



Project Feedback & Grant Claim 2010



Office Use			
Completed Feed/Grant Form		Equal Opps.Form	
Receipts Enclosed		Press Release Sent	
Articles		Photographs	
Survey		Awards	
Cheque Number		Cheque Issue Date	
ENTERED BY:			
Comments:			

CSV ACTION EARTH 2010 supported by Morrisons Supermarkets

Thank you for taking part in CSV Action Earth 2010. We need your feedback to help us evaluate the success of the campaign. Please take a few minutes to complete this form and return it to us with your grant claim form (below). **PLEASE COMPLETE ALL SECTIONS.**

YOU & YOUR ORGANISATION (all correspondence will be sent to this address)

Name:			
Organisation Name:			
Organisation Address:			
Town:		Postcode:	
County:			
Telephone (include STD code):			

PROJECT NAME:

PLEASE PROVIDE DETAILS OF THE RESULTS OF YOUR PROJECT:

(What was achieved on the day - please continue on separate sheet if necessary – 25 words minimum)

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VOLUNTEERS

- How many volunteers took part on the project date? (State number)
- Did you recruit **NEW** volunteers through CSV Action Earth? (Tick) Yes No
- If yes, how many volunteers were **NEW**? (Please state number)
- How many of your **NEW** volunteers are likely to volunteer again? (Please state number)
- Very Likely Likely Unlikely
- How many hours were spent on your Action Earth Day? Hours

PRESS & PUBLICITY

All projects are expected to send a press release to their local media. Please enclose a copy of your press release.

- Did you send a press release? Yes No
- Did you obtain any PRESS coverage (Newspaper/ Magazines)?
- Yes No Don't Know
- Did you obtain any TELEVISION coverage? Yes No
- If YES, what station & region?
- How long was the feature (approx minutes)?
- Did you mention Morrisons & CSV Action Earth? Yes No
- Did you obtain any RADIO coverage? Yes No
- If YES, what radio station & region?
- How long was the feature (approx minutes)?
- Did you mention Morrisons & CSV Action Earth? Yes No

PROMOTIONAL MATERIALS

What did you think of the **PROMOTIONAL MATERIALS**?

- Certificates:
- Stickers:
- Tabards:

NEXT YEAR

Would you be prepared to take part in CSV Action Earth next year?

YES NO

Action Earth is supported by Morrisons Supermarkets & organised by CSV Environment

COMMENTS

Please provide any comments on the organisation of CSV Action Earth for 2010. Any ideas or improvements would be appreciated.

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PHOTOGRAPHS

Any photograph sent may be used for internal publicity, on our website or to promote the campaign. Please ensure that consent is given for children under 16. Please sign the following declaration to say that you are happy for us to use the photographs enclosed.

Name (PRINT): Signed:

Position in the organisation:

Date: Project Ref:

CHECKLIST – (PLEASE REMEMBER TO ENCLOSE/COMPLETE THE FOLLOWING)

- 1. Receipts (*Ensure reference number is on back of any loose paper*)
 - 2. Equal Opportunities Form & Green Survey
 - 3. Copy of Press Release
 - 4. Photographs (*If possible please provide on CD*)
 - 5. Any Press Cuttings, details of Radio or TV Coverage
- PLEASE ENSURE FEEDBACK FORM IS FULLY COMPLETED. FAILURE TO DO SO WILL RESULT IN THE DELAY OF PAYMENT.**

GRANTS WILL BE PAID AFTER 31st August 2010.
(We cannot accept claims AFTER this date)

(NOTE: We will endeavour to pay those who send their grant claims early, BEFORE the August deadline – so please return your Grant Claim Form once your event is over)

● Please return this form **WITH** receipts **NO LATER** than 10th August 2010 to:

Naseem Akhtar, CSV Action Earth, CSV Environment, St Peter’s College, College Road, Salfley, BIRMINGHAM B8 3TE T: 0121 328 7455

● **Please photocopy this form for your own records.**

Thank you for taking the time to complete this form. Your comments are valued and will help us to make next year’s Action Earth campaign even bigger and better!

CSV ACTION EARTH 2010 Grant Claim Form

Project Name:

Project Reference Number:

Please provide details of expenditure on project items and attach receipts.

(REMEMBER: Grant aid is available to projects to help with the cost of tools, equipment, refreshments, volunteer expenses etc. Costs such as rent, fuel, salaries and insurance **CANNOT** be funded).

PLEASE STATE AMOUNT OF MONEY SPENT IN RELATION TO YOUR PROJECT

ITEM	£
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IMPORTANT: We CANNOT pay grants without receipts.

Total grant claimed for this project (Maximum £50 grant per project)

'IN-KIND' AND OTHER CONTRIBUTIONS

Can you tell us about any other contributions (materials, staff time, local sponsorship) that supported your project

Details	Estimated value
.....	£
.....
.....
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IMPORTANT: Who SHOULD the CHEQUE be made payable to? (Please PRINT)

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Equal Opportunities - Confidential

CSV is committed to equal opportunities for all, irrespective of race, colour, creed, ethnic or national origins, gender, marital status, sexuality, disability or age. In order that we can monitor the implementation of our policy we are seeking your help. It would be of great assistance in pursuing our commitment to equal opportunities if you could complete this monitoring slip.

