



EXMOOR NATIONAL PARK PARTNERSHIP FUND

Guidance Notes for Applicants

Completing and submitting a Small Grant Application, up to £2,500

If you have any questions at any stage, or require any of the documentation in an alternative format please contact us on 01398 323665 / PartnershipFund@exmoor-nationalpark.gov.uk. Officers within the Authority may also be able to offer advice and support for certain projects.

1.0 Introduction

- 1.1 The Exmoor National Park Partnership Fund is a grant fund provided to support the delivery and fulfilment of National Park purposes. Provided and managed by the Exmoor National Park Authority the fund is open to constituted community and voluntary groups to support projects that contribute to at least one of the National Park purposes:
- **to conserve and enhance the natural beauty, wildlife and cultural heritage of the area;**
 - **to promote opportunities for the understanding and enjoyment of its special qualities by the public.**
- 1.2 Where possible projects should also contribute to specific aims within the Exmoor National Park Partnership Plan and demonstrate community support. We can normally fund up to a maximum of 50% of project costs (up to 75% in exceptional cases). Grants are available up to a maximum of £2,500. There is no minimum grant request. Please note that this is a competitive process with a limited pot to allocate. You will need to demonstrate that other funding sources have been sought (this can include your own funds and some 'in kind' contributions such as volunteer time).
- 1.3 Generally anything that contributes to the essential criteria of the fund (see below) can be funded. This might include practical work, research and feasibility projects, education and training or awareness-raising and promotion. The fund can contribute to a range of costs including labour, materials and publicity.

2.0 Essential criteria

- 2.1 No grants can be approved unless a project proposal meets the core criteria of the fund and the questions within the application form are designed to help you provide this information.
- 2.2 Once you've completed your application please read through it carefully and ensure you have highlighted how your project will meet the core criteria. The overarching focus of the fund is the achievement of National Park purposes and the fulfilment of Partnership Plan ambitions that make a difference for People, Place and Prosperity on Exmoor.

To qualify for funding all applications will need to demonstrate that:

- The project furthers one or both National Park purposes:
 1. **Conservation and enhancement of the wildlife, natural beauty and culture heritage**
 2. **Promotion of opportunities for public understanding and enjoyment of the special qualities of Exmoor**
- The project will make a measurable contribution to the achievement of the strategic actions set out in the Exmoor National Park Partnership Plan.
- The project has community involvement or support.
- Other funding opportunities have been explored.
- The project will have lasting benefits beyond the initial funding period.

What we cannot fund

The Partnership Fund is a competitive scheme and therefore we are unable to fund all the applications received. There are some types of project, as well as some costs, we cannot fund. These are listed below. Further details on ineligible projects and costs are provided online and within the application guidelines.

- Business Development
- Individual living expenses or other individual gain
- Ongoing or core revenue
- Activities that are statutorily funded
- Projects seeking funding to use as secondary awards
- Applications to cover the costs of repairs or maintenance that are the obligation of owners.
- Projects that are religious, political or campaigning in nature.
- Applications from organisations without a constitution or set of rules and a separate bank account.

2.3 **If you have an idea which you feel fits the criteria of the fund you will need to complete and submit an 'Expression of Interest'**. This helps to ensure that proposals are likely to be eligible for funding and provides Authority staff an opportunity to provide insights, which may lead to a stronger application being developed.

2.4 If your application has the potential to meet the criteria you will be invited to complete a full application form.

3.0 [Preparing an application](#)

3.1 The application form is available as a hard copy, PDF file or as a word form for electronic completion. If completing by hand please use black ink and write in **BLOCK CAPITALS**.

Section A

- 3.2 Please provide a title for your project along with a summary of the overall aim / objective of your project – this should be brief as further details will be provided in section C – and state the location which will benefit from your project – this may be a specific site, or it might be a settlement or the whole National Park. Applicants do not need to be located within the National Park but the projects must show clear benefits to the National Park. Please also provide your estimated start and completion dates for your project. Bear in mind that the assessment of project can take several weeks.

Section B

- 3.3 Please provide us with contact details for the lead person co-ordinating your application and tell us what type of organisation you are applying on behalf of. If the application is on behalf of an informal partnership the application should be submitted by a nominated 'lead' partner. Further details of the partnership are requested in section C.

Section C

- 3.4 This section is your opportunity to provide the details of your proposed project. In **C1** you can describe your project and how it fits the Essential criteria of the fund (see section 2 of these guidance notes).
- 3.5 In **C2** please detail how your project will contribute to one or both of the statutory National Park purposes. A tangible contribution is an essential criteria of the fund and applications not demonstrating a contribution will be ineligible for funding.
- 3.6 A key aim of this fund is to support the Authority's aim of partnership working 'with and through communities'. Please detail in **C3** how you will ensure local communities are involved with and supportive of your project and detail the role of any partner organisations.

Section D

- 3.7 This section seeks to determine how your project will contribute to the Ambitions within the Exmoor National Park Partnership Plan. Question D1 asks you to indicate which of the Ambitions your project addresses. You only need to indicate the most relevant ones and we would not expect you to tick against more than one or two of these. Please do not be tempted to tick all of them.
- 3.8 Under question **D2** please give some indication as to how you will record and assess the changes your project seeks to bring about. For example, if you propose that as a result of your project Exmoor will be more accessible – you would need to give a measure of how inaccessible it is now, and how you will evidence any increase in accessibility your project brings about.
- 3.9 Question **D3** asks you to list anything your project will produce or create, i.e. tangible things (a leaflet, a workshop, a learning pack, a woodland hide).

