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|  | **Community Grant Scheme**  **Year 3 Application Form** |

***The Coigach & Assynt Living Landscape Partnership Scheme is a Heritage Lottery Funded project comprising 14 Partner organisations, of which the Scottish Wildlife Trust is the lead partner. Collectively these Partners are committed to delivering a Scheme comprising 28 individual projects over 5 years to September 2021. The Community Grants Scheme is one of the 28 projects in the overall scheme.***

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| **Application Notes: *Before completing this form please contact Boyd Alexander on 01571 844638 or balexander@coigach-assynt.org to confirm your project meets the grant criteria and eligibility.*** | |
| **New for Year 3 of the Community Grants Scheme** | * In previous years of the Community Grants Scheme individual applications where the applicant paid themselves for work were not eligible, for example an individual claiming for their time to conduct research or put on workshops. This led to a situation where an organisation could pay that person to do the exact same work but the individual couldn’t be paid for it directly. However, following discussions with the Heritage Lottery Fund we are now able to offer funding for individuals to apply for grants to pay them to carry out work. The work proposed will be subject to the same eligibility criteria and will be assessed in the same way as any other project. |
| **What are the Grant Criteria?** | * Benefits and Outputs from the grant must be located within the CALL Project area. * Any financial benefit derived from the project up until the 31st March 2022 must be reinvested into the CALLP Scheme. For further information see section ‘Are income generating projects eligible for funding?’ * Financial gain to an individual, such as an individual charging for their own time, must be outweighed by public benefit. * Funded activities must not already be implemented by CALLP projects. * Awarded grants cover the time period between 1 April 2019 and 31 March 2020. |
| **What can be funded?** | * Applications that support at least two of the Heritage Lottery Fund’s (HLF) nine outcomes and at least one of the CALLP Scheme objectives of will be considered.   The Heritage Lottery Fund’s (HLF) nine outcomes are:   1. **Heritage (Natural, Built & Cultural)** is better managed 2. **Heritage (Natural, Built & Cultural)** is in better condition 3. **Heritage (Natural, Built & Cultural)** is better identified / recorded. 4. **People** have developed skills 5. **People** have learnt about heritage 6. **People** have contributed volunteered time. 7. **Communities** have reduced environmental impacts 8. **Communities** are more engaged with heritage 9. **Communities’** area will be a better place to work, live and visit.   The Coigach & Assynt Living Landscape Partnership Scheme objectives are:   1. Encourage and provide support for sustainable land management; 2. Provide the opportunity for people to learn new skills, broaden their knowledge and increase their employment prospects and opportunities; 3. Support traditional crofting land management and high value nature farming; 4. Promote and protect the area’s built and cultural heritage; 5. Provide an example of best practice land management by and for the local communities; 6. Promote access to and improve understanding and enjoyment of the landscape and its natural heritage; 7. Restore and conserve natural heritage features, especially native woodlands, peatlands, and riparian environments; 8. Collaborate with other organisations in the area to advocate and promote the protection of marine habitats, and to realise environmental and socio-economic opportunities and benefit. |
| **How much can be applied for?** | * Applications by individuals can apply for up to £1,000 * Applications by organisations can apply for up to £5,000 * Applications can request up to a maximum of 75% of your total project costs. The remainder must be found from another source, part of which can include in kind contributions from the use of your own labour or volunteer input (see **Section 3** Project Costs in the application form below for example labour rates). * An individual or organisation can submit multiple applications, but the total funding that can be awarded per individual or organisation is the same as the limits above.   *NB: as the grant money is provided by Heritage Lottery Fund and Scottish Natural Heritage, other lottery funds (e.g. Awards for All, Big Lottery Fund, etc.) and other funding from Scottish Natural Heritage may not be eligible to be used to contribute to the remaining 25%. Please check with a member of the CALL Staff Team.* |
| **What is not funded?** | * General funding appeals * Activities that do not directly result in meeting our Scheme objectives, e.g. feasibility studies * Future maintenance costs of project capital works * Statutory and routine activities of local authorities and affiliated bodies, where this involves delivery of statutory duties and meeting Scottish Government requirements including delivering the Curriculum for Excellence in schools and school grounds * Arts projects unless they are a means of interpreting the heritage or are in some way closely connected with it |
