

Sheffield Lakeland Landscape Partnership Community Grants Scheme

Guidelines for Applicants 2018-2019

The Sheffield Lakeland Landscape Partnership (SLLP) is delivering and supporting a range of activities aimed at creating long term environmental and social benefits for the Sheffield Lakelands. The vision of the SLLP is to enhance, both physically and in people's minds, the area as an asset to actively celebrate and enjoy.

The SLLP programme is focussing on some of our most treasured landscapes and our unique heritage, supporting communities and organisations with local initiatives to boost the conservation, management and knowledge of our natural landscape and built heritage.

What is the Sheffield Lakeland Community Grant Scheme?

The Sheffield Lakeland Community Grant Scheme is designed to help fund and implement appropriate projects within the Sheffield Lakeland Landscape area (see map attached).

This guide provides full details about the grant in terms of what the SLLP can fund, who is eligible to apply, any restrictions and what you need to provide with your application form.

It is important that all applicants read this guide as it gives additional information to that contained within the application form. All applications must be made on the application form and a variety of supporting documentation is required.

Sheffield Lakeland Community Grant Scheme is administered by the SLLP team, employed by Sheffield and Rotherham Wildlife Trust, with the application process and funding being offered by both Bradfield Parish Council and Stocksbridge Town Council. Initial enquires should be made to The Parish Clerk team who can answer any questions and give assistance and/or advice to potential applicants to ensure the best possible outcome.

The Community Grant Scheme is administered locally and the grant panel is made up of members of the local community. This means funding decisions are made by people with a wide ranging knowledge of the local area and its needs.

For further information about the SLLP visit contact one of the following:

Sheffield Lakeland Landscape Partnership n.baker@wildsheffield.com

Bradfield Parish Council admin@bradfield-yorks-pc.gov.uk

Stocksbridge Town Council admin@stocksbridge-council.co.uk

Maximum grant: £5000

Minimum grant: £500

Who can and cannot apply?

The scheme is open to groups that are based in the SLLP project area and external groups wishing to deliver a project in the area. You **can** apply to the scheme if you are a 'not for profit' organisation that falls into one or more of the following categories:

- A local community/voluntary group/organisation
- A registered charity
- A social enterprise
- A school

As per the HLF guidelines all groups must be properly constituted and able to offer recent audited accounts or if new then dedicated bank account details).

The following **cannot** apply for a community grant:

- Individuals
- Private Businesses
- Any other organisation (formal or informal in structure) with the ability to distribute funds and/or assets among its members
- Organisations which sit on the SLLP Steering Group or financially benefit from the SLLP through the partnership
- Applicants with projects that will not benefit the SLLP area.

If you are unsure whether or not you are eligible to apply please contact us for further advice.

What will the Scheme fund?

Items that we **can** fund:

- Capital costs e.g. equipment, building costs
- Revenue costs e.g. training, room hire, event costs, staff costs

Items we **cannot** fund:

- Recoverable VAT (if you are not VAT registered, then VAT can be applied for)
- Retrospective costs (costs incurred or committed to before receiving a Grant Offer Letter).
- General appeals
- Costs for activities that are entirely or mainly set up to promote religious or political beliefs
- Projects involving activities that are a statutory responsibility.
- Projects that are not benefiting the Sheffield Lakeland area.
- Projects that cannot demonstrate that they meet at least one of the SLLP objectives.

The Heritage Lottery Fund requires that all expenditure is based upon value for money and openness, therefore we expect all applicants to explain how they have decided upon costs.

If you include one single item where the value is over £1,000, please provide 3 comparative quotes. For any items that have a value less than £1,000, we ask that you demonstrate value for money (as above) but you are not required to seek formal quotes.

If the grants panel have any queries over the costs of specific items, they may ask that you seek further comparative costs and re-submit them to the panel at the next meeting.



Fund Objectives

All projects must address one or more of the SLLP’s objectives. The objectives are:

Outcome 1. A more connected and resilient landscape

Outcome 2: Bigger, better and more joined up natural environment for people and wildlife.

Outcome 3: Better recorded and valued cultural heritage celebrated by local people and visitors.

Outcome 4: A better understanding of the local heritage with more people helping look after it.

If unsure, please contact us to discuss your project ideas. We aim to be as positive in supporting the wishes of the community as possible.

How much can we give?

Maximum grant amount is £5000.

Minimum grant amount is £500.

Under exceptional circumstances the judging panel may consider larger grant applications.

The Sheffield Lakeland Landscape Partnership Community Grants Scheme only funds up to 75% of your total project cost. Lottery funding stipulates that as way to show your organisation’s and project’s commitment that the remaining 25% must be made up in the following way as match funding;

- 10% cash from your own funds, fundraising activities or donations from other funders. (Please note that, other than Awards for All, this grant cannot be match funded with other Lottery grant money.)
 - 15% in kind contributions (e.g. donated tools or room hire) or volunteer time. Please see below for volunteer contribution rates;
- £50 a day for unskilled volunteers; £150 a day for skilled volunteers or £350 a day for a professional

Example Project Breakdown;

Total Project Cost = £2,000

SLLP grant	£1,500	75% of project costs
Match Funding	£500	At least £200 (10% project cost) must be cash. Up to £300 may be in-kind or volunteer time.
TOTAL	£2,000	

Applicants can only receive one grant in any grant calendar year. If you are unsuccessful, there is no restriction on how soon you may apply again. Each application will be assessed on merit.

