



The Castle Environmental Awards – Notes For Applicants

1. Aim of the Awards

The purpose of these awards is to provide funding for individuals or small groups to undertake projects that aim to better the environment, reduce the impact of communities on the environment, and foster a deeper understanding of environmental issues in both local communities and the wider public. The projects may take place abroad or in the UK.

2. Eligibility

The Castle invites applications from members of staff, registered/regular customers, and individuals who have a close involvement with the centre. Applicants must be 14 or over. The awards are intended to support a range of projects, and the Castle will also consider applications for funding already established working projects.

3. Number of Awards

Awards will be made at 2 levels. **Level A:** up to £750; **Level B:** up to £6000. An applicant may request any amount within these 2 ranges. It is anticipated that up to 5 awards will be made available at Level A, and up to 5 awards will be made available at Level B. The awards will be made once only and **at this stage The Castle cannot commit to renewing them.** It is anticipated that successful projects will take this into account and, in part, will use the award to achieve financial sustainability or to secure future funding should it be required.

4. Suitable Objectives

The scope of the awards is intended to be broad. The Castle will consider any application in line the aforementioned aims, and is particularly interested in projects that tackle the root-causes of environmental problems; aim at sustainable long-term change; build/promote public involvement; have clearly defined, measurable objectives; are action-oriented and involve a holistic, strategic approach. Applications that intend to engage in political campaigning, illegal activities of any sort, etc. will not be considered.

5. Application Form

In Sections 1-2, the application form covers brief personal details and abstract of the proposed project. Please ensure that the personal details are current, as these details will be used for all correspondence.

In Sections 3-4, applicants are requested to indicate for which level of award they are applying (see **3.** above), the approximate amount of award they require, and the duration dates of the project. It is understood that in the initial stages both the amount required and the duration period will be an approximations. As the application process progresses The Castle will require more detailed information regarding the project budget and duration (see **9.** below). If the project is open-ended, i.e. has no specific end-date, then it will be expected that information regarding the long-term sustainability of the project will be given in Section 6 of the application form.

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In Section 5, the application form requests details of plans for communicating the project to a wider audience, e.g. the general public, Castle members, local communities. The Castle attaches particular importance to the communication of the project plans and results to a broad audience, and wishes the environmental awards to raise public awareness of environmental issues and foster sound, sustainable environmental practices through the medium of presentations, lectures, publications, blogs and so forth. It would be useful for the applicant in this section to draw attention to any communication skills and/or experience of communicating the significance of projects/work to the wider public that (s)he may possess, and to outline plans for the dissemination of the progress and results of the project to a wider audience.

Section 6 invites applicants to provide a detailed description of their project. Aspects such as the specific goals/objectives of the project, the means by which they are to be achieved, the timetable for the project, and an assessment of the overall anticipated outcomes of the project should be included.

The completion of Section 7 is optional. This section provides an opportunity for the applicant to draw attention to aspects of their project or their CV not covered by the previous sections.

6. Application Submission

All applications should be completed electronically, saved as either a **pdf** file, **rtf** document or **word** document and sent via email to the address at the end of the application form.

All applications should be accompanied by a **cover letter** and **CV**, and any supplementary documents should be clearly marked.

7. Application Dates

Early submissions for interim feedback from the panel are welcome. However, applications must be **received** by **17.00** on the **15th September 2009**. Over the following week the applications will then be reviewed by a panel of Castle Staff and requests for further information concerning proposals will be sent out to applicants. Applicants will have until the **8th October 2009** to respond to these requests. Applicants will be notified by the **15th October 2009** if they have made it onto a shortlist. This list will be posted in the centre to be voted on by Castle members, and the resulting votes will be taken into account in the final decision made by the panel. Final notification of the successful applications will be given by the **1st November 2009**.

8. Administration of Awards

The payment of the awards will be administered by Castle management. The full award requested by a successful applicant may or may not be paid in one sum depending on the nature of the project. It is likely that for larger or lengthier projects payment will be made in stages throughout the duration of the project. In each case the administration of the awards will be agreed upon by The Castle and the successful applicant before payment commences.

For more information or further inquiries, please contact Ben (HR Manager) – ben@castle-climbing.co.uk or Audrey (Managing Director) – Audrey@castle-climbing.co.uk