Cronfa Datblygu
Cynaliadwy

Sustainable
Development Fund

Sustainable Development Fund

Application Form Guidelines

*"Sustainability means thinking about the
way we live and changing our values
and actions to ensure a good quality of
life now and for future generations."*

Completing the Grant Application Form

FIRST OF ALL, before you make a start on the form:

You'll 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 actually do all the work involved in carrying out your project?

- Have you drawn up a budget and obtained written quotes/estimates?

- Read the criteria for the Sustainable Development Fund very carefully and note down how your project meets these criteria -

How does your project:

- Take into account economic, environmental, community and cultural issues?

- Have the support/involvement of communities within the National Park?

- Bring people together in partnerships to tackle problems?

- Demonstrate innovation and best practice?

- Involve young people?

Your project will be assessed against these criteria, and in the application, you'll need to tell us exactly how your proposals match them.

Projects don't have to fully meet all of the criteria in order to be awarded grant aid, but it is helpful if you can explain how you've thought each one through.

Although you are welcome to provide additional information in support of your application, you must actually complete the Application Form and answer all the questions.

Completing the Sections of the Form

Section 1: Contact Details

We need to know the name of your project, the name & address of your organisation and who will be the main point of contact in relation to this application? It should be someone who has been closely involved in developing the project.

Section 2: Your organisation

We need to know how your group is organised - it doesn't matter if it isn't a registered charity or company.
You will need a basic constitution, if only to ensure that everyone is in agreement about the aims and objectives of the group, and set out arrangements for organising meetings and dealing with finances.

If you need help with drawing up a constitution, let us know - we can help!

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 3: Permissions

If your project involves the development of land or buildings, we need details of ownership, proof that all planning consents have been obtained etc. '**Other consents**' could include: listed building / scheduled monument approval.

If your group doesn't own the land/building where the project will take place, we'll need to see written consent from the legal owners.

If the land you intend to work on has a designation such a '**SSSI - Site of Special Scientific Interest**' you will need permission from **Natural Resources Wales**.

If your project involves volunteers carrying out work, do you have appropriate insurance in case of any accidents?

If you own the land/premises, do have insurance cover? We'll need to see evidence of this e.g. a copy of your policy document. If you need help with obtaining insurance cover, let us know.

It is your responsibility to find out which permissions are required and to obtain them prior to submitting an application.

Section 4: Organisation Description

Tell us briefly why your organisation was set up and what its aims & objectives are - bullet points will do.

Section 5: How have you identified the need for your project?

One of the main criteria for the Sustainable Development Fund requires that any project supported has the genuine involvement and support of the local community.

• **How do you know that local people support this project?**

- What local consultation have you carried out? We'll need to see clear evidence that this has taken place. If you need help to do this, let us know - we can help you to set up consultation events.

- Are there other organisations that should be involved or consulted? e.g. other local community groups, community council, schools and colleges, specialist advisory organisations, Brecon Beacons National Park Authority staff, Natural Resources Wales, Business Wales?

  If you haven't already, you may need to do some research to check out and ensure that you haven't missed anyone out.

Section 6: Project Details

Tell us about your project - what exactly are you planning to do? You can attach extra sheets if you need to. You'll need to submit a project timetable/development plan which sets out a programme for achievement of your project aims - this will include key dates.

If you are applying for funds to support the costs of a worker, you'll need to submit:

- a Job Description;

- a work plan covering the first 12 months of the post

- details of the salary scale, National Insurance, and the rest of the budget for the post (e.g. amounts for training, travel, pension etc.);

- advertisement & recruitment details. Best practice in Equal Opportunities must be followed;

- details of how the post will be resourced after the Sustainable Development Fund grant runs out.

Make sure you've covered key issues - e.g.

==>   Have you thought about Welsh language (or other language) issues?

==>   Are there opportunities to involve young people?

==>   How will the needs of people with physical impairment be addressed?

==>   Are there opportunities to include formal/informal training?

Section 7: Project Outcomes

List the outcomes you envisage, the changes your project will stimulate or enable, and their likely impact on your community. Outcomes are quite distinct from the outputs you will create.
Think of what people will be able to do better, faster, or more efficiently, or things they could never do before.
Then think of the impact that this will have on users, your community and other project beneficiaries.
Outcomes enable us to determine the difference our funding can make.

Section 8: The Sustainable Development Checklist

This is where you get to assess whether you project matches the criteria for the fund. You do not need to be able to answer yes to each question, but the more your project is able to have a positive effect on sustainability the better chance it will have of being funded.

Section 9: A, B, C & D
How does your project contribute to Sustainable Development

Tell us exactly how your project matches the **aims** of the Sustainable Development Fund, look back over your **Sustainable Development Checklist**, and precisely what the **outcomes** of your project will be and explain the **effect** of your project on the elements of Sustainable Development.

Section 9: E

Explain how your project has provided equal access to Welsh speakers.

Section 10: Which local strategies does your project support?

Is your project a 'one-off', stand alone project? Or is it e.g. part of a wider community improvement plan, or part of a local authority/Welsh Government strategy?

