



SOUTH WEST PEAK
LANDSCAPE AT A CROSSROADS

South West Peak Community Grants Scheme

Guidelines for Applicants

This grants programme is part of the South West Peak Landscape Partnership Scheme. It aims to enable communities of the South West Peak (SWP) to celebrate their built, natural and cultural heritage; to research it, establish events and make improvements to their local built and natural heritage. The Landscape Partnership Scheme is funded by the Heritage Lottery Fund (HLF).

Grant applications must contribute to the mission statement of the South West Peak Landscape Partnership: 'By working together in the South West Peak, we will shape a better future for our communities, landscape, wildlife and heritage where trust and understanding thrive'.

This guide provides full details about the grant in terms of what the SWP Community Grants Scheme can fund, who is eligible to apply, any restrictions and what you need to provide with your application form.

It is important that all applicants read this guide as it gives additional information to that contained within the application form. All applications must be made on the application form and a variety of supporting documentation is required.

SWP Community Grants Scheme is administered by Support Staffordshire (Staffordshire Moorlands) who can answer any questions and give assistance and/or advice to potential applicants to ensure the best possible outcome.

For further information about the SWP Landscape Partnership visit

<http://www.southwestpeak.co.uk/>

Who can and cannot apply?

Eligible applicants are:

'Not for profit' organisations that fall into one or more of the following categories:

- A community or voluntary group/organisation
- A registered charity
- A social enterprise or other non-profit making organisation
- A parish council
- A school
- A church

The following cannot apply for a community grant:

- Individuals
- Private businesses
- Any other organisation (formal or informal in structure) with the ability to distribute funds and/or assets among its members
- Applicants with projects that will not benefit the South West Peak area

Fund Objectives

Specifically grant assisted projects must contribute to at least one of the following objectives:

1. Conserving, protecting, and/ or enhancing natural, built or cultural heritage
2. Helping people learn about their natural, built or cultural heritage
3. Helping communities celebrate the natural, built or cultural heritage
4. Increasing people's awareness and enjoyment of the South West Peak for residents and/or those working in or visiting the area

Examples of projects that are likely to be eligible are:

- Restoring an historical site such as a pinfold, lime kiln or waymarker
- Creating a new village walking trail with information leaflets or boards
- Organising a new event featuring traditional crafts or focusing on an historical event
- Setting up a volunteer opportunity contributing to the SWP objectives such as hosting a volunteering weekend for visitors to work on a particular natural or built heritage site

National Park guidelines

Note that, as much of the South West Peak falls within the Peak District National Park, there may be restrictions/guidelines on particular projects in order to safeguard the special qualities of the National Park. The Community Grants Officer can advise on this. Specialist input from an ecologist, tree officer, landscape architect, building conservation officer or archaeologist from the National Park Authority or other appropriate agency may need to be included in your grant application and costed (from your grant budget) appropriately.

What will the scheme fund?

Costs that **can** be supported are:

- Capital costs e.g. equipment, building costs
- Revenue costs e.g. training, specialist input, room hire, event costs, event publicity, leaflets

Costs that **cannot** be funded:

- Recoverable VAT (if you are not VAT registered, then VAT can be applied for)
- Retrospective costs (costs incurred or committed to before receiving a Grant Offer Letter)
- General appeals
- Costs for activities that are entirely or mainly set up to promote religious or political beliefs
- Projects involving activities that are a statutory responsibility
- Projects that are not benefiting the South West Peak
- Projects that do not meet at least one of the South West Peak objectives

How much do we give?

The South West Peak grants programme offers grants of £500 - £10,000 to cover up to 50% of project costs. Groups will need to provide match funding for their projects in order to receive a South West Peak grant.

Match funding may come from any of the following

- other grants, but not from another Heritage Lottery Fund grant
- community fundraising
- your group's reserves

Up to half of the match funding (i.e. up to 25% of the total project costs) can also be met by in kind contributions i.e. volunteer input costed at rates set by the Heritage Lottery Fund (see below) or donations of materials, equipment or services.

- Professional labour – £350 a day – e.g. accountancy, legal advice, ecological expert.
- Skilled labour – £150 a day – e.g. administrative work or activities for which training or specialist knowledge is required.
- Unskilled labour – £50 a day – e.g. working as a steward at a consultation event.

For example:

Project to restore a derelict lime kiln

Total Project cost =	£18,500
Eligible SWP grant =	£9,250 (maximum)
Cash match (from reserves or other grant) =	£4,625 (minimum)
Value of in-kind contributions =	£4,625 (maximum)

The South West Peak Community Grants Officer can offer advice on other sources of grant funding that can be used as match funding.

A group may apply for a second grant 12 months after the date of the offer letter for their first grant provided that either their first SWP Community Grants-funded project has been satisfactorily completed including the final claim and monitoring report, or if the first project is of more than 12 months duration, that satisfactory interim claims and progress reports for it have been submitted which demonstrate that it is achieving its aims towards the SWP Landscape Partnership Scheme's aims and is on track for completion

Unsuccessful applicants will be given feedback on their application and may re-apply as soon as they wish - each application will be assessed on merit.

