



Greater Quantock Landscape Development Fund

Guidance for applications

First of all - before you make a start on the form:

Read the criteria (p4) for the Greater Quantock Landscape Development Fund (GQLDF)

Your project will be assessed against these criteria, and in your application you will need to tell us exactly how your proposals match them.

Projects do not have to fully satisfy all of them in order to be awarded grant aid, but it is helpful if you can show how you have assessed your project against these criteria.

You need to have planned your project carefully. Have you consulted with other local groups and organisations? Have you involved all potential partners? Are you sure that no other group is doing the same thing already? Who will actually do all the work involved in carrying out your project? Have you drawn up a budget and obtained written quotes/estimates?

You must complete the Grant Application Form and answer all the questions. Additional supporting information can be provided if you wish.

Section A – Applicant details

- Please give the name of the organisation, company or individual who will be directly responsible for the project and financially accountable for how the GQLDF grant is to be spent.
- 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 have no e-mail or web site, insert 'N/A'
- 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 they have in place arrangements for organising meetings and dealing with finances. If you need help with drawing up a constitution, let us know. Your organisation (or one of your partner organisations) will need to have a bank account in its name, so that you can receive grant payments.

Section B - Project details

1. Please give the name of your project, which should be brief and define clearly what sort of work you will be doing.
2. This relates to the town or village that is nearest to your project's regular activities. If in doubt, please ask.

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3. 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 (see guidance for Question C 4). The completion date is when you anticipate the project will finish and you have met the projects stated objectives (Question B 5). We can advise you further if required.
4. This is perhaps the most important question, as we need you to describe in a nutshell what your project is all about and for what sort of expenditure you require our grant.
5. This is your chance to explain (briefly) the project's objectives and how your organisation will meet them, both in the short and longer term.
6. The prime criteria for the GQLDF fund is that landscape quality is maintained or enhanced in the eligible area. You will need to explain who will benefit from the outputs of your project e.g. those using a road next to the project area or walkers on a footpath. Will there be any benefits for wildlife?
7. We need to understand how your project will continue beyond the period of grant, 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 eg. 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.
8. We want to ensure that projects are in line with statutory management plans or policies. If you are aware of a plan or policy which your project will help to deliver let us know here.
9. It is vital that your project proposal is based on clear evidence of local demand and/or need. This may be in the form of informal but recorded discussions in the community. If you have produced or commissioned a feasibility study into the project's viability, then please include a copy.
10. We want to know what outputs the project will produce. We will use these outputs not only to evaluate the project success and value for money but also as a check for payment of grant. So you will need to establish from the outset, how you will measure and record the progress of your work. This should be helpful in your project planning, as things can go 'off track' if not carefully thought through. We can advise you further if required.
11. Projects involving more than one organisation sometimes have a better chance of practical and financial success. Your local authority may be offering grant aid or technical advice, or a local business may be donating room space or equipment (also see question C3). Please try to limit this to those directly involved in the project's implementation.

Section C – Financial details

1. Please list the different types of costs you expect to encounter, which could be staff salaries (revenue), events or workshops, physical works (capital), or a leaflet / web site design. The costs should be rounded up to the nearest £10 and be your best estimate or, ideally, based on written quotations. We will be able to give you sample costs for various types of activity. If you are looking to undertake the works yourself you can base your project costs on a set of Standard Costs. These are available from the Quantock Office and are devised from Standard Costs developed by the Forestry Commission and Natural England for delivery of RDPE funded programmes.

In-kind costs: Most of your expenditure will probably be in cash, but if someone has offered their time, property or equipment free of charge or 'at cost' then you should indicate that here. There are nationally recognised equivalent cash values for different types of help. For example donated labour can be costed in at £50 a day. Contact the AONB office for more details. It is important to list out all donations given 'in-kind' - whether these are materials or labour. The value of these donations can be counted as your match funding.

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The example below may help you.

This group wants to buy and plant 200 oak trees. The supplier is donating 100 trees (worth £50), so the amount the group will actually have to pay out is £50. The group will provide 10 people to work for 2 days and a local company will prepare the ground at a subsidised cost.

200 oak trees @ 50p each	=Cost £50	=In-kind £50	Total = £100
10 X people X 2 days work to plant trees	= Cost £0	=In-kind £1,000	Total = £1,000
Ground preparation	= Cost £100	=In-kind £200	Total = £300
			TOTAL COST £1,400

SDF Grant applied for **£250**. % of total cost **19%** ($250 \div 1,400 \times 100$)

2. State how much GQLDF grant you are seeking and what percentage of the total project costs this represents. Our maximum grant amount is **£5,000** and rate is normally **50%**, but we may consider a higher rate if an applicant can prove genuine need.
3. Are you able to reclaim VAT. The level of grant awarded will be proportional to the project costs you pay. Therefore we need to understand the final costs to you.
4. We would encourage you to seek financial support from local, regional or national organisations which may share the project’s purpose and aims, even if they are not a practical partner. We can give guidance on possible ‘match funders’ for the sort of work you are planning. Please list these organisations by their full officially recognised name and do not use acronyms or abbreviations (e.g. The Conservation Volunteers, not TCV). State the amount of funding you are seeking from each one. Where possible refer to the amounts in Question C 2; this can be cash or in-kind. Please also indicate if this has been agreed or when you expect to hear the final decision from them.
5. It is important that if your project requires any sort of legal permission, e.g. planning permission or land owner’s consent, you let us know and when you expect to have that agreed or finalised.
6. We want to ensure best value for money for the GQLDF and therefore wish to know if you are applying to or have received funding from other sources, especially other pots of funding related to the Hinkley Point C development.

Finally

If you have any queries about any aspect of the application form or the Greater Quantock Landscape Development Fund, or if you need help and support to develop your project - **don’t hesitate to contact us!**

Send or email your completed application to:

Quantock Hills GQLDF
 Quantock Hill AONB Service
 Fyne Court, Broomfield
 Bridgwater, Somerset, TA5 2EQ

Tel: (01823 451884)
 E-mail: quantockhills@somerset.gov.uk

Section D - Applicant declaration

Please complete the lines as indicated. The signatory should be the individual applicant, Director, Chief Executive, financial manager, office holder or designated co-ordinator of the organisation, and not the contact named in Section A, unless he or she is also in one of the positions named above.

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Should your project not be completed after QLDF Grant has been paid the amount of Grant must be refunded in part or in full at the discretion of the AONB.

What kind of project is eligible?

Projects will need to show that they can meet the environmental criteria of the fund (below). Applicants are also encouraged to demonstrate how their project can meet the Funds other criteria.

Projects will be assessed against the Landscape Development Fund criteria;

Environmental Criteria - does the project:

- conserve and enhance the natural environment and landscape features [PRIORITY CRITERIA]
- protect or increase bio-diversity
- minimise pollution of the land, air and water

Social Criteria - does the project:

- encourage community engagement, ownership or empowerment
- conserve and support the cultural heritage
- promote local community action

Economic Criteria - does the project:

- make use of local suppliers of products, services and materials

Project Criteria – does the project:

- have a clearly defined set of realistic aims and outputs
- access other funding, either cash or in-kind

Grants can cover the costs of some or all of the following:

- Practical work including hedge laying and planting, traditional standard orchard restoration, small woodland management, wild flower meadows, willow pollarding, dry stone wall restoration, planting native trees, pond restoration and a 'circular economic scheme'

Examples of projects could include:

- Community woodlands or meadows
- Pond restoration
- Creation of hedgerows or replanting of hedgerows ;

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