

Application form help notes

Please read these notes carefully before you start to fill in your application form.

The question numbers shown refer to those on this application form.

It is important that you answer the questions as instructed on this application form and that you give us supporting information where we ask for it. If you do not answer a question and, as a result, we cannot fully assess your application, we may have to send your form back to you so that you can provide the missing information. We will not consider applications for £10,000 or more unless you send us all the information we ask for by the application closing dates (15 April and 1 September).

If you need extra help to fill in the form or advice on any part of the form itself or these help notes, please contact your local SNH office. You will find contact details for all our offices in the enclosed information leaflet, 'Who we are and where we are', or at www.snh.org.uk/about/ab-hq.asp. If appropriate, our staff can arrange a visit to discuss your proposals further.

Scottish Natural Heritage grant programme

Grant application form

For our use only	
File reference number	
Database ID number	
Account code	
Date received	
Date acknowledged	
AO contact	

Please read the help notes before you fill in this form. We will not be able to process your application unless we receive all the information we need about your project.

You can attach extra pages if there is not enough space on the form. Clearly mark on the extra sheets which question the additional information refers to.

You must not start work on your project before we make you a grant offer.

Contents

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Section A: About you

Question 1

This should be the main contact for the project and the person who can talk about the project in detail.

Question 2

This should be your organisation's **full** name, for example Scottish Natural Heritage not SNH.

Question 3

We will use this address in all our contact with you. It is important that you give your full postcode. Remember to include your full phone number, including dialing code.

Section A: About you

1 Your title (please tick as appropriate)

Mr Mrs Miss Ms Other

If 'Other', please say what:

Your first name:

Your surname:

2 Name of your organisation (if this applies):

3

Address (line 1):

Address (line 2):

Address (line 3):

Town or city:

Postcode:

/

Phone number:

Extension (if this applies):

Fax number:

Mobile number:

E-mail address:

Website:

4 Your position or job title:

5 Is your organisation:

public? private voluntary

Questions 6, 7 and 8

We may check your charity status, your company registration and VAT registration with the relevant authorities.

Question 9

If you are an agricultural producer you must give your main farm code number.

Question 10

Please fill this in if an agent is applying on behalf of the person or organisation named in questions 1 and 2, or if your contact details are different from the address shown in question 3. Tick the box at the end of this question if we are only to use this contact point for claims and financial queries.

6 Is your organisation a registered company?

No Application under consideration Yes

Company registration number:

7 Is your organisation a registered charity?

No Application under consideration Yes

Charity registration number:

8 Are you or your organisation VAT registered?

No Application under consideration Yes

VAT registration number:

9 Are you an agricultural producer?

No Yes

Main farm code number:

10 Contact (or agent) for all communications (if different from above)

Title:

First name:

Surname:

Name of the organisation (if this applies):

Address (line 1):

Address (line 2):

Address (line 3):

Town or city:

Postcode:

/

Phone number:

Ext. (if this applies):

Fax number:

Mobile number:

E-mail address:

Website:

Tick here if we are only to use this contact for claims and other financial matters

Question 11

We need these bank account details to pay the grant. We will not use them for anything else or give them to anyone else. The 'account name' is normally the organisation named in question 2 or the applicant named in question 1.

11 Payee name

Account name:

We have changed our system since this form was printed. Please do not enter your bank account details when filling in this form. All we need at this stage is the name of your bank account (the 'account name'). This is normally the organisation named in question 2 or the main contact named in question 1.

If your application for a grant is successful, we will ask you for your full bank details if and when you accept our offer of a grant.

Section B: About your project

Question 12

We will use the title you give here to identify your project. You should give a short description of what you are applying for and where, for example, 'Wildflower meadow walk and information panels at Battleby House'. Please use no more than 100 characters including punctuation and spaces.

12 Project title

(Please use no more than 100 characters including spaces and punctuation.)

Question 13

You should tell us when you hope to start your project and when it will finish. We understand that this may depend on you receiving funding for your project and that you may not be able to give actual dates. In such cases, give your preferred start date. Please use the format dd/mm/yy for all dates.

