

**Abingdon Town Council**  
**Joint Environmental Trust (JET)**  
**Environmental Grant**

**Section A - Notes for Applicants**

*Applications for grant aid must be made on the form supplied for that purpose. It should normally be accompanied by the following documents:*

- *Where necessary a schedule and/or specification of the proposed works, together with drawings and photographs showing the site in its present state.*
- *At least two estimates of the total cost of the work. If possible, the cost of individual items such as trees, seats, paving etc, should be given. Although one estimate would be accepted if the work is being carried out by the owner/proprietor.*
- *More than two estimates may be required where the work is very extensive or of a specialised nature.*

1 Schemes should be of benefit to the general public and therefore, if not on publicly owned land, they should be readily visible from a public place, road or footpath.

2 Grants can be made to voluntary organisations and local authorities as well as private owners, but it is unlikely that they will be offered to private commercial concerns with large resources. Preference will be given to properties in residential use.

3 Grants will not normally exceed 20% of the total cost of the works considered eligible for grant aid, or £1,500, whichever is the lesser sum. In most cases a smaller grant will be offered.

4 Under no circumstances can grants be made available towards schemes which have been carried out, or which have been started at the time of the application.

5 Applications for grant aid will only be considered if the appropriate application has been completed to the satisfaction of the clerk.

**Section B - Conditions Attached to Grant Offers**

1 Officers of the Trust may inspect the site while the work is in progress, and entry to the site will be required both at the preliminary stage and at later stages.

2 Work should not start until the applicant has been notified in writing of the offer of a grant.

3 When, in the opinion of the Trust, the scope of the work justifies it, the applicant may be required to employ professional advice to prepare plans and supervise the work while it is in progress. Provision can be made for the grant to cover a proportion of professional fees.

4 Applicants will be required to declare that he/she does not intend to sell the property within a period of six years dating from the payment of the grant. In the event of the property being sold within a period six years from the date of payment the grant will be repaid in full. This condition would not necessary apply to environmental schemes and non-profit making organisations, and in certain other circumstances this requirement can be waived.

5 Approved grants become payable on the completion of the work, provided that the council is satisfied that the standard of work complies with that specified in the application. The council must be kept informed if, for any reason, it becomes necessary to alter the specification either before or during the course of the work, and must agree to such alterations.

6 In approving any works for payment of grant the council does not accept any liability arising from any deficiency in design, workmanship, materials or from any other cause.

7 Where appropriate, applicants must ensure that the requirements of statutory undertakers and local authorities are met and complied with.

8 Where appropriate, the council may require an applicant to agree to erect a small plaque bearing the council's name to commemorate the contribution.

9 The grant will be committed for a period of two years from the date below. If the grant is not claimed within this period, it will be assumed that it is no longer required. In exceptional circumstances the grant may be extended, and a request should be made to Abingdon Town Council's Grants Sub-Committee stating the reasons for the grant extension, and the proposed period of the extension( the maximum period allowed is one year). The request should be sent three months prior to the grant's expiry date below.

**THE COUNCIL RESERVES THE RIGHT TO WITHHOLD PAYMENT OF GRANT IN FULL OR IN PART IN THE EVENT OF ANY OF THE ABOVE MENTIONED CONDITIONS NOT BEING COMPLIED WITH**

Name of applicant or organisation .....

has/have been granted the sum of ..... on ..... (date)

Grant expiry date .....

Signed ..... Position .....

Date agreed by the Finance & General Purposes Committee .....