Is it in line with the Brecon Beacons National Park Management Plan?

Section 11: Partner Organisations

The Sustainable Development Fund requires that projects supported bring people together in partnerships to tackle problems. Tell us which organisations/individuals you are working actively in partnership with on the development and management of your project, and describe the role of each partner.

Section 12: Project Timeline

When are you planning to start and finish the Sustainable Development Funded project?

Section 13: Project Maintenance

Tell us how you'll ensure that the project is maintained/kept going in the longer term.

Who will do the work, and how will it be resourced/paid for?

Will the project be financially viable in the longer term by generating its own income, will it continue with volunteer input only or will it require further grant funding in the future?

Section 14: Project Budget Details

The general principle for completing this section is - the more detail, the better!

The Sustainable Development Fund is able to support both capital and revenue projects

==>   **Revenue** = money you'll need to support re-curring project costs e.g. salaries, rent, heat & light;

==>   **Capital**   = 'one-off' expenses e.g. for the purchase of equipment.

• If you are applying for funding a project which is a crucial part of a larger venture - include the costs for the whole venture. This will help to give us a picture of the whole thing, and all the funding sources.

- If you are applying for revenue costs for a staff post, include any capital costs too, and explain where the money will come from to pay for them.

Materials

List in detail, all the equipment you'll need. Don't give rough estimates - obtain written quotations for everything you'll need - we'll ask to see them.

EXAMPLE

Aspects of Project	Details	Cost	Value of items to be donated	Amount to be paid by group
Planting	200 oak trees @ 50p each	£100.00	£50.00	£50.00

This group wants to buy 200 oak trees. The supplier is donating 100 trees (worth £50), so the amount the group will actually have to pay out is £50.

Labour

EXAMPLE

Provided by	Details	Gross Cost	Value of donated labour	Cost to be paid by group
Community Group	10 people x 2 days work each = 10 x 2 x £50	£1,000	£1,000	£0
JC Bulldozers	Ground preparation	£300	£100	£200

Volunteer donated labour can be costed in at £50 a day.
In this case, the group can count the £1,000 value of its volunteers' time as 'match funding'. The local company preparing the site will charge the group £200, but will donate £100 worth of equipment hire.

It is important to list out all donations given '**in-kind**' - whether these are materials or labour. As the Sustainable Development Fund can normally fund only **50% of your total project costs,** the value of these donations can be counted as your match-funding.

Fundraising

List all the applications you have made or intend to make, and all the fundraising activities you are planning. If you have already secured some funds, total these in the '**amount secured**' column.

If you're still waiting to hear the results of applications, total these in the '**fundraising outstanding**'.

If you don't yet have all the funds you need, the Grants Advisory Panel may decide to award grant aid, conditional on the remaining funds being secured.

Budget Summary

This section just brings together all the totals from the three sections of the Form.

==>   Total Cost of Project - in effect, this is your project budget - the total of all your material and labour costs.

==>   Total already fundraised

==>   Total fundraising outstanding

==>   Total donations given in kind

==>   Amount requested from the Sustainable Development Fund - how much would you like to apply for?

==>   Shortfall - after all your fundraising, and assuming that you are successful in gaining a grant from the Sustainable Development Fund, will you still have a shortfall? If so, how will you raise extra funds? If you don't raise all the money you need, will you need to change or reduce the scope of your project?

Section 15: Signature of person completing the form

When you sign the form, you are certifying that other members of your group and/or your project partners, all know about the application and are in full agreement with it.
This means that you'll have discussed the proposals at meetings, where the group's decisions and approval will have been minuted.
You are also confirming that the information you have provided is true.

Section 16: Referees

You'll need to provide the names of **two people** who are independent of your group/organisation, and who are not related in any way to Committee members or staff of your organisation. Referees should also be independent of the Sustainable Development Fund Grants Advisory Panel and the Brecon Beacons National Park Authority.

The referees should have a good understanding of your work, and of the proposed project in particular.

If you are in doubt about who to choose, talk it through with the Sustainable Development Officer.

Supporting Documents

Members of the Grants Advisory Panel, who will be making a decision about your application, won't know very much about your project plans. The Sustainable Development Officer will present your proposals to the Panel, and any supporting information you may have for Panel members to look at would help to present your case - e.g. plans, photographs (if your project involves a building or site), supporting reports.

We'll also need various other pieces of supporting information as listed. Read the list carefully, and make sure you enclose everything with your application.

FINALLY.......

Send your completed application form to:

Helen Roderick (or) **Ceri Bevan**

Sustainable Development Officer

Brecon Beacons National Park Authority,

Plas-y-Ffynnon, Cambrian Way,

Brecon, Powys,

LD3 7HP.

If you have any queries about any aspect of the application form or the Sustainable Development Fund, or if you need help and support to develop your project -

DON'T HESITATE TO CONTACT US!

We're here to help.

Tel: 01874 620471

Email : helen.roderick@beacons-npa.gov.uk

         or

         ceri.bevan@beacons-npa.gov.uk

For further information see:
http://www.beacons-npa.gov.uk/communities/sustainability/substainable-development-fund

Thank you.