13 Project timetable

Start date: / /

Estimated completion date: / /

Questions 14 and 15

If you have a firm deadline for our decision, you should tell us this date and why you have this deadline. It is important that you allow us enough time to consider your application. Please use the format dd/mm/yy for all dates.

For grants of less than £10,000, you can apply at any time and we will give you our decision within 20 working days of receiving your application.

For grants of £10,000 and over, we have two application rounds. The closing dates are 15 April and 1 September (see 'General information for applicants').

We realise that you may be applying to other funders and that they may have a different deadline. We also recognise that other partners may insist on a firm offer of support from us before they will consider your application. If this applies to your application, you should explain it here. In these unusual circumstances, we may consider your application, and give you a decision, outside the normal application round.

Question 16

You may be eligible for a further award of grant for a project that we have already supported, as long as it meets our current priorities. We will consider the success of your earlier project when we assess your current application.

14 Is there a deadline for our decision?

No Yes

If 'yes', what is this deadline? / /

15 What is the reason for the deadline?

16 Is this project the continuation of a project we have previously funded?

No Yes

If 'yes', please give details of the previous project (including the grant reference number if known).

Question 17

This question allows you to outline how your project will contribute to the aims of the relevant grant schemes. Your answers here should explain what you are trying to achieve with your project. When answering this question, please refer to the aims and priorities in the scheme information sheets in this pack. Your project may contribute to more than one of our grant schemes. If this is the case, tell us the main scheme. If you are asking for a grant of more than £10,000 you must give details of all the schemes that your project will contribute to. In all cases you should show a clear relationship between your aims and those of the relevant grant scheme or schemes under which you are applying.

Example: a person applying for a grant (an applicant) has said on their application that the main scheme is 'Paths and routes'. The project will contribute by: 1 creating a new path through the meadow using the informal route that currently exists; 2 allowing walkers, horse riders and cyclists to use the path; and 3 providing signs and information boards.

You should explain the natural heritage benefits your project will bring within the scope of each of the relevant schemes. In our example, the applicant has also said that their project will contribute towards 'Supporting biodiversity' because it will benefit birds, butterflies and insects by encouraging wild flowers.

If your project will add to the quality of life in the community, you should outline the benefits it will bring. Also outline any skills the community will gain from being involved in the project.

17 How will your project contribute to the aims of the following schemes?
You only need to provide information for the relevant grant schemes.