The grant panel will meet monthly to make decisions on complete applications on a rolling basis.

How to apply

All applications must be made on the SLLP Community Grants Scheme application form.

You must supply the following documents/information alongside your application form:

- A signed and dated copy of your constitution. Parochial Church Councils do not have to submit a constitution.
- Most recent set of accounts or records of expenditure. (If you are a new organisation, then a letter from your bank giving your organisation's name and account number).
- An original bank statement that is dated 4 months ago or less.
- Any necessary written permission required from land/building owner(s) if your application concerns land or buildings. Please make sure they give their permission and a commitment to retain the asset for at least the next 10 years.
- Copy of any planning permissions and/or building regulations or a statement regarding the planning position, if your application concerns land or buildings.
- Safeguarding policy covering children and vulnerable adults (if applicable).
- Third party insurance cover.

How is the grant assessed?

The Bradfield PC and Stocksbridge TC can assist you with the initial application, once complete the application will be sent to the Sheffield and Rotherham Wildlife Trust to confirm it meets the requirements of the overall programme's Terms and Conditions.

Applications which are suitable will be considered by the relevant Parish or Town Council to determine if it can be supported by their programmes. This is necessary as the supporting funds offered by the councils have some legal restrictions.

All suitable applications will be assessed by an independent panel consisting of representatives from both councils together with non-elected community representatives and one or more member of the SLLP Steering Group. This panel will decide which projects are awarded a grant.

On the basis that all applications that reach the panel are 'suitable' for inclusion in the SLLP programme, decisions will be made subjectively with criteria including:

- Geographical spread
- Value for money
- Additional draw down of match in cash and volunteers
- Range of activity
- Variety of communities being engaged.



As a final check, applications recommended for support by the panel will be sent to the Heritage Lottery Fund Monitoring Officer to confirm compliance with HLF brief.

If you are successful in your application

Successful applicants will be sent an offer letter confirming the grant awarded and a Conditions of Grant document, which must be signed to indicate that the conditions have been accepted.

Generally, the grant must be spent within one year of the offer letter date. After returning your signed offer letter you will receive notification from us to start your project.

Please note your application may take a minimum of 8 weeks to process.

Monitoring & Payments

If successful, all payments are made by SLLP in **arrears** upon receipt of a satisfactory End of Project Monitoring Report Form with attached evidence of expenditure. Once this is received, we claim the money down from HLF quarterly and then reimburse you. **This may mean that it could take up to 3 months from the end of the project before you receive the grant. This is outside our control but please discuss this with us if it will cause a problem, as it may be possible for a percentage of the grant to be awarded in advance.**

All payments are made directly to you by cheque or BACS, to which you are expected to acknowledge receipt. As part of the process, you are expected to keep appropriate records for 10 years. Further conditions can be seen in the Grant Conditions document.

Upon request for payment, you must submit an End of Project Monitoring Report detailing expenditure, SLLP objectives met and the detail of differences made. This will mean that the scheme can ensure compliance with the grant conditions and inform how the money has helped contribute to the scheme's objectives. Please also send us any evidence you have that showed the project took place e.g. photographs, publicity, numbers of participants, questionnaires or feedback forms etc.

Publicity and promotion

You will be expected to create at least one press release promoting what you are doing and acknowledging support from the Heritage Lottery Fund through the Landscape Partnership.

You will need to submit at least one good quality photographic image in support of your end of project report which can be used in publicity for the Sheffield Lakeland programme.

A member of the Sheffield Lakeland team will work with you in order to ensure this meets the requirement of the Heritage Lottery Fund.

Images

You give us the right to use the photographs, transparencies or digital images you send us. Images supplied may be used by the Heritage Lottery Fund for publicity purposes, therefore it is essential that you get any permission you need for you and us to use the photographs, transparencies or digital images before you send them to us or before you use them. For photographs containing identifiable images of individuals, this must be written consent. The SLLP team can supply you with a form for this purpose if needed.

Data Protection

- We will use the information you give us on the application form and during the life of any grant awarded to administer and analyse grants. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications and monitoring grants. We may also share information with other organisations with a legitimate interest in SLLP applications and grants or for protection from, or detection, of fraud. Applicant information from both successful and unsuccessful applications will be retained for 10 years from the end of the Partnership funding period (31st October 2022), after which time it will be deleted from Sheffield and Rotherham Wildlife Trust's systems. Financial information will also be retained for audit purposes by Bradfield Parish Council or Stocksbridge Town Council for a period of up to 6 years. For further details of your rights under Data Protection Law, please see the privacy statements at
 - www.wildsheffield.com/privacy-notice
 - <http://www.bradfield-yorks-pc.co.uk/documents/Privacy%20Notice%20-%20General.pdf>
 - <http://www.stocksbridge-council.co.uk/gdpr>

For further assistance and information contact:

Bradfield Parish Council teresa@bradfield-yorks-pc.gov.uk

Stocksbridge Town Council admin@stocksbridge-council.co.uk

Sheffield Lakeland Landscape Partnership- Nichola Baker n.baker@wildsheffield.com