The grant panel will meet quarterly to make decisions on complete applications.

If you are successful in your application

Successful applicants will be sent an offer letter detailing the grant awarded and a Terms and Conditions of Grant document, which must be signed and returned to indicate that the conditions have been accepted.

Generally, it is expected that the grant will be spent within one year of the offer letter date. After returning your signed Terms and Conditions document you will receive notification from us to start your project.

Monitoring and Payments

All South West Peak grants are paid in arrears on receipt of evidence of expenditure.

You may request your grant at the end of your project, or at 3 monthly intervals in line with a schedule which we will agree with you. When making a grant claim you will be required to provide evidence of all expenditure and in-kind contributions. We will also ask you to provide evidence of cash match funding.

At the end of your project you will be required to complete a Monitoring Report in order to claim your final grant payment. In this report you will be asked to describe how your project has contributed to the fund's objectives (see page 2), and provide evidence that your project has taken place, e.g. photographs, publicity, attendance sheets, together with evidence of final expenditure and match funding, including in-kind contributions.

Once we have received your Monitoring Report, we will make the final claim to the Heritage Lottery Fund to reimburse you.

There are set dates when we can make claims so depending on when you submit your claim this may take up to three months. The grants officer will make you aware of claim dates to help reduce your wait, but please discuss with us if this delay will cause a problem.

All payments are made directly to your group via bank transfer, to which you are expected to acknowledge receipt. As part of the process, you are expected to keep appropriate records for 10 years. Further details are provided to successful applicants in a Terms and Conditions document.

Data Protection

We will use the information you give us on the application form and during the life of any grant awarded to administer and analyse grants. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications and monitoring grants e.g. SWP Community Grant Scheme Panel. We may also share information with other organisations with a legitimate interest in SWP applications and grants or for protection from, or detection of, fraud.

For further assistance and information

Sally Bentley - Community Grants Officer
SWP Grant Scheme
Support Staffordshire (Staffordshire Moorlands)
Bank House
20 St. Edward Street
Leek
Staffs
ST13 5DS

Tel: 01538 381356

Email: sally.bentley@supportstaffordshire.org.uk

Support Staffordshire can also help your organisation with a variety of things including how to find funding from other sources, help with organisational governance, policies and regular news relevant to the voluntary sector.

For further info visit www.supportstaffordshire.org.uk

For more information about the SWP visit <http://www.southwestpeak.co.uk/>





SOUTH WEST PEAK
LANDSCAPE AT A CROSSROADS

Community Grants Scheme

Application Form

Please ensure you read the accompanying guidance prior to completing this application form. Answer all questions and enclose all documents requested.

(If you type this form the text boxes will expand)

If you need any assistance in completing this form, please telephone the South West Peak Community Grants Officer on 01538 381356

SECTION 1. ABOUT YOUR ORGANISATION

1a. Name and address of your organisation

- Give your official or registered address.
- The name should be the same as on your constitution.

Organisation's website (if it has one):

1b. Details of main contact person

This must be the person who can talk about your application in detail.

Name:

Position:

Address (if different from Q1a):

Full postcode:

Daytime phone number (include area code):

Email address:

1c. Legal status of your group

When was your organisation formed?

How would you describe your group: e.g. constituted voluntary/community group; school; Parish Council; registered charity; social enterprise?

Registered Charity
Number (if applicable):

Registered Company
Number (if applicable):

1d. Describe your organisation's main purpose and regular activities – word count guidance 50-75 words

1e. Banking Arrangements

Does your organisation have a bank account?

Yes

No

Does this bank account require the signatures of two unrelated people, living at separate addresses to access the account?

Yes

No

1f. Are you VAT registered?

Yes

No

If yes, give your registration number:

Please remember that if you are registered for VAT, you cannot apply for the cost of recoverable VAT.

SECTION 2. ABOUT YOUR PROJECT

2a. Name of your Project

2b. Address (or location) of where your project will take place.

Full postcode: or Grid Reference

2c. Describe your proposed project and its core activities. (word count guidance 300)

2d. What difference will your project make? (word count guidance 200)

2e. Who will benefit from your project and how will you make sure a wide range of people can benefit? (word count guidance 50)

2f. How many people do you aim for the project to benefit?

Is there any particular group of people that your project is targeted at?

2g. Please state the timescales for your project

Project start date:

Project end date:

Are the dates of your project flexible, what is the earliest or latest date when your project could begin?

Please remember that no retrospective expenditure is eligible.

2h. Which of the South West Peak Landscape Partnership objectives will your project meet?

		Please tick all that are relevant
1	Conserving, protecting, and/ or enhancing natural, built or cultural heritage	<input type="checkbox"/>
2	Helping people learn about their natural, built or cultural heritage	<input type="checkbox"/>
3	Helping communities celebrate the natural, built or cultural heritage	<input type="checkbox"/>
4	Increasing people's awareness and enjoyment of the South West Peak for residents and/ or those working in or visiting the area	<input type="checkbox"/>

2i. How will your project meet the objective(s)? (Include additional sheet, if necessary)

- In particular, explain how your project will involve and benefit or enhance heritage?