Special Places

Supporting biodiversity

Enjoying Scotland's outdoors

Paths and routes

Attractive places to live

Involving people

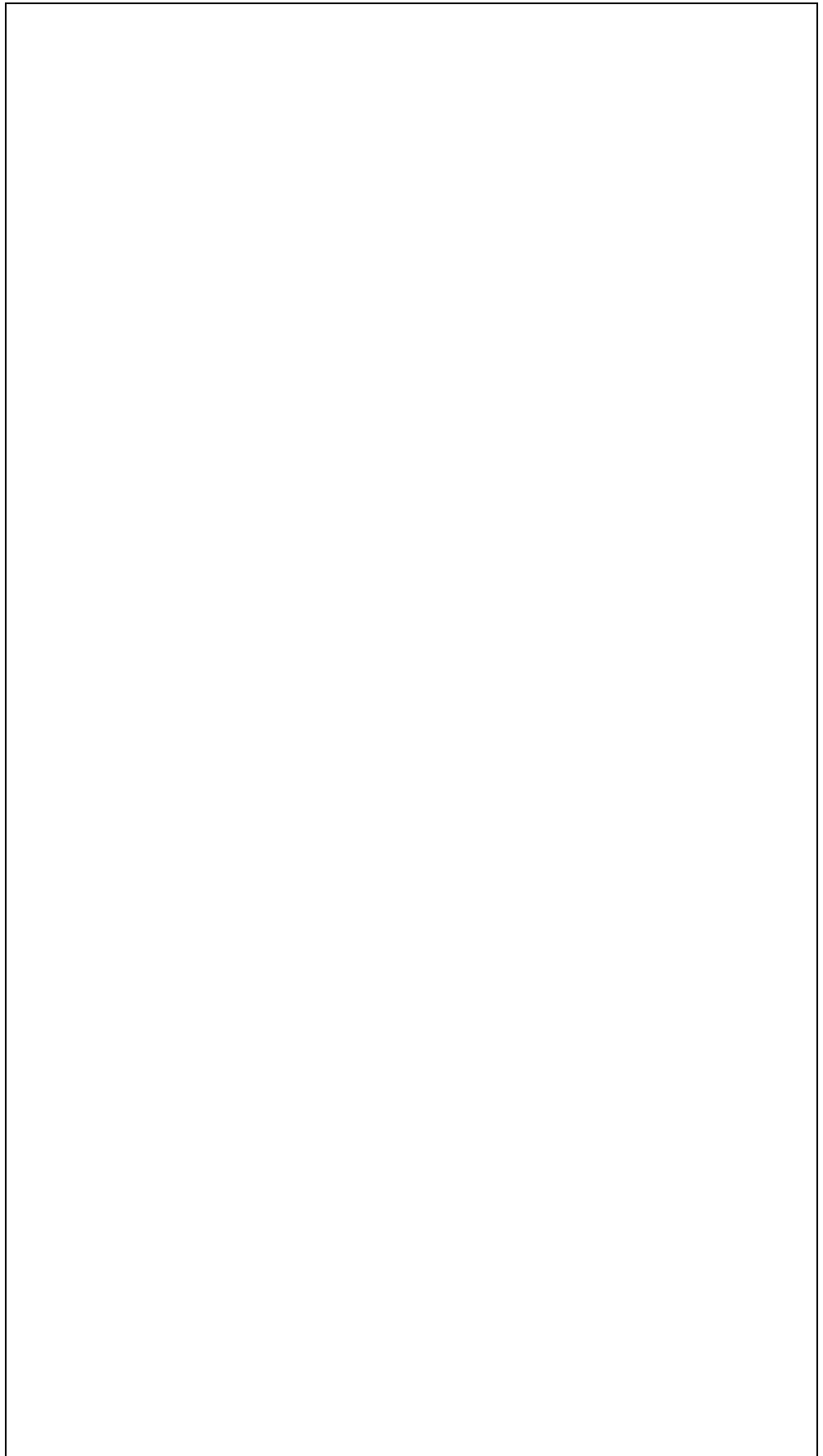
Rural land use – today for tomorrow

Waters for life

Question 18

You should outline what you are doing to achieve the aims you have set out in your answer to question 17. In our example, the 'Wildflower meadow walk and information panels at Battleby House' project, the applicant has explained what materials they will use for the path and how they will build it. They have explained the size and position of the signs and the materials they will use to make them. They have included an artist's impression of the finished signs and panels, and a timetable for mowing the fields beside the paths.

18 How will you achieve the aims outlined in question 17? Describe your methods and what you hope to achieve.



Question 19

Tell us who else will be involved in the project, for example volunteers, schools, other organisations, agencies or community groups.

19 Who else will be involved in your project?

Question 20

You should explain why you consider your project is needed. For example, if your project is to provide recreational facilities, you should explain:

- how you know there is a demand for these facilities;
- why you have chosen this location; and
- how these facilities will link with other facilities in the area.

20 How do you know there is a need for this project?

Question 21

You should explain how you will assess whether your project has met its aims. For example, you could carry out a visitor survey to monitor increased use of an improved route or have a list of targets for a staff member to achieve, such as so many guided walks each year.

21 How will you measure the success of your project in meeting the aims of each scheme as set out in the answer to question 17?

Question 22

It is a condition of our grant that you must acknowledge our contribution to your project. Please give details of how you intend to do this. See the leaflet 'Acknowledging our contribution to your project' in the application pack for more details.

22 How will you acknowledge our grant?

Question 23

If your project is site-based you will be expected to maintain the site. We will tell you in your grant offer letter how long you must maintain the facilities. You should explain how you will maintain the grant-funded facilities once the project is complete – in our example, how the applicant will arrange the ongoing maintenance of a footpath. You should also explain how you would meet any future running costs or maintenance of your project once our funding and, if appropriate, other partner funding is no longer available.