| **Key Dates** | Deadline for application: 12 noon, 4th March 2019  Notification of award: 25th March 2019 |
| **Grant Scheme Management** | * The Community Grants Scheme is administered by the Coigach & Assynt Living Landscape Partnership. Funding agreements will be made between successful applicants and the Scottish Wildlife Trust, who administer the funding for the scheme from the Heritage Lottery Fund and Scottish Natural Heritage. * The initial budget for the Community Grants Scheme is a total of £100,000 over the 5 years of the Coigach & Assynt Living Landscape Partnership Scheme and may increase over time if additional match funding is attracted. Coigach & Assynt Living Landscape Partnership reserves the right to amend the terms of or withdraw future rounds of the Community Grants Scheme. * The total funds available for Year 3 of the Community Grants Scheme is £25,000. |
| **How will the grant be paid?** | * Payment of the grant will be made in arrears on completion of your project and production of evidence such as invoices and receipts. * If payment in arrears would mean the project would not be able to go ahead please state this in your application and we will consider alternative arrangements on an exceptional basis. * Grant cannot be claimed on items purchased prior to the date on the funding award letter for successful applications. |
| **Reporting on your project** | * A brief project report with supporting photos – before and after (if appropriate) – must be submitted with receipted invoice(s) to receive the grant. * You must also submit a short article about the completed project for submission to local print media and posted on the CALLP website blog. * Coigach & Assynt Living Landscape Partnership Scheme reserve the right to withhold payment if you do not submit your project report and receipted invoice(s) before 31st March 2020. * You can claim your grant as soon as your project is complete, you don’t have to wait until 31st March 2020. |
| **What will be the long term benefits of your project?** | * Think about what implication your project might have – for example, is this project enabling something else to happen in the future e.g.   + the hectares of native woodland will provide habitat for birds, or wood fuel   + the 50m of drystane dyke will contribute to the scenic value and last for many decades for stock management   + the attainment of one further education course will provide more learning opportunities leading to increased skills for young people locally   + the habitat map and report will enable the croft to be managed more sympathetically for wildlife and provide data for future funding applications. |
| **Your projects long term maintenance costs?** | * All projects involving capital works will be required to enter into a management agreement that will see the works maintained for a 10 year period following their completion. * Long term maintenance costs are not eligible for funding from the Community Grants Scheme. |
| **Are income generating projects eligible for funding?** | * We accept projects that have an element of income generation within them, however due to the terms of our scheme funding any income generated as part of funded projects must be reinvested into the project itself as match funding income or into the wider Coigach & Assynt Landscape Partnership scheme. For example, if a project produces booklets for sale the income generated from sales would need to be reinvested in the project, for example for printing more booklets, or paid back to the CALLP scheme. * The income generation restriction applies to income generated until the end of the scheme on 31st March 2022. Successful applicants to the Community Grants Scheme cannot profit financially from their funded projects until after this date. |
| **Funder acknowledgement** | * A condition of receiving funding from our Community Grants Scheme is that the Coigach & Assynt Living Landscape Partnership, Heritage Lottery Fund and Scottish Natural Heritage all need to be publicly acknowledged as funders of your project. Examples of how this can be done include:   + including their logos on items that will be visible to the public, e.g. publications, signage   + submitting an article or letter to local newspapers (free of charge) detailing the activities undertaken and mentioning the scheme and funders * Please include costs for acknowledgement signage within your project budget if appropriate * Further guidance on funder acknowledgement will be supplied to successful applicants and assistance will be given by the CALL staff team to help you comply with this request. |

Community Grants Scheme Full Application Form

Please read our Community Grant Scheme Guidance above before completing this form and ensure that your proposal is eligible for the grant and for advice on how to complete certain sections.