Please state the number of volunteers under each category. Please Quantify

	Male	Female
WHITE BRITISH		
English		
Scottish		
Welsh		
White Irish		
White European		
White OTHER (please state)		
BLACK or BLACK BRITISH		
Black African		
Black Caribbean		
Black UK		
Black European		
Black OTHER (please state)		
ASIAN or ASIAN BRITISH		
Pakistani		
Indian		
Bangladeshi		
Asian UK		
Asian Other (please state)		
MIXED		
White & Black Caribbean		
White & Black African		
White & Asian		
Any other Mixed Race (please state)		
CHINESE or OTHER ETHNIC GROUP		
Chinese		
Other (please state)		

Please estimate how many of your volunteers fell within the following age ranges: Please Quantify

Under 6 6-10 11-16

16-25 26-35 36-45

46 – 55 56 – 65 Over 65

TOTAL

Would you consider your project to be located in an area of disadvantage?

Disadvantaged project in rural areas

YES NO DON'T KNOW

Disadvantaged project in urban areas

YES NO DON'T KNOW

Please take a few minutes to complete the above questions which are very important for future funding of the campaign.

This information will be treated in the strictest confidence and will be used only for statistical monitoring. *Thank you for taking the time to complete this form.*

Green Survey Form 2010

This year, as part of CSV Action Earth, we would like you to complete this survey form (as appropriate to your project) to help us understand the impact of your work on the environment.

New planting

- How many trees did you plant?
- How many bulbs/flowers/shrubs/ did you plant?
- Metres of hedgerows planted?
- How many packets of seeds did you plant?

Recycling and litter collection

- How many **sacks** of litter did you collect?
- How many **skips** of rubbish did you fill?
- How many **metres** of pathway/track/ride did you clear?
- How many **bags** of cans or paper did you recycle?

Nature and wildlife

How much **land** did you improve, in metres sq? To give you an idea of the space you have improved, visualise the size of an average football pitch, which is approximately TWO Acres. (Please tick ONE box only)

A →

A = approx 8,090 m²

B = approx 4,045 m²

C = approx 2,020 m²

D = approx 1,010 m²

E = approx 500 m²

Other, please specify.....

- How many **new bird/bat boxes** did you put up?
- How many **metres** of canal/river bed did you improve?
- How many **metres** of fencing or walling did you construct?

Which of the issues listed on the right do you feel is having the most detrimental effect on the British urban and rural landscape at present?
 (Please mark from 1-4, 1 being the most detrimental)

Agricultural Change

Litter / Fly-tipping

Road Building & Development

Climate Change

Other (Please specify)

Will your project improve an urban or rural area?

Urban (Please tick)

Rural (Please tick)

CSV ACTION EARTH AWARDS 2010

supported by Morrisons Supermarkets

WHY NOT ENTER YOUR CSV ACTION EARTH PROJECT FOR AN AWARD?

Once you have completed your project for CSV Action Earth, you have the chance to win a cash prize to spend on your chosen project. In order to celebrate this year's International Year of Biodiversity we have created some NEW award categories.

Taking Action for Biodiversity

CSV Action Earth awards supported by Morrisons Supermarket will support the International Year of Biodiversity by helping communities conserve and enhance biodiversity for the health, enjoyment and well being of the people in the UK. Morrisons Supermarket are encouraging people where possible to take action and do one thing as part of the International Year of Biodiversity. This could include:

- *Planting nectar-rich flowers to attract butterflies/bees.*
- *Planting fruit-bearing trees and shrubs to attract birds.*
- *Creating new habitats for wildlife i.e. deadwood habitat, hedgerows, wildflower meadows, and ponds which become a magnet for wildlife of all kinds.*
- *Creating wild areas in parks and gardens, or improving woodlands, ponds and other green spaces to make them more 'wildlife friendl.*

The deadline for completed applications is the 10th August 2010 and winning projects will be notified in September 2010. **The application form can be found in the Feedback & Grant Claim Booklet**

The categories for the awards are as follows:

1. Award for Best Biodiversity Project
2. Award for Best Urban Biodiversity Prize
3. Young People's Project Prize (under 16's)
4. Project Photography Award
5. Regeneration Award - for the biggest improvement

Prizes

- We are giving away 5 First Place prizes of £400 each to help develop your project
- We are giving away 5 Second Place prizes of £100 each to help develop your project

You must provide the following:

- Completed Awards Entry Form (*found in your Feedback & Grant Claim Booklet*)
- Photographs to support your application (*please remember to take before & after pictures*)

NOTE: PLEASE PROVIDE PHOTOGRAPHS ON CD IF POSSIBLE.

Entry forms must be received by 10th August 2010

Thank you for your support.

CSV ACTION EARTH AWARDS 2010

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Awards Entry Form

If you would like to be entered for the CSV Action Earth Awards then please complete the following form and return it to CSV no later than the 10th August 2010. Winners will be notified by post after this date.

ALL PROJECTS MUST PROVIDE PHOTOGRAPHIC EVIDENCE TO SUPPORT THEIR PROJECT

*PLEASE COMPLETE **ALL** SECTIONS

Name of Your Organisation: _____

Town: _____ County: _____

Project Name: _____ Reference Number: _____

Project Description (please print)

Which award category are you entering? (Please tick **one** category)

- Award for Best Biodiversity Project
- Award for Best Urban Biodiversity Prize
- Young People's Project Prize (under 16's)
- Project Photography Award
- Regeneration Award - for the biggest improvement



Please state why you think your project should be considered as the overall winner in your chosen category: (Please attach separate sheet if preferred)

Please ensure the form is fully completed and any photographic evidence attached ideally saved onto CD with the correct reference number on the back.