Section C: Location

Question 24

This site name should clearly identify where your project is taking place. If your project is for staff posts, you should say where the staff will be based.

Question 25

For site-based projects, you should give the Ordnance Survey (OS) grid reference (for example, NX 995 814).

Question 26a, b and c

If your project includes work on a route, you should give the appropriate OS grid references for the start and end of the path, and the length of path to be worked on, for example 200 metres.

Question 27

For site-based projects, you must tell us your relationship to the site. If you are not the owner, you must enclose a copy of the owner's permission in writing with your application.

23 Does this project need long-term management or maintenance?

No Yes

If 'yes', please give details of who will do this and how it will be funded.

Section C: Location

24 Name of the site:

25 Grid reference:

26 Does your project relate to work on a path or route?

No Go to Question 27. Yes

a Grid reference at the start of the path or route:

b Grid reference at the end of the path or route:

c Length of path to be worked on:

27 What is your relationship to the site? (*Tick any that apply.*)

Owner Tenant Occupier

If none of these, please give your interest in the site here.

Question 28a, b and c

It is important that you confirm the status of any consent or permission you need to continue with the project. We cannot fund any work that is a condition of planning permission or any other statutory consent.

28 Please tick the relevant boxes below to show whether you need any planning or other statutory consents to continue with the project.

a Outline planning consent:

applied for expected granted not needed

b Detailed planning consent:

applied for expected granted not needed

c Other consents (please say which):

29 Is your project a condition of any of the consents listed in question 28, or any other statutory consents?

No

Yes Please give details here

Section D: The costs

Question 30

List all costs. If your capital project will last longer than one year, give the costs for each financial year (April to March) and the total cost, less any VAT you can reclaim. If your project will last longer than four years, continue on an extra sheet.

You should include any non-cash contributions in the total cost of the project and show the breakdown of these contributions. Non-cash contributions include:

- land donated;
- labour; and
- donated materials provided by you or others.

If appropriate, you should give the number of 'person days' and their estimated value, for example two days of unskilled labour has an estimated value of £100. You can use the following table to help work out the cost of any voluntary labour.

Type of voluntary help	Hourly rate	Daily rate
General unskilled labour (for example, planting)	£6.25	£50.00
Specialist skilled labour (for example, operating equipment)	£18.75	£150.00
Professional services (for example, lawyers and auditors)	£50.00	£350.00

Note: the rates apply to the work being done, not to the skills of the person doing the work.

For site-based work, we will pay up to 14% for professional fees and up to 5% for other unexpected costs.

If you cannot reclaim VAT, or if you can only reclaim part of the VAT, you should show the VAT you will have to pay as a separate cost.

Section D: The costs

You should include all costs less any VAT you can reclaim.

30 Details of any capital costs

	Year 1	Year 2	Year 3	Year 4	Total Estimated Cost
Description	£	£	£	£	£
Description	£	£	£	£	£
Description	£	£	£	£	£
Description	£	£	£	£	£
Description	£	£	£	£	£
Description	£	£	£	£	£
Total	£	£	£	£	£

Question 31a, b and c

If you are looking for funding for staff posts, you must include a job description and work programme for each post.

31a

Number of posts should be shown as full-time equivalents, in other words 26 weeks is the same as 0.5 full-time equivalent.

31b

Provide details of how long you expect the post to last and the total costs, including any superannuation (pension contributions) and National Insurance (NI) employers' liability payments.

31 Does your project include support for any staff (revenue) posts?

No Go to question 32.

Yes Please give details here, then go to part a

a Number of posts

	Full time	Seasonal	Part time
Year 1			
Year 2			
Year 3			
Year 4			
Total			

b Length of posts and costs

		Salary	National Insurance	Pension	Total
Job Title					
From	To	£	£	£	£
Job Title					
From	To	£	£	£	£
Job Title					
From	To	£	£	£	£
Job Title					
From	To	£	£	£	£

31c

Give details of the overheads for the posts that you need support for.

