, business and wildlife. We will always strive to be the best in our field and to lead by example.

Our corporate social responsibility commitment considers people, the environment, and its future and TEP is keen to support activities which further the environmental profession and raise awareness of environmental issues. TEP’s Environment Grant was set up to support this commitment by offering funding to individuals and local organisations from £250 up to £1,000. Its allocation is based on:

- Alignment to TEP’s values (Honest, Supportive, Passionate, Forward-Looking, Enterprising and Responsible);
- Connection to the environmental profession; and
- Potential impact of funding.

Grant application forms should be completed and emailed to [csr@tep.uk.com](mailto:csr@tep.uk.com) by the closing date for consideration by the CSR Team. Please see timetable below for key dates.

<b>Application Window Opens</b>	If your application is successful, TEP will contact you for payment details and will pay the funds as soon as possible thereafter. The grant will be paid via cheque or BACS.
1st March 2024	
<b>Application Window Closes</b>	
30th June 2024	
<b>Grant Meeting</b>	
July 2024	
<b>Announcement</b>	
August 2024	

<b>Who can apply?</b>	
<ul style="list-style-type: none"> <li>• Professionals</li> <li>• Students</li> <li>• Unwaged</li> </ul>	<ul style="list-style-type: none"> <li>• UK Institutions, colleges and schools</li> <li>• UK charities</li> </ul>
<b>Which projects can receive funding?</b>	
Projects with a very clear relevance to the environmental profession and sustainable development, which include, but are not limited to:	
<ul style="list-style-type: none"> <li>• Expeditions for environmental learning</li> <li>• Study tours to learn more about the environmental profession or sustainable development</li> <li>• Conference attendance and participation</li> </ul>	<ul style="list-style-type: none"> <li>• Research Projects</li> <li>• Environmental Projects</li> <li>• Voluntary Work Placements</li> <li>• Study- a course relevant to an environmental career</li> </ul>

<b>Where can the project take place?</b>	
Anywhere in the world if you are:	
<ul style="list-style-type: none"> <li>• A UK Citizen (i.e. holder of a British passport)</li> <li>• Other passport holder resident or in employment in the UK for minimum of 2 years</li> <li>• Students enrolled on a UK environmental course of a minimum 2 year duration</li> <li>• A UK institution, school or charity</li> </ul>	
OR – the UK only if you do not meet the criteria above (Ref. UK encompasses: England, Scotland, Wales, N. Ireland, Isle of Man, Jersey, Guernsey and the British Overseas Territories.)	
<b>What can the funding be used for?</b>	
A grant may be given for:	A grant is NOT given for:
<ul style="list-style-type: none"> <li>• Project materials</li> <li>• Travel, accommodation and food</li> <li>• Administration (Visa)</li> <li>• Other (cost of driver or interpreter)</li> </ul>	<ul style="list-style-type: none"> <li>• Covering salaries</li> <li>• Paying household expenses (e.g. utility bills)</li> <li>• Commercial enterprises</li> </ul>
<b>How do I apply?</b>	
Complete either:	
Form A if applying as an individual or on behalf of a group of individuals Form B if applying on behalf of an organisation/charity	
Then email the completed application form with accompanying documents to <a href="mailto:csr@tep.uk.com">csr@tep.uk.com</a> by the designated closing date.	
Projects underway before the Grant has been awarded will not be eligible for consideration.	
<b>What are the obligations on accepting a grant?</b>	
To submit a written report within three months of project completion which includes a final account of how the grant has been used. Failure to provide a report may mean any further applications will be declined.	
TEP requires appropriate evidence of the costs involved. Any unspent funds are returned to TEP upon completion of the project. If the project is cancelled, or left uncompleted, you may be required to return all or part of the grant awarded unless exceptional circumstances apply as agreed by the CSR Team.	
TEP will use information about activities it supports in promoting its CSR actions.	
For any TEP grant application enquiries, please contact the CSR Team by emailing <a href="mailto:csr@tep.uk.com">csr@tep.uk.com</a> . The team will be able to offer assistance and advise if your project is eligible.	