

# **GUIDANCE NOTES ON APPLICATION FORM**

**Please read these notes carefully before you complete the Form**

## **1 . CONTACT DETAILS**

### **Title of your Project (Question 1.2)**

An abbreviated title can help recognition of a project both within the community, the wider public and with the Programme administration.

### **Contact Name and Position in Group or Organisation (Question 1.3)**

This should be the person who can most readily answer any queries that may arise concerning the project.

### **Status (Question 1.5)**

In order to qualify for the Scheme you should have some form of constitution which governs your activities as a group or organisation and makes you a valid recipient of public funds. For example, some local groups which are neither companies limited by guarantee nor registered charities have a constitution which gives them the status of Unincorporated Voluntary Associations. You may be asked to provide a copy of your constitution before an offer of support can be confirmed. If you are not sure about your organisation's status, contact one of the Programme Administration Team or contact names are listed at the end of these Notes. Voluntary groups may wish to contact Scottish Council for Voluntary Organisations for assistance on this matter.

### **Is your Group or Organisation registered for VAT? (Question 1.6)**

i.e. does your organisation reclaim VAT on any project expenditure?

## **2. YOUR PROJECT**

### **Project Description (Question 2.1)**

You should try to explain here briefly, in your own words, what you want to do and why. You should be aiming to create a clear picture both of the planned activity and of what you hope it will achieve. Each project proposal will be assessed on the ability of the project to meet the requirements of the Leader+ Priority 2 criteria (**see Annex**)

Once the HiMaRCS funding has ceased please state, in this section, what arrangements will be made to ensure that the project either continues to function with HiMaRCS support or that the community benefits of your project will be maintained or further developed.

### **Scheduling (Question 2.2)**

Under EU rules it is not possible to contribute to a project which has started before a decision has been taken to approve the project. You should set your start date far enough ahead to allow for the time between receipt of your application and the date of the meeting at which it might be considered. For specific guidance on this, please contact one of the Programme Administration Team. Expenditure on ALL projects MUST be completed by the end of 2007. Please also note that ALL expenditure FULLY CLAIMED by the end of 2008.

### **Management (Question 2.3)**

You should explain here how the project will be managed and delivered, who will do it and whether they have done something similar before. If several people are involved, it would be helpful to explain their individual roles and experience.

### **Monitoring Outcomes (Question 2.5)**

You are asked here to indicate what indicators you will use to measure whether your project has been successful or not.

Projects may run into difficulties for a number of reasons. It is important to ensure successful project delivery that applicants demonstrate that they have considered the pitfalls which may confront them and how they would deal with any such difficulties.

It is important from a project management perspective that applicants monitor progress on project delivery. Please state how such monitoring will be undertaken.

### **Sustainability Development (Question 2.6)**

Sustainability focuses on both how your project will continue in the longer term and how it addresses the issue of sustainability

A brief explanation of the principles of sustainable development is in the **Annex** to these Notes, together with a Sustainable Development Check-list. You should explain in your own words how you see your project contributing to these objectives in the area or community in which it takes place. You may also find it helpful to complete the Check-list and to submit it with your application.

### **Organisation and Public Funding (Question 2.7)**

Depending upon the project rates of between 30 – 80% funding may be available for your project. This will be subject to the funding already in place and previous European grants awarded.

State Aid restrictions may apply in certain cases. EU rules state that the amount of public funding granted to businesses or other organisations should be limited so as to try and ensure a level playing field for commerce across all members of the union. If you are a Trading Organisation you may need to demonstrate the level of public/EU funding received

over the last 3 years. If you are unsure of your particular situation in respect of State Aid then please contact the Scheme Administrator for more information.

### **3. FINANCIAL INFORMATION**

#### **Project Costs (Question 3.1)**

You should include all items of expenditure in the table so that those who are reaching a view on your application can see the full picture of your project and its costs.

#### **Project Funding (Question 3.2)**

Depending on the amount available for your project you will need to show that the balance of funding will be available to you from your own resources or from other external funders. Programme funding is also paid in arrears on receipt of invoices so you will also have to demonstrate your ability to manage the financial commitments that your project will incur in advance of receipt of grant.

#### **Match Funders (Question 3.3)**

You should not simply assume that funding will be available from public agencies or private or voluntary sector sources to match a grant from the MCDS. You will need to discuss this with them before making your application and if possible you should secure a letter of intent from each of them, identifying the sum they intend to provide. This should be done in advance of application submission and letters of support should be attached to your application. Make sure that you also include here any funds which you will be contributing to the project from your own resources.