Question 32

It is important that you tell us whether your project's costs are fixed or estimates.

If you are applying for support for a capital project, you must show that your costs provide value for money. The list shows what information you should provide, depending on the amount of support you have applied to us for.

Value of grant applied for	Number of tenders or quotes
Less than £5,000	Single quote
£5,001 to £10,000	Three quotes
Over £10,000	Three tenders

We accept that in rural areas it may be difficult for you to find contractors for some services and that, for some specialist goods or services, suppliers may be limited. If this applies to your project, you should explain how you have worked out that your costs provide value for money.

If you are a local authority, you should follow your own buying procedures.

c Breakdown of staff post overhead costs

Overhead	Year 1	Year 2	Year 3	Year 4	Total
Office costs (including phone calls, postage and stationery)	£	£	£	£	£
Printed materials	£	£	£	£	£
Travel	£	£	£	£	£
Total	£	£	£	£	£

32

 These costs are (please tick as appropriate):

- an outline estimate
- a full tender
- a firm quotation
- a standard cost
- a single tender
- none of these

Please give details of how you have worked out these costs.

Question 33

We cannot provide a grant for the VAT if you can reclaim it from HM Revenue and Customs.

Question 34

This is the total overall cost (less any VAT you can reclaim) of the work and any staff posts for which you are looking for support.

Question 35

Give details of any other funders you are applying to for support for your project. You should include details of any other applications you have made to other funders, including those that have not yet given you their decision on your application. If the contribution is a non-cash contribution, please give more details.

33 Can you reclaim VAT?

- No
 Yes

34 Total estimated project costs (not including any VAT you can reclaim).

£

35 Are you looking for funding from any other sources?

- No Go to question 38.
 Yes Please give details here.

Source	Financial Year
Funding value	
£ Applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Waiting to hear
Non-cash value	
£ Applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Waiting to hear
Details of non-cash element	

Source	Financial Year
Funding value	
£ Applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Waiting to hear
Non-cash value	
£ Applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Waiting to hear
Details of non-cash element	

Source

Financial Year

Funding value

£ Applied for? Yes No

Approved? Yes No Waiting to hear

Non-cash value

£ Applied for? Yes No

Approved? Yes No Waiting to hear

Details of non-cash element

Source

Financial Year

Funding value

£ Applied for? Yes No

Approved? Yes No Waiting to hear

Non-cash value

£ Applied for? Yes No

Approved? Yes No Waiting to hear

Details of non-cash element

Source

Financial Year

Funding value

£ Applied for? Yes No

Approved? Yes No Waiting to hear

Non-cash value

£ Applied for? Yes No

Approved? Yes No Waiting to hear

Details of non-cash element

(continued overleaf)

Source

Financial Year

Funding value

£ Applied for? Yes No

Approved? Yes No Waiting to hear

Non-cash value

£ Applied for? Yes No

Approved? Yes No Waiting to hear

Details of non-cash element

Total funding applied for

Total non-cash value

Question 36

If any of the other funders have put conditions on their funding, you must give details.

36 Are any conditions attached to any part of these contributions?

No

Yes Please give details here

Question 37

Explain the effect on your project if you receive less or none of the support that you have applied for from sources other than us.

37 Please give details of the effect on scale, timing and location if your application for funding from sources other than us is refused.

Question 38

If you or your organisation will earn any income from this project, give details of your expected income for each year that the grant applies.

38 Will you earn any money from this project?

No

Yes Please give details of expected income for each year

You should provide a summary of any income that you receive from facilities relating to this application or that you expect to generate from this project, for example car parking or entry fees. We do not generally support commercial (profit-making) ventures but we will consider applications from businesses where the benefits for the public are greater than those for any individuals.

For example, an applicant is looking for a grant towards the cost of publishing a book about a national nature reserve. The applicant plans to charge for the book. As the book would only appeal to a small number of people, it is unlikely that income from sales will cover the cost of publication. However, you could not publish the book without our support. We will offer the grant on condition that you use any profits to pay for a reprint.

