

# BRECON BEACONS NATIONAL PARK

## Advice for Applicants to the Conservation and Community Grant Scheme

Grants for locally led conservation and community projects in the Brecon Beacons National Park.

Please read this before completing the grant application form

Before you make a start on the form:

The upper limit for grants is generally **£5000-** subject to budget a little over this may be available for exceptional projects. Generally you asked to provide 50% match funding– this can be in kind (eg time or materials donated)

BBNPA aim to respond to your application within **4 weeks from receipt**

You'll need to have planned your project carefully. Have you consulted or involved local people or potential partners? Who will actually do all the work involved in carrying out your project? Have you drawn up a budget and obtained quotes/estimates?

**Read the Aims for the Conservation and Community Grant very carefully and note down how your project meets these –**

### Conservation and Community Grant Aims

- **Does it conserve the natural, built or cultural environment?**
- **Does it demonstrate best practice and/or innovation?**
- **Have you got the support or involvement of communities within the National Park?**
- **Does it take into account economic, environmental, community and/or cultural issues?**
- **Will it bring people together in partnership to tackle problems?**

Your project will be assessed against these aims but projects do not have to fully meet all of them in order to be awarded grant aid.

## Section 1 – About your organisation

**Contact Details** The form asks for details of the contact person for your organisation? This is the person 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 and can answer any questions we might have about the application.

**Your organisation** The form asks for the status of your organisation - it doesn't matter if your group isn't a registered charity or company - just say so on the form. However groups will need a basic constitution, if only to ensure that everyone is in agreement about the aims and objectives of the group. The constitution should set out arrangements for organising meetings and dealing with finances. If you need advice on the 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.

Tell us briefly why your organisation was set up and what its aims and objectives are – bullet points will do. If you are applying as an individual please tell us about your relevant experience and/or qualifications.

## Section 2 – About your project

The form asks “Please give a brief description of the project and what you aim to do?”

Tell us about your project – what exactly are you planning to do? You can attach extra sheets if you need to.

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

# BRECON BEACONS NATIONAL PARK

Any project supported will either:

Have the genuine involvement and support of the local community;

- Tell us how you know that local people support this project?
- What local consultation have you carried out? We can help you to set up consultation if you haven't done any yet – ask us if you would like details.
- Are there other organisations that could or should be involved or consulted?.

or

Fulfil the aims and objectives of Brecon Beacons National Park Authority for conservation of the natural, built or cultural environment.

For example does your project address objectives in:

- "Our Natural World- A Local Biodiversity Action Plan for the Brecon Beacons National Park"
- The Brecon Beacons National Park Management Plan

Tell us exactly how your project matches the aims of the Conservation and Community Grant. The list on page 1 of these notes gives you some ideas.

The form asks "Do you have a long-term management plan for the project after the grant has run out? (*Please give details*)". For complex projects a management plan sets out how you're going to keep the project going in the future, and how you plan to develop it. The plan may include revenue budgets, maintenance plans, a fund-raising strategy etc. If you don't yet have such a plan then please let us know if you'd like help to draw one together.

## Section 3 – Formal Requirements

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' might include for example: listed building / scheduled monument approval, consent from the Countryside Council for Wales, consent or licence from the Environment Agency or Forestry Commission, licence from the Welsh Assembly Government. 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.

Other things for you to think about include:

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.

Have you carried out a project risk assessment? Risk assessments help to ensure that you've thought through and minimised the risk of anyone taking part in your project being injured in some way. Again, if you need help, let us know.

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?

# BRECON BEACONS NATIONAL PARK

## Section 4 –Budget & Fundraising

The general principle for completing this section is - the more detail, the better! A worked example is given below, where the applicant is requesting £600 from the Conservation & Community Grant Scheme

List in detail, all the materials, equipment and work you'll need. Don't give rough estimates - obtain quotations for everything you'll need – eventually we may ask to see them.

<b>4. Budget &amp; Fundraising</b> (Please include value for donated/in kind items)						
Cost-Aspect	Detail	Cost	Group to pay	Donation/in kind		
Ground preparation	Bulldozers & hand digging	1200	0	1200		
Pond liner		600	600			
Plants		300	300			
Stone		300	300			
<b>TOTALS</b>		<b>2400</b>	<b>1200</b>	<b>1200</b>		
Income-Activities and Grant Applications <i>(Please list where you are applying to/who is donating help in kind below then fill in the other columns)</i>	Amount applied for/expected from activity	Amount secured/ already raised	Date secured	Amount left to raise?	Value of items or labour in kind/to be donated	Date outstanding amount expected
1.JC Bulldozers	Ground prep				200	
2.Volunteer labour	10x2days@£50				1000	
3.Lottery		300				
4.Council grant scheme				300		1 may
5.						
6.						
<b>TOTALS</b>		<b>A300</b>		<b>B300</b>	<b>C1200</b>	
<b>5. Budget Summary</b>						
TOTAL expected cost of project (inc. value of in kind items)		£2400				
LESS total already raised (A above)		£300				
LESS total amount left to raise (B)		£300				
LESS total of donations given in kind (C)		£1200				
<b>LESS amount requested from the Conservation and Community Grant (D)</b>		<b>£600</b>				
Shortfall =TOTAL -(A+B+C+D)		£0				
Please describe how you intend to meet any shortfall? (eg groups own funds)						

It is important to list out all donations given 'in-kind' - whether these are materials, equipment or labour. As the Conservation and Community Grant 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 column 'A'. If you're still waiting to hear the results of applications, total these in column 'B'. If you don't yet have all the funds you need, BBNPA may decide to award grant aid, conditional on the remaining funds being secured.

### Signature of person completing the form

When you sign the form, you are certifying that for groups 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.

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## Supporting Documents

Any supporting information you may have will help to present your case - e.g. plans, photographs (if your project involves a building or site), supporting reports.

### **FINALLY .....**

If you have any queries about any aspect of the application form or the Conservation and Community Grant Scheme, or if you need help and support to develop your project -

**Don't hesitate to contact us we are here to help.**

**Send your completed application to:**

**Sustainable Communities Manager  
Plas-y-Ffynnon  
Cambrian Way, Brecon,  
Powys LD3 7DP**

**Tel. 01874 620434    e mail : [clare.parsons@breconbeacons.org](mailto:clare.parsons@breconbeacons.org)**