

# COTSWOLDS CONSERVATION BOARD.

## SUSTAINABLE DEVELOPMENT FUND

### APPLICATION FORM GUIDANCE NOTES 2009.



**Before you make a start on the form; please read the Sustainable Development Fund (SDF) Guidelines and the Sustainability Checklist.**

**Your project will be assessed on how well it matches the criteria and delivers the Fund's aims and objectives as described in these documents. In your application you will need to tell us exactly how your proposals will do this.**

**You must complete the Grant Application Form and answer all the questions. Additional supporting information can be provided if you wish; but please keep this to a reasonable amount.**

#### **Section 1: Details of applicant**

**1** Please give the name of the organisation, company or individual who will be directly responsible for the project and financially accountable for how the SDF grant is spent.

**2-4** The person named should be the main point of contact in relation to this application. It needs to be someone who has been closely involved in developing the project. If they have no official job title, then please state briefly their role in the organisation. Please give the applicant's registered postal address or, if more appropriate, the contact's home address, and the main telephone and fax numbers. If you do not have e-mail or a website, insert 'N/A'.

#### **Applicant's declaration**

The signatory should be the individual applicant, Director, Chief Executive, financial manager, office holder or designated coordinator of the organisation, and not the contact named in Section A, unless he or she also occupies one of the positions named above.

#### **Section 2: Project details.**

**1** Please give the name of the organisation, company or individual who will be directly responsible for the project and financially accountable for how the SDF grant is spent.

**2** If you are a community organisation or group, please give the registered charity or company name if relevant. You do not need to be a registered charity or company, but **you will need a basic constitution**, if only to ensure that everyone is in agreement about the aims and objectives of the group, and that procedures are in place for organising meetings and dealing with finances. If you need help to write a constitution, let us know. Your organisation will need to have a bank account in its name, so that you can receive grant payments. Please state if you are registered to reclaim VAT.

**3** The name of your project should be brief and relate to the work you will be doing.

**4.** This relates to the town or village that is nearest to your project's regular activities.

**5.** This is perhaps the most important question, as we need you to describe in a nutshell what your project is all about. You need to have planned your project carefully. For example, are you sure that no other group is doing the same thing already?

**6.** This is your chance to explain what changes you hope will happen as a result of your project's activities (your aims). Please include both short and long term changes.

**7.** Describe which groups your project will benefit e.g. a community, the young, the old or other socially excluded groups (see fund Guidelines). Please estimate how many people from each group might benefit.

**8.** It is vital that your project proposal is based on clear evidence of local demand and/or need. Have you consulted with other local groups, organisations and potential project partners? This may be in the form of informal but recorded discussions in the community, or a survey of businesses you are aiming to assist. If you have produced or

commissioned a feasibility study into the project's viability, then please include a copy. Remember that we may give a grant for research if a project idea is particularly innovative and addresses the SDF's key objectives.

**9.** Your project may have arisen from an earlier one in your area, or it may be of the same type; or relate to an existing activity e.g. your local authority may be offering grant aid or technical advice, or a local business may be donating room space or equipment. Please try to limit this to those directly involved in the project's implementation.

**10.** Please state what other organisations' strategies your project will assist.

**Do not worry if your project does not relate to other work or strategies, as we are keen to support innovative approaches to issues.**

**11.** How will your project meet the aims of the Sustainable Development Fund? (Please refer to the guidelines)

**12.** Your project must meet all of the **essential** criteria of the Sustainable Development Fund. Please state how it will do this. Projects must help deliver the AONB Management Plan which can be viewed on our website at:

[http://www.cotswoldsaonb.org.uk/management\\_plan/](http://www.cotswoldsaonb.org.uk/management_plan/)

You will need to explain which issues your project will address and identify the policies and actions you will help deliver or contribute to. It will also help if you refer to the sustainability guidelines.

**13.** Explain which of the **desirable** criteria your project will meet and how.

**14.** Please list your project's key activities and explain how these will help to bring about the changes you hope to achieve. (Please refer to your answer to Question 9). Who will actually do all the work involved in carrying out your project?

**15.** It is important that you inform us if your project requires any sort of legal permission, e.g. planning permission or land owner's agreement. We will also need to know when you expect to receive any written consent.

**16.** Projects involving more than one organisation sometimes have a better chance of practical and financial success.

**17.** If you are offered a SDF grant, you will need to produce progress reports so that we can be sure that you are spending the money as promised. Producing a project timetable will help in the planning process, to avoid things going 'off track'. We can advise you further if required.