Breakdown of income

Source	Year 1	Year 2	Year 3	Year 4	Total Estimated income
	£	£	£	£	£
	£	£	£	£	£
	£	£	£	£	£
	£	£	£	£	£
	£	£	£	£	£
	£	£	£	£	£
	£	£	£	£	£
Total	£	£	£	£	£

Section E: How you will pay for the project

Question 39

You should tell us how much you are contributing to the project. If you supply labour or materials, we may consider this as your contribution to the project. In the 'Value' column tell us, for each year of the project, the amount of your own money you will be putting into the project. In the 'In kind' column tell us, for each year of the project, the value (if any) of your 'in kind' contribution. Explain in the 'Details' column what the 'in kind' contribution will be, for example using a digger and driver. Although we may not allow for this in any grant, we may take account of it when we decide how much grant to pay.

Before you send us your application, you should check whether you can reclaim VAT on the costs of the project and adjust your budget figures to allow for this. If you find that project costs increase because you have made a mistake about reclaiming VAT, we cannot guarantee to be able to increase the level of grant to cover this. If you include the cost of VAT in your budget figures and later find that you can reclaim the VAT, you will have to repay some or all of the grant. If you need advice on VAT issues, you should contact HM Revenue and Customs or visit their website at www.hmrc.gov.uk/businesses/.

Section E: How you will pay for the project

39 From your own current resources

Breakdown of your contribution (include contributions 'in kind').

Year 1

Value	In kind	Details	Total
£	£		£
£	£		£
£	£		£
£	£		£

Year 2

Value	In kind	Details	Total
£	£		£
£	£		£
£	£		£
£	£		£

Year 3

Value	In kind	Details	Total
£	£		£
£	£		£
£	£		£
£	£		£

Year 4

Value	In kind	Details	Total
£	£		£
£	£		£
£	£		£
£	£		£

Question 40

You should tell us the **total** contribution you want from us. We will not normally offer more than 50% of total project costs, and we may offer less. For a limited number of priority projects, we may offer higher rates of up to 75% of total costs. Our scheme information sheets explain when we offer higher rates. Voluntary or community-led projects may qualify for increased rates up to 100% of actual costs. We will take into account eligible non-cash contributions, such as volunteer labour, when we consider the rate of grant we will offer.

Question 41

There is no automatic right to a grant from us. You should explain fully what might happen if the grant we offer you is slightly or significantly less than you have asked for, or if we refuse your application altogether.

Question 42a

We have two separate roles in projects receiving Landfill Tax Credits. We can provide the 'third party contribution', which means that we can help release Landfill Tax Credits that might otherwise not be used. We can also provide match funding – this means funding that is equal to your own, or another funder's, contribution to the project. If you need advice on the Landfill Tax Credit Scheme, you can visit their website at www.ltcs.org.uk or visit ENTRUST at www.entrust.org.uk.

Landfill Tax Credit can provide up to 90% of the eligible costs of a project approved by the scheme's regulator, ENTRUST. A 'contributing third party' must provide the 10% balance. The ENTRUST regulations say that the 'contributing third party' (CTP) element can only be paid to the landfill operator. If you are applying to us for this 10% balance, you will need to give details of the landfill operator we should make the payment to. These details should include the landfill

40 Grant you need from us

Year 1	Year 2	Year 3	Year4	Total
£	£	£	£	£

41 Will your project go ahead if we do not give you a grant, or if we offer you less than you have asked for?

Yes No Please give details here

42 Landfill Tax Credits

a Will you use this grant to release Landfill Tax Credits (in other words, are you asking us to provide the 10% as a 'contributing third party')?

- No Go to question 43.
 Yes Please go to questions 42 b, c, d and e

b Landfill operator's details

Name:

Address (line 1):

Address (line 2):

Address (line 3):

Town or city:

Postcode: /

Phone number: Ext. (if this applies):

c Value of landfill operator's contribution: £

d Value of our contribution: £

e Are you asking us for a grant for match funding for the project as well as the 10% contribution?

No Yes Please give details here

operator's name, address, contact details, the amount of their contribution and the 10% contribution you are applying to us for.

