

Guidance notes – Communities Project Fund

First, before you make a start on the form:

Read the Sustainability Checklist for the Communities Project Fund (CPF) and consider how your project will meet the key criteria for the fund below:

- further the purpose of conserving and enhancing the natural beauty.
- tackle environmental, economic, social and cultural issues.
- have the support and involvement of communities within the National Landscape.
- bring people together in partnership to tackle problems.
- demonstrate innovation and best practice.
- involve young people.

Your project will be assessed against these criteria and how it helps to deliver the National Landscape purposes. In your application you will need to tell us exactly how your proposals match them.

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

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 do all the work involved in carrying out your project?
- Have you drawn up a budget and obtained written quotes/estimates?
- Have you been through the 'Communities Project Fund' Sustainability Checklist'?

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

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 CPF grant is to be spent.
2. (and 3) 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 briefly state their role in the organisation.

4. 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'.
5. 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 agrees about the aims and objectives of the group, and that they have arrangements in place for organising meetings and dealing with finances.

If you need help with drawing up a constitution, let us know.

6. 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.
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 project's 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. Having read the National Landscape purposes and Sustainability Criteria, please state how your project will meet them, and what benefits will be achieved.
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 (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.

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, 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 grant aid for such research if a project idea is particularly innovative and addresses the Communities Project Fund's key objectives.

8. 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.
9. Projects must help deliver the Management Plan (Partnership Plan) for the National Landscape. Quote the key policy numbers or objectives that your project will help deliver or contribute to. (See [website](#))

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11. If you are offered a CPF grant, you will need to produce progress reports so that we can be sure that you are spending the money as promised. 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.
12. 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.

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

Section C – Financial details

1. Please list the different types of costs you expect to encounter; these could be staff salaries (revenue), events or workshops, physical works (capital), or leaflets / 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.

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 £10¹ an hour. Contact the CPF officer for more details.

It is important to list all donations given 'in-kind' - whether these are materials or labour. The value of these donations can be counted as your match funding.

The example below may help you:

This group wants to buy and plant 200 oak trees. The supplier is donating 100 trees worth £50. The group is providing 10 people to work for 2 days at a volunteer 'in-kind' cost of £1500 and a local company has offered to subsidise the ground preparation by £100.

Cost	In kind	Cash	Total
200 oak trees @ 50p each	£50	£50	£100
10 people x 2 days' work to plant trees = 150 hours (7.5 x 2 x 10 @£10 /hr)	£1500	£0	£1500
Ground preparation	£100	£200	£300
TOTAL COST	£1,650	£250	£1,900

Total grant applied for = £250,
% of total cost = 13% (250 ÷ 1900 x 100)

2. 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.

Please list these organisations by their full, officially recognised name and do not use acronyms or abbreviations (e.g. Devon Wildlife Trust, not DWT).

State the amount of funding you are seeking from each one. Where possible refer to the amounts in 'Section C Q2'; 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.

We can give guidance on possible 'match funders' for the sort of work you are planning.

3. State how much CPF grant you are seeking and what percentage of the total project costs this represents. Our maximum grant rate is 60%, but we may consider a higher rate if an applicant can prove genuine need.

All projects will need to make a minimum cash contribution of 10% to the total costs of their proposal.

4. It is important that if your project requires any sort of legal permission, e.g. planning permission or the landowner's consent, you let us know and when you expect to have that agreed or finalised.
5. As each NL/NP has a project fund it is important that we share information and know which other funds you are applying to or have received funding from.

Section D - Applicant declaration

Please complete the sections 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.

Should your project not be completed after a CPF grant has been paid, the amount of grant must be refunded, in part or in full, at the discretion of the NL Manager. Projects must comply with the Special Drawing Rights (SDR) limit for non-agricultural producers, as part of the [EU-UK Trade and Cooperation Agreement](#).

And finally...

1. For the final question, please tell us how you became aware of the CPF and how it might help your project. 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.

¹ professional volunteer (for example, accountancy or teaching): £50 per hour

• skilled volunteer (for example, leading a guided walk): £20 per hour
• volunteer (for example, administrative work): £10 per hour (NHLF 2020)

If you have any queries about any aspect of the application form, the Communities Project Fund, or if you need help and support to develop your project - don't hesitate to contact us!

Send your completed/signed application to:

East Devon National Landscape
Kennaway House
Coburg Road
Sidmouth
EX10 8NG
Tel: 01404 46663

Please send an electronic version to:

E-mail: CPF@eastdevon-nl.org.uk