If you have a question about how to complete this form that you cannot find the answer to in the guidance or would like clarity on a point, please contact the Coigach & Assynt Living Landscape Partnership Scheme team by email: info@coigach-assynt.org or by phone: 01571 844 638

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| **1.** | About you | |
| **Contact name:** |  |
| **Contact address:** |  |
| **Telephone number:** |  |
| **Email address:** |  |
| **Are you applying as an individual or an organisation? (select one):** | Individual applying for up to £1,000 (skip to 2.)  Organisation applying for up to £5,000 (complete organisation details below) |
| **Organisation name:** |  |
| **Charity registration number (if applicable):** |  |
| **Company number (if applicable):** |  |
| **Will you be reclaiming VAT?:** |  |

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| **2.** | About your project | |
| **i) Project title:** | |
| **ii) Please provide us with a description of the project you are requesting funding for (max 500 words):** | |
| **iii) Please describe the specific project outputs and how these will be measured and reported** | |
| **iv) Which Heritage Lottery Fund outcomes does this project relate to (please delete Yes/No as applicable)?** | |
| **Yes/No** | Heritage (Natural, Built & Cultural) is better managed |
| **Yes/No** | Heritage (Natural, Built & Cultural) is in better condition |
| **Yes/No** | Heritage (Natural, Built & Cultural) is better identified / recorded. |
| **Yes/No** | People have developed skills |
| **Yes/No** | People have learnt about heritage |
| **Yes/No** | People have contributed volunteered time. |
| **Yes/No** | Communities have reduced environmental impacts |
| **Yes/No** | Communities are more engaged with heritage |
| **Yes/No** | Communities’ area is a better place to work, live and visit. |
| **v) Which Coigach & Assynt Living Landscape Partnership Scheme objectives does this project relate to (please delete Yes/No as applicable)?** | |
| **Yes/No** | Encourage and provide support for sustainable land management; |
| **Yes/No** | Provide the opportunity for people to learn new skills, broaden their knowledge and increase their employment prospects and opportunities; |
| **Yes/No** | Support traditional crofting land management and high value nature farming; |
| **Yes/No** | Promote and protect the area’s built and cultural heritage; |
| **Yes/No** | Provide an example of best practice land management by and for the local communities; |
| **Yes/No** | Promote access to and improve understanding and enjoyment of the landscape and its natural heritage; |
| **Yes/No** | Restore and conserve natural heritage features, especially native woodlands, peatlands, and riparian environments; |
| **Yes/No** | Collaborate with other organisations in the area to advocate and promote the protection of marine habitats, and to realise environmental and socio-economic opportunities and benefit. |
| **vi) Please explain how your project relates to the Heritage Lottery Fund outcomes and the Coigach & Assynt Living Landscape Partnership Scheme objectives you have selected in questions iv) and v).** | |
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| **vii) How do you plan to acknowledge the support from Coigach & Assynt Living Landscape Partnership, the Heritage Lottery Fund and Scottish Natural Heritage?** (for example, a submission to local newspapers explaining what’s happened, organisation logos on signage, etc) | |
| **viii) Please describe how the benefits will run beyond the life of your project** | |
| **ix) For projects involving physical (capital) works, how will these be maintained into the future?** | |
| **x) Does your project require any permissions (e.g. landowner consent, planning permission, etc) and if so please provide details of when you expect to obtain these:** | |
|  | **xi) Can you demonstrate local support for your project?** (for example, you are applying on behalf of a community organisation with at least 10 members, letters of support from individuals or organisations in the area, feedback from community events, etc.) | |

