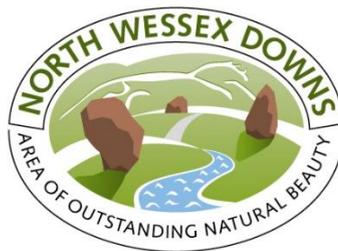


North Wessex Downs AONB **Sustainable Development Fund**



APPLICATION FORM HELP NOTES

Introduction

These notes accompany the Application Form and provide some step-by-step guidance for each question. We hope you will find these helpful.

The Form

The Application Form is a word document and is formatted for your responses. Click or tap each box and start typing. The box will expand to fit the size of your texts and the rest of the form will adjust accordingly. Where the box asks for dates, if you click on the box, a drop-down arrow appears on the right-hand side of the box and a calendar will appear, use the arrows in the top bar of the calendar to scroll to the relevant months and click on the date you wish to input.

As you are completing this form, make sure you 'Save' it regularly and that you save it with a name that will make your application identifiable eg *SDF Meadow Bedwyn*. When you are satisfied that you have fully completed your form and saved it as a final document and you have also pulled together your supporting information, then send this form and additional documents to the North Wessex Downs Landscape Trust (NWDLT) at this email address: info@nwd-landscapetrust.org.uk. Your application will be acknowledged within 10 working days. Please contact the Landscape Trust if you have not had a reply after this length of time, just in case your application has gone astray.

The notes below refer to the numbered questions on the Application Form and give specific guidance for each question.

1. Name of Project

When you are deciding what to call your project, in order to help us identify your application, please think of a title that captures what you intend the funded project to achieve.

2. Name of applicant/key contact & role in project

This needs to be the main or key person who is involved with the project and is most informed about what the project will deliver and how this will be achieved, so that they can answer any queries that the NWDLT may have.

3. Name of organisation/group/business

If you are applying on behalf of an organisation, group or not-for-profit business, please give the name that you legally operate under.

4/5 & 6 Contact information

Please complete the contact information as fully as possible, giving all means of contact, so that we have the best chance of communicating with you over your project.

7. Project location

It is important for us to know where this project is going to take place. Please give a 6 figured Grid Reference [Grid Reference Finder](#), or a postcode if it accurately pinpoints where your project will take place.

If your project covers a widespread area, please try to give a location in the middle of this area and give a written description of the expected coverage or extent of the benefits.

8. Timescales

We generally expect projects to be completed within 1 year of being offered the funding. Please set out when you anticipate starting and completing your project. Be realistic with your expectations and carefully plan and timetable your works and activities. Click on the boxes. They will reveal a calendar for you to select the relevant start and end dates.

9. Project summary

This is a brief description of your project. Tell us about what you will actually spend any grant funding on. What will the money help you deliver? Who will be involved in making this project happen and what will they do? How do you think this project will be completed?

10. Why should this project be supported?

In this section you need to demonstrate why the project is needed. Refer to the 'Eligibility Criteria' in the Sustainable Development Fund Guidelines. You can strengthen your application by ensuring that it also meets one or more of the additional North Wessex Downs AONB priorities listed. You may also like to refer to the North Wessex Downs AONB Management Plan [Management Plan - North Wessex Downs AONB](#).

There may also be local studies or strategies that highlight the importance of projects, such as the one you are seeking funding for. It is helpful to describe how your project will relate to these strategic documents and how your project helps to deliver them.

11. How will your project directly benefit the North Wessex Downs AONB?

The higher the impact and benefits of your proposal, the greater the case for supporting it will be. Please tell us about what you hope to achieve or deliver with the project funding. We would like to know how and what you will measure, to assess the impact and what you will have achieved, when the project is completed.

It will be helpful for you to describe the 'outcome' that you hope to deliver. Outcomes are changes, impacts or benefits that happen as a direct result of your project.

e.g. A newly planted woodland for the benefit of the health and wellbeing of the local community.