Question 42e

If, in addition to the 10% CTP contribution, you are looking for match funding that is equal to your own or another funder's contribution and will make up the 90% balance, you should tell us how much grant you need.

Question 43

The total value in question 43 should be the same as the amount you have given in answer to question 40. For site-based projects, we normally pay when the project is completed and inspected. For larger projects or ones where there might be cash-flow difficulties, we may make interim payments. We will consider applications for advance payment for community-led projects. We usually pay grants of less than £500 when you accept the grant offer. Please use the format dd/mm/yy for all dates.

Section F: Supporting documents

Question 44

This checklist is a reminder of the documents you may need to send us with your application. The type of supporting documents you should send will vary from project to project. This is not a complete list. We are more likely to seriously consider a well worked-out application than a vague one. If you include a business plan, you should make it clear how your proposal fits into the plan. For capital projects, you should provide copies of tenders. You should provide maps and plans where appropriate. If you are looking for support for a staff post, you should send us a job description and an annual work programme. All applications for ranger posts should include a three-year management strategy.

43 When would you prefer to be paid?

Date	Amount
	£
	£
	£
	£
Total	£

Section F: Supporting Documents

44 Checklist

(Please check all that apply)

- Project Plan Question 13
- Specifications Question 18
- Business Plan
- Management Plan Question 23
- Most recent annual reports
- Current financial position
- Current management strategy
- Three-year management strategy (for all ranger posts)
- Maps or plans Questions 24 to 26
- Site owner's agreement to the planned works Question 27
- Copies of tenders (for capital projects) Questions 30 and 32
- Job description and annual work programme (for all staff posts) Question 31
- Other (please give details):

If you have any questions about what to include, please contact your local SNH office (see www.snh.org.uk/about/ab-hq.asp for the addresses), send an e-mail to the Funding Group at grants@snh.gov.uk, or call our grant helpline on 01738 458677.

Section G: Declaration

You or your agent (if appropriate) must sign this section.

We are committed to the principles of 'open government' and the Freedom of Information (Scotland) Act 2002. It is a condition of your grant that we may include you in a list of the grants we have awarded and publish details of your grant award. This could include the amount, the percentage of our contribution and information identifying you.

If you accept a grant from us, you are giving permission for this, including any permission needed under the Data Protection Act 1998. We may contact you from time to time to tell you about other grants and services we provide, and we may also pass your details to some of our partners for similar purposes. If you do not want us to pass your personal details to others, tick the box as shown.

Feedback

We include a feedback form and a Freepost envelope in the application pack.

Section G: Declaration

I am applying for a grant under the terms of the Natural Heritage (Scotland) Act 1991.

As far as I know, the information I have given in this application is correct. I have read and accept SNH Standard Conditions of Grant.

You will find our Standard Conditions of Grant at www.snh.org.uk/about/ab-grants02.asp.

For site-based projects only (Please tick the appropriate box.)

- I am the landowner and I agree to my land being used for the project.
- I have the landowner's permission to carry out the project.

For local authority applications only (Please tick the appropriate box.)

- I confirm that the contractors have been chosen in line with our financial procedures.
- I confirm that the contractors will be chosen in line with our financial procedures.

Data Protection Act 1998. We may use the information you have provided on this form to tell you about our other grants and services. We may also pass your details to some of our partners for similar purposes. If you do not want us to pass your personal details to others, please tick this box.

Your signature or your agent's signature: (Please say which.)

Date:

Where to apply

If your project relates to a particular site or area, you should send hard copies of your application to your local SNH area office (see www.snh.org.uk/about/ab-hq.asp or the list in this pack). If you are not sure whether this is the case, or if your project relates to Scotland as a whole or to more than one SNH area, you should send your application to the Funding Group at the address below.

Feedback

We welcome your comments on our schemes and the application pack. You can contact us at:

Scottish Natural Heritage
Funding Group
Battleby
Redgorton
Perth
PH1 3EW
Phone: 01738 458677
Fax: 01738 458627
E-mail: grants@snh.gov.uk

