****

**South West Peak Landscape Partnership**

**Engaging Communities Project**

**Community Grants Scheme**

**Guidelines for Applicants**

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

Grant applications must contribute to the mission statement of the SWPLP: ‘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 SWPLP 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.

SWPLP 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 SWPLP 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 area 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 SWPLP 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 SWP area 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 SWP Community Engagement and 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 area
* Projects that do not meet at least one of the SWPLP objectives

|  |
| --- |
| **How much do we give?** |

The SWPLP Community Grants Scheme 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 SWPLP Community Grant.

Match funding may come from any of the following

* other grants, but not from another National Lottery Heritage 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 National Lottery Heritage 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 SWP Community Engagement and 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 SWPLP 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 overall SWPLP aims and the project 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.

A SWPLP Community Grants 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 SWPLP 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 National Lottery Heritage 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 SWP Community Engagement and 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. the SWPLP Community Grants Panel. We may also share information with other organisations with a legitimate interest in SWPLP applications and grants or for protection from, or detection of, fraud.

|  |
| --- |
| **For further assistance and information** |

Celia Muir – SWP Community Engagement and Grants Officer

SWP Community Grants Scheme

Support Staffordshire (Staffordshire Moorlands)

Leek Health Centre

Fountain Street

Leek

Staffs

ST13 6JB

Tel: 07932 888633

Email: [celia.muir@supportstaffordshire.org.uk](mailto:celia.muir@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](http://www.supportstaffordshire.org.uk)

For more information about the South West Peak Landscape Partnership visit <https://www.southwestpeak.co.uk/>

