**Suffolk & Essex Coast & Heaths National Landscape**

**Community and Conservation Fund**

**2024 – 2025 Application Form**

Please complete all sections of the Application Form and return by**:**

Round 1: 23rd February 2024, 23:59

Round 2: provisional 11th September 2024, 23:59. Note – There will be no second

round of funding if all available funds are allocated during Round 1.

Before taking the time to complete this form you may wish to check the criteria and guidance and ensure that your project will provide benefits to the specified geographic area of the fund.

The National Landscape wishes to attract applications from the widest range of society possible and supports equality of opportunities to access this fund. For assistance with completing your application, please contact the National Landscape Grants Officer for further support and advice.

|  |  |
| --- | --- |
| 1. Name of Project | |
| 2. Organisation/Group  Name of Organisation/Group  Website address | |
| 3. How much is your funding request?  £ | |
| 4. Short Summary of Project (up to 30 words) | |
| 5. Contact Details  **MAIN CONTACT**: (address to be used for grant finance unless specified otherwise in Section 11)  Name  Address/Postcode  Phone/Mobile  Email  **Additional CONTACT**:  Name  Phone/Mobile  Email | |
| 6. Details of Project (up to approximately 1 page of text)  Please cover the range of information indicated below  - What is the overall aim(s) of the Project?  - Why is this project needed and by whom?  - Describe the work/activity you will be doing and who will benefit?  - Who will be involved in the project (e.g. volunteers, delivery partners, groups)?  - Is this project related to another project or is further work of a recent project?  - What is the planned outcome/what will be the finished project? | |
| 7. Location/Grid Reference or Address of Project:  Enclose or attach a map, plan or photo as necessary | |
| 8. Project Timetable  Please provide a brief activity plan with estimated start and end dates, key event/activity dates  Note – all projects should plan to be completed by or before 13th March 2025. Projects should plan to begin delivery from:  Round 1: April 2024  Round 2: mid October 2024 | |
| 9. Name of Project Manager/Leader  Please provide details of experience/qualifications relevant to the role | |
| 10. Evaluation  How will you measure the success of the project?  - How will you know it has succeeded?  - What are your measurable achievements? e.g. volunteer numbers/hours, people involved, trees planted, nest boxes installed etc. | |
| 11. Grant Payment  What type of organisation are you? A trust, charity, voluntary organisation, limited company etc.  Are you VAT registered? (delete as applicable) YES/NO  If applicable - I/We hereby request to nominate a partner organisation to provide a bank account for grant finance purposes.  Partner organisation name  Address  Contact name  Contact e mail  Note   * For VAT registered organisations the grant payment will not support VAT costs * Applicants need to have their own bank account for full grant payment to be invoiced from and paid into. If this is not possible, you may request above to nominate a partner organisation to provide a bank account for grant finance purposes. | |
| 12. How does the project meet National Landscape conservation objectives  (up to maximum 1 page of text)  - Does the project conserve and enhance natural beauty and maintain the special qualities of the landscape?  - Will it help manage the assets and resources of the National Landscape in a sustainable way and seek to meet environmental, economic and social needs?  - Does it support community involvement in the active conservation and enhancement of the National Landscape? | |
| 13. Project Budget Summary  **Please insert or attach a table showing your proposed budget (income and expenditure) and then complete figures a to c.**    **a)** Total cost/value of the project  (include match funding\*) -----------------------------  **b)** How much is already in place  (= secured match funding\*) -----------------------------  **c)** Total outstanding amount (=a-b) -----------------------------  **d)** Amount of grant requested  (usually = c, however may be a  lower amount if match funding\*  has not yet been secured) -----------------------------  Notes:   * Grants are offered for up to 100% of the total project costs/value, however it is beneficial for the Panel to be fully informed in their decision making in considering the application and we advise that you include match funding\* in your budget. * **\*Match Funding** - A contribution from the applicant towards the project budget. This is known as ‘match funding’ and may include the estimated value of volunteer/staff time, in-kind contributions or other funding secured to enable the project to be completed.   Estimated volunteer time – use the following values in your budget table:   |  |  | | --- | --- | | Volunteer contribution | *Value per day*  based on 7.5hr day | | Unskilled | £75 | | Semi-Skilled | £150 | | Professional | £375 |   Below is an example of the type of table that is useful for the Panel to consider your application. | |
| 14. Additional budget and funding information:  Please describe the role of volunteers in the project.  How will you fund the balance (if not explained above)?  If only partial funding is available, which elements of the project would be given priority? | |
| 15. Where did you hear about this grant giving programme? |

Declaration:

* I have read the Criteria and Guidance for Applicants, and accept unconditionally the Terms and Conditions
* I have authority from the organisation named in Section 2 to submit this project to the National Landscape for a Community and Conservation Fund grant
* I agree that the National Landscape may make enquiries in connection with this application to satisfy itself about relevant financial and legal matters
* I confirm that the details as set out in this application are correct to the best of my knowledge and that nothing material affecting this project has been withheld
* I understand that my details will be stored securely for National Landscape purposes only and will not be shared externally.

Signed ………………………………………………….. Date ……………………………..

Name (please print) …………………………………………………

On behalf of …………………………………………………………

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of funding if all available funds are allocated during Round 1.

Please send your completed application form to:

**Email:** [**grants@suffolkandessex-NL.org.uk**](mailto:grants@suffolkandessex-NL.org.uk?subject=Community%20and%20Conservation%20Fund%20Application)

**Oka Last**

**National Landscape Grants Officer**

**Suffolk & Essex Coast & Heaths National Landscape**

**National Landscape Office, Saxon House, Hadleigh Road Industrial Estate, Ipswich IP2 0UF**

**Tel: 01394 445225**

Oka Last Jan 2024