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| **3.** | Project Costs  Please provide as much detail as possible about your estimated project costs, including VAT where appropriate. If you are VAT registered, you must not reclaim VAT on funded items. The more detail you can provide on project costs the better, and if necessary please use and attach a spreadsheet to illustrate this. | | | | | | | |
| **i) What is the full cost of the project, including VAT?** | | | | | £ | | |
| **ii) Please provide a breakdown of the costs associated with your project, including VAT where appropriate. If necessary please use and attach a spreadsheet** | | | | | | | |
| **Item** | | | **Cost ex VAT** | | | **VAT** | **Cost inc VAT** |
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| **iii) What amount are you requesting from the Community Grants Scheme?** | | | | | £ | | |
| **iv) How much in-kind support will your project use and what is its value?** | **In Kind category** | | **No. days** | | | **Value per day** | **Total Value** |
| **Own labour:** | |  | | | £ | £ |
| **Volunteer time Professional: (e.g. accountancy or teaching)** | |  | | | £350.00 | £ |
| **Volunteer time Skilled: (e.g. administrative work, carpentry or leading a guided walk)** | |  | | | £150.00 | £ |
| **Volunteer time Unskilled: (e.g. clearing a site or working as an event steward)** | |  | | | £50.00 | £ |
| **Total In Kind contribution:** | | | | | | £ |
| **v) Please describe any other sources of funding you are applying for or have already received for this project** | | | | | | | |
| **Funding source (including private funds)** | **Amount applied for** | **Date decision due** | | **Outcome – have you received a decision, and if so how much were you awarded?** | | | |
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| **4.** | Project Timetable | |
| **Start Date:** |  |
| **End Date:** |  |

Declaration

To the best of my knowledge all the information I have provided in this application form is correct. The Coigach & Assynt Living Landscape Partnership may request further information, and/or ask to arrange a visit to your project.

Information on this form may also be shared with other funders in order to confirm details of previous and current applications and/or grant awards. Information on this form may also be shared with the Community Grants Scheme funders, the Heritage Lottery Fund and Scottish Natural Heritage, in order to check your project’s eligibility for the scheme and for the application evaluation process.

Copyright of digital outputs will conform to the terms of Heritage Lottery Fund grant. This includes the requirement that while the copyright for digital outputs remains with the owner, they must grant to the scheme and their funders an irrevocable, perpetual and royalty-free licence to use, copy, keep and disseminate the digital outputs as they see fit and to grant sub-licenses of the same kind. If your proposed project includes the production of digital outputs, please contact the CALLP Staff Team for full copyright terms and guidance.

In signing this declaration you confirm that you are authorised to submit this application on behalf of the individual or organisation named in Section 1. You are also agreeing to contact the Coigach & Assynt Living Landscape Partnership should there be any major changes to your project.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Data Protection

Please check this box  to show that you accept the following terms under which we will hold and use personal data in compliance with the General Data Protection Regulations (2018).

We, the Coigach & Assynt Living Landscape Project Team, on behalf of the lead partner, the Scottish Wildlife Trust, will process personal information relating to your organisation, its officers and staff or any other people you refer to in your application, for:

* assessing your grant application and how we handle it;
* processing the terms of our grant;
* reporting to our Community Grant Scheme funders: Heritage Lottery Fund and Scottish Natural Heritage;
* publicising information about your application;
* research related to your application;
* other legal or regulatory purposes, or other purposes reasonably related to making grants (e.g. disclosure to Scottish Charity Regulation (OSCR)).

We will hold personal data for a period of six years after expiry or termination of the contract.

If you would like to be kept informed about the work of the Coigach & Assynt Living Landscape project through our newsletter please check this box here

Submission

Please return application form, and any supporting information, by email or post to;

info@coigach-assynt.org or CALLP Project Office, 1 Old Coach House, Lochinver, IV27 4LE

Please remember to keep a copy of your completed application form before sending it to us.

Application Process

The deadline for Year 3 of the Community Grants Scheme is **12 noon on 4th March 2019**. All applications received by the Coigach & Assynt Living Landscape Partnership before this time are acknowledged and we aim to give a decision on your application by the end of March 2019. We cannot accept late applications.

