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

**Community and Conservation Fund**

**2025 – 2026 Application Form**

Please complete all sections of the Application Form

and return by **3rd March 2025, 23:59**

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. If your project does not benefit the fund area it will not be eligible to receive a grant. See Fund Criteria and Guidance for more information. If you need further clarity on whether your project is geographically eligible please contact the National Landscape Grants Officer.

Please complete all sections of the Application Form or there may be insufficient information for the Panel to make a fully informed decision on your proposal. The format is designed to present a strong application and ensure a consistent approach across all applications, for example, on budget presentation.

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.

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| **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  Full address  Phone  Email | |
| **Additional Contact:** | |
| Name  Phone/Mobile  Email | |
| **6. Details of Project** (up to 250 words)  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 – the project should plan to begin from April 2025 onwards and be completed by or before 12th March 2026. | |
|  | |
| **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**  Note - The fund cannot meet VAT costs for VAT registered organisations.  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  Full Address    Contact name  Contact e mail | |
| **12. How does the project meet National Landscape conservation objectives** (up to 250 words)   * 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 complete figures a to d below | |
| **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 on completing this section**   * Please refer to Funding Criteria and Guidance Notes for Applicants which includes an example budget table format and more information on match funding and values for estimated volunteer time. * Grants are offered for up to 100% of the total project costs/value. Up to 20% of the project value may be grant support of overhead costs e.g. staff and office costs. * The fund cannot meet VAT costs for VAT registered organisations, therefore if you are VAT registered – please use figures excluding VAT in your project budget calculations. | |
| **14. Additional budget and funding information**  Note - This information is important for the Panel to be fully informed in considering the application. You may wish to describe any alternative means for your project to provide match funding to enable the project to be completed e.g. core funds, fundraising, partner contributions, applying to other grants etc. and for the Panel to be able to consider what would happen if you are unable to secure the remaining funds required to deliver the project. | |
| 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** |  |

**Please submit your completed application form by 3rd March 2025, 23:59**

**Application by e mail is encouraged:** [**grants@suffolkandessex-NL.org.uk**](mailto:grants@suffolkandessex-NL.org.uk?subject=Sustainable%20Development%20Fund%20Application)

**Oka Last**

**National Landscape Grants Officer**

**Community and Conservation Fund, Suffolk & Essex Coast & Heaths National Landscape**

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

**Tel: 01394 445225**

Oka Last Nov 2024