In addition to cash contributions, certain forms of “in kind” contributions can be counted as match funding for projects.

#### **Income (Question 3.4)**

It can be difficult to give accurate information on income that is likely to be generated by your project as this will naturally depend on a number of factors such the number of people using the facility or service. However you will be expected to have addressed the issue of income in any business plan you may have developed to guide the development and delivery of your proposal and to outline its long term survival post the HiMaRCS. This should give an indication of any likely sources of income.

### **4. OTHER INFORMATION**

#### **Equal Opportunities (Question 4.1)**

An organisation’s Equal Opportunities policy may apply to its own staff or volunteers, to its clients or customers or to others with whom it deals. Some local organisations will be covered by the policy of their “parent”. Since it may be necessary to produce a copy of the policy that applies to you (or of one you are actively developing), you may

wish to seek further guidance on this from the Programme Administration Team. An explanation of Equal opportunities is presented in the **Annex** to these notes.

### **Publicity (Question 4.3)**

It is a requirement that you publicise any grant received from the HiMaRCS. This must also indicate Leader+ contribution to the Scheme. Please indicate how you will do this. Please use the text box to provide details of any proposed methods of publicity not covered by the tick boxes.

## **5. PAYMENT**

### **Bank Details (Question 5.1)**

A suitable bank account for your group or organisation must be in place before you make your application. Financial assistance cannot be paid into a personal account.

## **6. KEEPING DOCUMENTS AND RECORDS**

You may find the information that you have provided useful in applying for other funding and therefore a photocopy should be taken of all documents that you provide in support of your application. In addition, to comply with European legislation, the applicant must keep all original documentation relating to the implementation of the project and its financing for three years following the final payment made under the HiMaRCS. Further guidance on the information to be retained by applicants will be available from the Programme Administration Team.

## **ANNEX**

### **LEADER+ Priority 2 Criteria**

#### **Measure 2.1 – Positive Management of Natural and Cultural Heritage**

Extent to which project:

- Promotes the better management of the area's heritage
- Helps to provide a better appreciation of the area's natural and cultural heritage.
- Assists in meeting the objectives of local Bio-diversity Action Plans

#### **Measure 2.2 – Business & Community Initiatives**

Extent to which project:

- Increases the knowledge and awareness of the local heritage resource
- Helps businesses develop and create jobs using the heritage of the area
- Helps people to establish businesses.

#### **Measure 2.3 – Rural Skills Development**

Extent to which the project:

- Provides training for managing or interpreting the heritage resource

- ☐ Introduces new skills to secure new employment opportunities and existing jobs
- ☐ Will build capacity to assist sustainable community development

## - Network 21 Supporting Action for Sustainable Development

### Sustainability Checklist

Sustainable Development is about improving our situation and getting the best out of the way we use things, while limiting any negative impact our actions have now or in the future.

The Sustainability Checklist provides a tool to help you identify the most sustainable way forward for your project. The purpose of your project may primarily be social, economic or environmental, but it might have impacts or benefits in other areas that you haven't yet considered. A small amount of thought at an early stage might make a big difference as the project develops.

The Checklist prompts you to consider any impacts your project might have under the headings below:

- **Community**
- **Economy**
- **Environment**
- **The Future**

There are a number of questions under each of these headings, designed to help you consider a range of sustainability issues. These are only a guide, and may not all apply to your project. Also, there might be other issues you think are important and want to include.

The checklist will help you to confirm your project's strengths and weaknesses and might also point to opportunities to improve the project's positive impact as well as threats that might reduce its effectiveness. As a general rule it's always better to identify these at the outset, rather than wait for them to catch you out later on.

Whilst you are working through the checklist, you might find it helpful to note down strengths, weaknesses, opportunities and threats in the table provided at the end. This will allow you to get an overall picture of your project's sustainability and what further action you might need to take to improve it.

### **COMMUNITY**

#### **1. Does the project have widespread Community Support?**

- Has the whole community been able to comment on the project proposal?
- If there are concerns about the project from anyone in the community have they been addressed?
- How will you ensure the whole community is aware of how the project develops?