Section E

- 3.10 In **E1** please let us know if you are VAT registered. If you are we will expect you to claim back any VAT incurred so please do not include VAT within your project costs. If you are unable to claim back VAT then ensure VAT is included in your project costs.

- 3.11 In **E2** please provide a breakdown of the costs needed to deliver your project (staff, materials, fees, etc.). This should include any costs you intend to cover from in-kind contributions. In essence this needs to detail what is needed to deliver the project.
- 3.12 In **E3** detail any match-funding you have secured or hope to secure. This should be separated into cash match (your funds, other grants or anticipated cash income) and in-kind contributions (donations of time or equipment). **E4** is a simple calculation taking the difference between your total project costs and the total income; the balance being the level of funding sought from the National Park Partnership Fund.

4.0 Submitting the form

- 4.1 Before submitting your form please read, sign and date the declaration. Forms can be emailed or sent as hard copies using the contact details provided.

5.0 Grant offers

- 5.1 **No work requiring Partnership Funding should start on a project until an offer is made and accepted.** Grants will be determined by the Authority's Chief Executive in consultation with ENPA Leadership Team. We aim to notify applicants within 4-6 weeks of receiving an application. In some cases this may take longer.
- 5.2 If you are successful you will be issued with a grant offer letter and further guidance detailing the level of grant aid, the deadline for final claims and any specific conditions on which the grant is made. You will also be sent a copy of the general terms and conditions for all Partnership Fund projects.

6.0 Reporting progress

- 6.1 There is no fixed schedule for reporting progress and updates on progress will depend upon the size and length of a project, and to some extent your own reporting cycle. For small projects, especially those running for a short period of time, you may only need to update us on progress as part of an end of project evaluation.
- 6.2 Our interest in project progress relates primarily to confirming that the project is going ok, that key actions detailed in the application have taken place, and letting us know of any changes in the planned delivery (good or bad), unexpected problems or successes that may have arisen, and any assistance that you may require from ENPA.
- 6.3 In most circumstances we would expect updates on progress to accompany grant claims and the frequency of these will therefore depend on when you wish to submit claims.

7.0 Making Claims

- 7.1 It is up to you to decide when you wish to make a claim and how frequently you wish to do so throughout the life of your project, provided the final claim is received in line with the deadline stated in your offer letter.
- 7.2 We would expect claims to be made after any work has been completed or items / equipment has been purchased. If you are in a position where you need a payment in advance please let us know and we may be able to release funds ahead of work

being done, on the provision that it is set against specific costs and actions, which you then confirm and evidence have taken place and been paid for.

7.3 To make a claim please provide invoice from your organisation to the Exmoor National Park Partnership fund, accompanied by a progress update and evidence of expenditure (e.g copies of invoices you have paid and a summary of any in-kind or internal costs relevant to the project).

7.4 The Partnership Fund grant offer is based on a maximum amount of cash grant as a percentage of overall project costs. As such if your overall project costs reduce our grant will only pay up to the percentage agreed. Equally, should your costs increase our grant will only pay up to a maximum of the cash amount offered. We therefore need to be aware of total project costs so that we can track grant payments.

8.0 Promoting your project

8.1 One of the standard grant conditions is that: *You liaise with Exmoor National Park Authority prior to any press and publicity activity relating to this project being undertaken, to make us aware of this activity and to provide us with the opportunity for input.*

8.2 We ask that you take this condition seriously, as not only is it important for us to be aware of any media interest in the projects we fund, but we can also help you in reaching out more effectively to the media in promoting your project.

8.3 We also ask that you note that all publicity and promotion for your project should reference the funding provided by the Partnership Fund. This is highlighted in another of the standard grant conditions namely that:

You include the ENPA Partnership Fund logo and the words “With financial support from the Exmoor National Park Partnership Fund” within project publicity / final report.

8.4 Copies of the ENPA Partnership Fund logo can be provided in electronic format for use on promotional material and reports.

9.0 Evaluating your project

9.1 We ask that every project, however small, undertakes some evaluation to provide some feedback and evidence and for you to see if what you wanted to happen happened and what you might do differently next time and to share your experiences with others.

9.2 The table below provides good-practice guidance as to what we would like to see within an evaluation report.

What you wanted to happen	The aims of the project. Why you wanted to do the project, what you planned to do and what difference you expected it to make. What was the 'story of change' behind the project?
What actually happened	<p>How did things turn out? Things you could cover here are:</p> <ul style="list-style-type: none"> • Differences between planned activities and those that took place and the reason for this. • Project management – any issues such as planning, staffing, timetables • The difference made by your project: e.g. The impact on natural or cultural heritage, people or a community. Data on activities, volunteers, trainees, visitors, results of any survey work, qualitative feedback collected and how you can tell a difference has been made.
Review	<p>What do you think worked well and why?</p> <p>What didn't work or was a challenge and why?</p> <p>How much of a difference would have happened anyway even if no project had taken place?</p> <p>What happens now? Will the work be sustained or built upon? If so by whom and how?</p>
Summary of lessons learnt	<p>What might you do differently next time?</p> <p>What issues would you raise for others to consider?</p>