2j. How are you going to promote your project to the wider community?

2k. Will your project involve buildings, land or objects, do you own these outright?

- If you do not own the land, building or item, tell us who does.
- Have you obtained permission from all owners?
- Please provide evidence to show permissions have been sought and granted.

If your project involves buildings or land, do you hold a lease of at least 10 years that cannot be terminated by the landlord?

Yes No

If your project involves buildings or land, please tick the statement which is applicable to you, and provide evidence from the local authority.

Planning permission is NOT required Planning permission is required and has been granted

2l. Does your project involve working with people under the age of 18 and/or vulnerable adults?

Yes No

If yes, please tick to confirm the following is in place:

All employed staff and volunteers who work with under 18s/vulnerable adults within regulated activity have an up to date DBS (CRB) check.

DBS (CRB) checks are renewed every 3 years.

A child protection policy (if applicable)

A vulnerable adults policy (if applicable)

3e. On what have you based your project costs? E.g. estimates from suppliers, catalogue/internet prices, past experience of previous projects. (Please include copies – see guidance notes)

3f. Please state which of the quotes you intend to use:

3g. Financial Information.

Please provide the following information using your latest set of annual accounts.

Total Income for the last financial year

£

Total Expenditure for the last financial year

£

Total cash and bank balances at the end of last year (this includes all petty cash and bank balances)

£

3h. What would happen if you did not get awarded the grant from South West Peak Community Grants?

3i. How will you monitor the success of your project?

3j. What will happen when the funding from South West Peak ends?

- Will your project continue or end?
- Will it be funded from elsewhere?
- Will it leave a legacy in the South West Peak?

SECTION 4 – DECLARATION

Please be aware that you are making this application at your own risk and we cannot be responsible to anybody for any loss, damage or costs arising directly or indirectly from this application.

- I have read, understand and accept the notes that came with this application form. I understand and agree to you using and publishing the information in this application. I agree that you can check the information in it and any supporting documents with other people and organisations.
- The project, and my organisation’s role in it, falls within my organisation’s powers and purposes.
- My organisation has the power to accept a grant, under your terms, and the power to pay back the grant if the terms are not being met.
- I understand that any misleading statements (whether deliberate or accidental) I give at any point during the application process, or any information I knowingly withhold, could mean my organisation’s application is not valid, in which case you will cancel the grant and claim back the money we have received, stop assessing and return the application, or withdraw any grant offered to my organisation.
- The project has not started yet and will not do so until my organisation receives permission from you.
- I understand you will treat this information in line with the Data Protection Act 1998 (as amended), and have read the Data Protection statement in the guidance notes. I accept that you may make this form available to members of the public under the Freedom of Information Act 2000. You will be notified. Personal information will be processed in line with Data Protection Act 1998 (as amended).
- On behalf of my organisation, I agree that if we receive any grant from you for our project, we will keep to the standard terms of grant and any further terms and conditions set out in the Grant Offer Letter.

We take from your signature(s) on this form as confirmation that you:

- Have understood we have legal responsibilities under the Data Protection Act 1998 (as amended) and the Freedom of Information Act 2000.
- Accept that we will not be responsible for any loss or damage you suffer as a result of us meeting these legal responsibilities.

Finally, I am authorised to put forward this application on behalf of my organisation and sign this declaration.

Print Name	<input type="text"/>
Position within Organisation	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>

SECTION 5 - CHECKLIST

Please go through the following checklist to ensure that you have enclosed all the information you need to make an application. Applications will not be considered if incomplete.

- A completed South West Peak Community Grants application that is signed and dated by an appropriate person.
- A signed and dated copy of your constitution / governing documents.
- Most recent set of accounts or records of expenditure. (If you are a new organisation then a letter from your bank giving your organisation's name and account number).
- An original bank statement which is dated 4 months ago or less. This will be returned to you. Most recent is best.
- If a request for capital items or equipment, at least 2 quotes for each item. 3 quotes are required for items over £1,000. What is sent needs to show you have researched the costs and the price within your project costs demonstrates best value for money. If unsure, call us.
- Any necessary written permission required from land/building owner(s) if your application concerns land or buildings.
- Copy of planning permission and/or building regulations or a statement regarding the planning permission if your application concerns land or buildings.
- Child protection policy (if applicable)
- Vulnerable adults policy (if applicable).
- Evidence of appropriate disclosure within Disclosure and Barring Service (previously known as CRB) e.g. Name, disclosure number and date. Do not send the DBS (CRB) checks themselves.

Please note that this is a legal requirement if your organisation works with children or vulnerable adults within regulated activity. See www.homeoffice.gov.uk for guidance.

- Any other information regarding the proposed project you feel will demonstrate what you have written in your application form.