

## APPLICATION FORM GUIDANCE NOTES FOR APPLICANTS

Please allow us to help you complete the Application Form correctly. We will assign a member of CNPA staff to help in the development of your proposal. To start the process, contact Dicken Higgins (CNPA Programme Manager). Please read the notes carefully before you complete the form. We encourage all applicants to complete the form electronically where possible and in discussion with the assigned CNPA staff member.

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| Q1,(a -g)  | Please give the registered name of your organisation. Organisation contact names should be the name of the person who will manage the project, followed by their position in the organisation i.e. secretary, treasurer, steering committee etc. The address, phone and email should either be the address of your group, if you have premises, or the address of the contact person given in (b).   |
| Q2,(a)<br>(b)<br><br>(c)<br><br>(d)<br><br>(e)<br><br>(f -g)                                     | <p>This should be stated in your constitution</p> <p>Please include a copy of your constitution when applying. Office bearers include for example; the Chairperson, Treasurer etc.</p> <p>Annual Accounts should be audited and funds maintained in the organisation's bank account.</p> <p>Membership of your organisation should not be restricted, other than in terms of place of residence in the case of groups operating on the basis of a defined geographical area.</p> <p>Your group does not have to be based inside the National Park, but must be able to demonstrate that a significant part of your activities take place within that area or involve residents.</p> <p>Membership organisations will normally include those groups where an annual fee is paid or there is some form of periodic confirmation that persons are connected to that particular group such as by registration.</p> <p>Please indicate if your group has in the past received support from any of the organisations listed, in the case of other, please give the organisations name. (please include a copy of the grant offer letter)</p> <p>Enter a number if your group has registered as a Charity or a Business</p>   |
| Q3,(a)<br>(b)<br>(c)<br><br>(d)<br><br>(e)<br><br>(f)<br><br>(g)<br>(h)<br>(i)<br>(j)<br><br>(k) | <p>Please give an appropriate reference name for your project</p> <p>In answering this question, try to show the demand or interest for this activity or event.</p> <p>Describe your project and list the things that you expect to achieve with it. These should contribute to the conservation or development of local resources or heritage, including development of community capacity to manage and develop these resources. If this project links up with another community or group, give as complete details as possible.</p> <p>Here you should try to show why your project is different and offers something new from what has been done before. This may be a new idea that has not been used locally before, or a completely new idea that could be replicated elsewhere afterwards.</p> <p>The Aims of the National Park are;</p> <ul style="list-style-type: none"> <li>• To conserve and enhance the natural and cultural heritage of the area.</li> <li>• To promote sustainable use of the natural resources of the area.</li> <li>• To promote understanding and enjoyment (including enjoyment in the form of recreation) of the special qualities of the area by the public.</li> <li>• To promote sustainable economic and social development of the area's communities</li> </ul> <p>You should try to explain briefly how your project relates to these aims (at least one).</p> <p>Here we ask that you to identify which scheme(s) your project fits under. We would welcome projects that may apply to more than one scheme, and would fund in the same way for the project, but work with you to make the most of these links.</p> <p>Indicate the date of the activity or its launch, with expected/estimated completion date.</p> <p>The location of the activity or event should be where the majority of the project is completed, not the place where the organisation is based, unless this is the same.</p> <p>Please give an indication of the wider areas within the Park that your activity may affect. If it will also affect areas outside the Park, please name these in the row marked other.</p> <p>Risks here refer to anything that might adversely affect your project either before or during implementation. It shows that you have thought about any problems that might occur and you should describe what you have done to prevent them from happening.</p> <p>Special permissions include permits, insurance, police or Local Authority clearance or permission from landowners. It is your responsibility to make sure that this is done</p> |

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| <p>(l)</p> <p>(m)</p> <p>(n)</p> <p>(o)</p> <p>(p )</p>                        | <p>before the project goes ahead.</p> <p>Mention here how many members of your group are involved, and you may have to estimate how many people from the local community and how many visitors will eventually participate. Be as accurate as you can but note that this is only a guide and you will be expected to put accurate figures on the final report.</p> <p>This section gives you a chance to explain why the project will be good for your group, and the community. Try to give details of the long term benefits running the project will have, and describe how these will be sustainable and something for the group to build on in the future. Also try to relate this to the impact on the National Park.</p> <p>A Park for All means trying to make the experiences of the Park as widely available to all as possible. This does not mean that we can make everything accessible to all, but that we attempt to give opportunities across the Park for all interests and abilities to be able to experience what the Park has to offer and to enjoy its special qualities. You should show how you have tried to cater for wide interests and abilities. You should note that priority groups are youth, people with disabilities and women, and these groups should give special consideration when preparing your project, making sure they are not excluded.</p> <p>Please only mention here projects that are similar in either type, scale or management. As the scheme will provide <u>upto 90%</u> (with the exception of Biodiversity grants – upto 100%), you will need to show where the remaining 10% + of costs will come from. You should also indicate whether the funds have been confirmed and are therefore available.</p> <p>If you are submitting any attachments not requested above, please indicate their type and give any relevant summary details.</p>  |
| <p>Q4</p> <p>(a)</p> <p>(b)</p> <p>(c)</p> <p>(d )</p> <p>(e )</p> <p>(f )</p> | <p>This will demonstrate that you have prepared full detailed project costs, assuming at this stage that these are best assessments only. You should ensure that estimates are realistic and do not leave you short of funds when it comes to paying the bills. Please remember that we give a offer of grant upto a fixed amount and this should not be exceeded. Additionally, where you are unsure about which category to use, please contact us.</p> <p><b>Hiring or purchasing equipment</b> – in general we prefer not to fund large capital items such as tents, machinery etc. However, where you have already demonstrated that these are integral to the project and its long term sustainability, these can be considered.</p> <p><b>Event venue costs</b> – will include rent for space for an exhibition, use of a hall or space to run the event, and should include costs of electricity, water etc.</p> <p><b>Print, publicity and advertising</b> – can include all cost related to advertising or promoting the activity or event, including leaflets, banners and press coverage.</p> <p><b>Professional advice or services</b> – include technical support as well as administrative or operational support essential to the project, such as consultants and/or administrative and logistical support.</p> <p><b>Materials used for the event or activity</b> – includes small tools, raw materials (gravel, wood), protective clothing, markers or flags and badges etc. Machinery or larger items such as rent of tents etc should be covered in hiring or purchasing of equipment.</p> <p><b>Administration and expenses</b> - includes anything from stationery and photocopying to personnel time to carry out project work.</p> <p><b>Other costs</b> – anything not included in the above.</p> <p><b>Total project costs</b> – Total of all the above</p> <p><b>Expected Revenue</b> – This will be an estimate of revenue that you expect from the event or activity. You should be realistic and not over – estimate revenue from sources like tickets.</p> <p><b>Net project cost and grant applied for</b> – Should be total of all costs, minus any funds from other sources (ie. Minimum of 10%), as well as minus the expected revenue. This figure should represent the total grant applied for.</p> <p><b>Other Funds</b> – Here you should indicate where other funds will come from and the amounts. Please ensure that you indicate where these are not confirmed.</p> <p>The figure here will be the total grant you are requesting from the CNPA/LEADER+.</p> |
|  | <p><b>Declaration</b></p> <p>This should normally be completed by the Chairperson. Please ensure that you read this section carefully and delete the appropriate section.</p>  |

Advice regarding the programme is available from:

Dicken Higgins (CNPA Prog. Manager, dickenhiggins@cairngorms.co.uk) / Patricia Hamilton (LEADER+ Prog. Manager, patriciahamilton@cairngorms.co.uk)

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