#### **2. How will the project strengthen the local community?**

- Does the project promote or increase access to culture (eg Gaelic), arts or crafts, music, sport, local history or archaeology?
- Does the project provide training or other resources to increase community confidence or allow the community to be more self-reliant?

### **3. How does the project help to ensure everyone has access to the same level of resources?**

- Will the project help meet local needs for new services or to make better use of existing resources, including volunteers?
- Does the project improve access to infrastructure, services, information or support?
- Does the project make efforts to support the involvement of all members of the community, including those sometimes excluded such as older people, young people and people with disabilities?

### **4. Does the project have any impact on existing facilities or other organisations?**

- Will the project's activities compete with or have a negative impact on other organisations and services? (I.e. Hall tearoom competing with local businesses or noise from a youth club impacting on other hall users.)
- Does the project overlap with work of other organisations?
- Has consideration been given to impact on similar projects in the surrounding area?

## **ECONOMY**

### **1. Does it help increase value of local products or make sustainable use of existing resources?**

- Does the project create new income streams from renewable natural resources?
- Does it help to diversify the local or regional economy?
- Where appropriate, does the project encourage visitors to stay longer?
- Does it encourage inward investment?

### **2. Does it create jobs or retain existing jobs?**

### **3. How does it help to develop skills of local people?**

- Are efforts made to encourage uptake of such opportunities by long term unemployed or people with special needs?

### **4. Local Sourcing?**

- Does the project purchase goods and services locally?

### **5. How does the project impact on existing businesses?**

- Will there be benefits as a result of the project for local businesses?
- Will the project compete with existing local businesses?
- Will the project impact on businesses in surrounding areas?

## **ENVIRONMENT**

### **1. How does the project help reduce waste and pollution?**

- REDUCE – Does the project take steps to reduce what resources the project is using, ie. Consider buying in bulk to reduce packaging and transport costs.

- REUSE – Reuse existing resources such as glass jars, furniture or leftover paint. Are new premises or buildings being used rather than making use of existing buildings? Does the project use recycled materials and rechargeable equipment?

- RECYCLE – Ensure recycling opportunities are used or developed to minimise the amount of waste materials generated.

**2. Does the project minimise energy use and/or support the development or use of renewable energy? If so, how will this be achieved?**

- Has the project undertaken an energy efficiency assessment?

- Does the project, where appropriate, aim to reduce car use and promote public transport?

- Has the project considered development or use of renewable energy sources?

**3. Does the project provide access to and awareness of wildlife and open spaces? If so, how will this be achieved?**

- Does the project provide sustainable access to wildlife and open spaces?

- Does the project support access for all users? (People with disabilities, bike or equestrian access?)

- Does the project provide interpretation of the local area?

**4. Does the project safeguard, protect and enhance the natural environment and support local biodiversity? If so, how will this be achieved?**

- Has the project adopted good environmental management practices?

- Does the project protect fragile ecosystems?

- Does the project support the enhancement of native species and their habitat?

## THE FUTURE

**1. What positive changes will the project bring?**

- What changes in service delivery or access to services do you anticipate?

- Will new resources, facilities or services be available as a result of the project?

- What change in community confidence and capabilities do you anticipate?

- How will the project impact on people's quality of life, such as health, safety or access to services or employment opportunities?

**2. How does the project link with existing services or organisations?**

- Does the project work with other organisations to fill a 'gap'?

- How do you work with other services and organisations to co-ordinate and maximise resources?

**3. How will running and development costs be met in the long term, particularly after the lifetime of any grant assistance?**

- Has a long term exit strategy been developed or included in the project plan?

- How will you secure volunteer effort if this is necessary for the operation of the project?

- How will you resource any future costs? – repairs and renewals, insurance, salaries etc.

**4. Does the project have any long-term impacts on the environment? If so, what are these?**

- Is there a loss of habitat or erosion as a result of the project?

- Is there an increase in the use of resources or energy?

- Is there a loss of non-renewable local resources?

## - **EQUAL OPPORTUNITIES**

Throughout the programme, the aim will be to give particular attention to equality of opportunity. This has a number of special dimensions in a Highland context, where extreme geographical remoteness itself represents a barrier to many forms of opportunity. In addition to the avoidance of gender bias, the actions should give special attention to other equality issues, such as race or ethnic origin, religion or belief, disability, age and of particular relevance to this Programme, geographical location. There should be innovative action to overcome prejudice and misunderstanding.