

NATIONAL PARK PARTNERSHIP FUND

Small Grants Application Form

To be used by applicants seeking up to £2,500

Office use only

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It is recommended that this form should only be completed on the advice of staff within Exmoor National Park Authority's Rural Enterprise team. Please use the 'Guidance Notes for applicants' when completing this form. Should you require further advice please email: PartnershipFund@exmoor-nationalpark.gov.uk or call 01398 323665.

A – PROJECT SUMMARY

| | | |
|--|-------|-----|
| Project title | | |
| Brief project aim - what do you hope your project will achieve? | | |
| Project location | | |
| Project duration | From: | To: |

B – YOUR DETAILS

| B1 – Contact details | |
|-----------------------------|--|
| Name of Applicant | |
| Name of Organisation | |
| Contact Address | |
| Phone no. | |
| Email | |
| Website | |

| | | |
|---|--|--|
| B2 - Type of applicant <i>(please mark all boxes that apply)</i> | Voluntary organisation or community group | |
| | Registered charity <i>(Please provide charity no.)</i> | |
| | CIC <i>(please provide registration no.)</i> | |
| | Public sector | |
| | Social Enterprise / Co-operative | |
| | Other <i>(please specify below)</i> | |
| B3 - Please briefly describe the aims of your organisation <i>(N/A for individual applicants):</i> | | |

C – PROJECT DETAILS

C1 - Please describe your project, why it is needed, what support you have for it, and the activities you will carry out. (Please try and keep to a maximum of 500 words)

C2 - Please explain how your project will further one, or both, of the statutory National Park Purposes:

- *To conserve and enhance the natural beauty, wildlife and cultural heritage of the National Park*
- *To promote opportunities for the understanding and enjoyment of the special qualities of the National Park by the public*

C3 - Please detail the role of any other partners / organisations participating in your project and how you will support the community to get involved.

D – CONTRIBUTION TO THE EXMOOR NATIONAL PARK PARTNERSHIP PLAN

D1 – Please indicate which Ambitions from the Partnership Plan your project addresses.

(Refer to the Partnership Plan and tick **only** those ambitions that are most relevant to your project).

| | | | |
|--|--|---|--|
| Enjoying, learning about or being inspired by Exmoor | | Exmoor produce and improving economic prospects | |
| Improving access | | Improving life for local communities | |
| Landscape conservation or enhancement | | Understanding and protecting the historic environment | |
| Celebrating Exmoor | | Helping Exmoor's wildlife and habitats | |

D2 – How will your project meet the Ambition(s) you have ticked in D1? How you will measure the difference your project will make.

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D3 – Will your project produce or create anything new, such as a leaflet guide or booklet, or a new services or facility? What will happen to these at the end of the project and how do you plan to keep them going?

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E – PROJECT COSTS & FUNDING (Please refer to the guidance notes for an explanation)

| | | | |
|-------------------------------------|-----|----|--|
| E1 – Are you VAT registered? | Yes | No | If you are VAT registered, we will pay any claim net VAT and your costs below should not include VAT. If you are not VAT registered and unable to claim VAT back, please include VAT in the costs below. |
|-------------------------------------|-----|----|--|

| E2 – Project costs (Provide all costs needed to deliver the project, including any you expect to cover by in-kind contributions) | |
|---|---|
| Costs description and value (please detail any costs formulas e.g. x10 days @ £50 day) | Total cost (please note VAT calculations above) |
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| | |
| TOTAL | (A) £ |

| E3 – Project income (Please detail here any financial contributions from your own reserves, other funders or estimated project income; as well as any in-kind contributions. Please note we require a minimum of 10% cash match) | | | |
|---|--|---------------|--|
| Cash match (please detail provider / grant fund / or activity e.g. sales of tickets) | Type (e.g. grant, loan, fundraising appeal or expected revenue) | Amount | Status (e.g. secured, awaiting decision, to be applied for etc) |
| | | £ | |
| | | £ | |
| | | £ | |
| Sub-total cash | | £ | |
| In-kind contributions (please detail non-cash provider) | Type & calculation (donations of time or equipment, reduced/waived fees, volunteers) | Amount | Status (e.g. secured, in principle, to be recruited) |
| | | £ | |
| | | £ | |
| | | £ | |
| Sub-total in-kind | | £ | |
| (B) TOTAL PROJECT INCOME (cash + in-kind) | | £ | |

| E4 – What level of funding are you seeking from the Partnership Fund? | |
|--|--------------|
| Total value of contribution sought from the National Park Action Fund (A - B) | (C) £ |
| Percentage contribution requested against total project costs (C ÷ A x 100) | % |

DECLARATION

| | | | |
|--|--|------|--|
| I confirm that, to the best of my knowledge, the information provided within this application form is true and correct and I am authorised to submit it for consideration for grant funding. I understand this form will be placed in the public domain as part of a transparent decision making process. | | | |
| Signed | | Date | |

Once completed please send this form and necessary supporting documentation to:
 Partnership Fund, Exmoor National Park Authority, Exmoor House, Dulverton, Somerset, TA22
 9HL or email to PartnershipFund@exmoor-nationalpark.gov.uk