We are also interested in your project 'outputs'. An output is the act of producing something, the amount that is produced or the process by which something is delivered.

e.g. 1 acre of new woodland, planted by 25 volunteers over 5 weekend tasks.

12. Permissions and consents

Before you apply for funding, you need to have obtained any legally required permissions (eg landowner permission) and consents (such as SSSI, Listed Building or Planning Consents). Grant applications will not be assessed or awarded without these being in place.

13. Receiving other Government grants?

It is imperative that projects are not double funded, especially by public monies, for example, a hedgerow that is receiving a management payment through Countryside Stewardship, cannot also be subject of a grant to lay it and fence it. You must declare any government or other funding that is being received, for the asset that you are seeking additional funding for. SDF Funding must be for other purposes that you are not already receiving funding for and must not compromise the benefits that you are delivering through the receipt of other grants.

14. Maintaining the benefits of your project.

We want the benefits of your project to continue as long as possible. Please tell us how and who will care for the completed project. What arrangements are in place to ensure that the SDF investment will be sustained and that there will be a project legacy. This may include management arrangements or local agreements or financial arrangements that are put in place.

15. Project costs

It is very important that your project offer's *value for money*. You must try your best to obtain the best price for a good quality output or outcome. Please note that our procurement guidelines require that you supply a minimum of one quote for items under £500 and two comparable quotes for items costing between £501 - £3,000. You must provide evidence of the quotes you have received.

You must itemise everything you are including, in order to deliver the project. These should be divided into logical segments, such as materials, professional services supplied. Split out and make clear which elements are being purchased and will need paying for and what is being donated or are services or volunteering in kind.

We are using National Lottery Heritage Fund rates. Volunteer time is valued as: manual volunteer £10/hr. Skilled volunteers eg leading walks £20/hr; professional volunteers eg accountants, specialist ecologists, teachers £50/hr (evidence of specialist expertise should be provided).

Add everything including volunteer and in-kind contributions together. This equals the total project costs. The SDF grant request will normally be no more than 75% of the total project costs.

16. VAT

Tick the box as to whether you are VAT Registered or not. If you are registered and able to reclaim VAT, then the grant won't include VAT.

17. Funding sources

Set out how much funding from the Sustainable Development Fund you are seeking. Also list any additional sources of project funding that will fund your project. Tell us if this is secured or still awaiting confirmation. The firmer your match funding, the more likely your project will be funded. The Panel reserves the right not to consider your application until you have secured all the match funding required. Total Project income, must match the Total Project cost in the table above. Remember to include volunteer, materials and in-kind contributions that you have identified in Q15.

18. Amount requested from the North Wessex Downs Sustainable Development Fund

In order to calculate what proportion of the total project costs you are seeking to be funded, please complete each of the boxes. These are: - Amount requested from the SDF; what the Project costs are and what this is as a percentage. Eg Total project costs = £1000 and grant request is £500, the percentage grant requested is 50%.

Example $500/1000 \times 100 = 50\%$

19. Named applicant and disclaimer

The North Wessex Downs AONB can only have a funding agreement with a legal body capable of meeting the debts and other liabilities of the project and the conditions attached to the payment of public money. Bearing this in mind, please make sure that the named person fulfils these requirements.

For this grant application we will only need your main named contact at this stage. If you are offered a grant you will be required to sign a physical grant acceptance form, which sets out the grant terms and conditions.

20. Additional documentation

Before you submit the application, please make sure that you have the following documentation, if relevant:

- A copy of your constitution, or evidence of your legal status.
- Evidence of consultation with local people and/or letters of support from stated partners
- Project plan detailing timescale and milestones for proposed activity **ONLY** if over £1000.
- Site photos, maps, plans or designs if applicable.
- A minimum of one quote for items under £500, two quotes for items costing between £501 - £3,000.
- Evidence of match funding and volunteer support.

21. Further help

Please return your application to info@nwd-landscapetrust.org.uk but if you have read all the available guidance and help notes and still have queries, please contact the North Wessex Downs Landscape Trust for assistance on the above email address.