The estimated start date is when you expect to have all the finance and any necessary permissions in place to enable the project to proceed. The completion date is when you anticipate the project will finish and you have met the projects stated objectives and outcomes. The important steps you take to achieving your project are called milestones. This might include key activities, facilities and the progress people have made towards the outcomes.

Your answer to question 17 should help. We can advise you further if required.

### **Project budget**

**18.** Have you drawn up a budget and obtained written quotes/estimates? Please list the different types of costs you expect to encounter. In the first column, this could be staff salaries (revenue), events or workshops, physical works (capital) or a leaflet / website design. In the second column, please indicate whether these will be covered by cash, grants or in-kind donations. The costs should be as precise as possible based on written quotations. Please list the cost of the item and the VAT element separately in columns 3 and 4 respectively. To calculate the total project cost add the sub-totals for the Value £ (ex VAT) total in the third column and the VAT total in the last column.

Most of your budget will probably relate to cash or grants; but if someone has offered their time, property or equipment free of charge or 'at cost' then include it here. There are nationally recognised equivalent cash values for different types of help. For example, volunteer labour can be costed at £50 a day or £6.25 per hour. Specialist, technical or professional volunteers are valued at £100 per day or £12.50 per hour. You will need to identify their area of expertise and how this is relevant to their involvement in your project. It is important to

list all donations including 'in-kind' support - whether these are materials or labour. Their value can be counted as your match funding. Contact the SDF officer for more information.

**19.** Please say how you would spend an SDF grant. You should refer to the list of items identified in Question 21. Please state how much SDF grant you are seeking and what percentage of the estimated total project cost this represents. Our maximum grant rate is normally 50% (75% for voluntary groups), but we may consider a higher rate in exceptional circumstances. Do not include VAT as part of the total grant requested, if you are able to reclaim it.

**20.** Please list all sources of income for your project. In column 1 give the organisation's full officially recognised name and do not use acronyms or abbreviations (e.g. British Trust for Conservation Volunteers, not BTCV). Please indicate in Column 2 what stage your application has reached e.g. whether the contribution has been agreed (**C**), an application has been submitted (**A**), or you are considering applying (**P**). Please say when you expect to hear the final decision.

State the amount of funding / support you are seeking or have received from each donor. Where possible refer to the items listed in Question 21 and state in column 3 whether the cost will be met by a grant, donation or in-kind contribution.

We would encourage you to seek financial support from other local, regional or national organisations which may share your project's purpose and aims. We can give guidance on possible 'match funders' for the sort of work you are planning.

**21.** Please identify any private funding or sponsorship for your project.

### **Monitoring and evaluating your project**

**22.** Please describe how you will monitor and evaluate the success of your project; including who will be responsible for this. (Refer to your answers to Questions 9, 10, 14, 15 and 16).

**23.** Describe the anticipated long term benefits accruing from your project.

### **Further information**

**24.** We need to understand how your project will continue beyond the period of grant. Consider what happens to the people you have helped or the place you have worked on? You should show evidence of how the project outcomes will be financed and managed in the future e.g. a business plan or evidence of local volunteer commitment to maintain a building or habitat. We will give you further advice on this if needed.

**25.** Please say how you intend to promote your project and any SDF grant if you are successful. e.g. events, official launches, publications etc.

**26.** Please state whether you were aware of the AONB before you made this application. If you have worked with AONB officers previously please give brief details of grants or support received, when and from whom.

**27.** Please tell us how you became aware of the SDF. This may have been through local media, personal recommendation, our website, or other means. This information will help us to evaluate which forms of communication are most effective in promoting the Fund, and to identify additional opportunities.

If your project is not completed after the SDF Grant has been paid, the amount of Grant must be refunded in part or in full at the discretion of the AONB.

**Projects must comply with State Aid regulations. For further information please visit <http://www.berr.gov.uk> and enter state aid in the search box.**

**Please send completed applications to:**  
Sustainable Development Fund Officer,  
The Cotswolds Conservation Board,  
The Old Prison, Fosse Way, Northleach,  
Glos. GL54 3JH.

If you have any queries about the Fund; the application form; or need help and support to develop your project please contact the  
Tel: 01451 862035 (Mondays or Thursdays)  
E-mail: [anne.powell@cotswoldsaonb.org.uk](mailto:anne.powell@cotswoldsaonb.org.uk)