

Love the Broads Grant Applications – How to complete the Application Form

Please supply as much information as possible about your project in the first instance. This enables us to promote your work effectively and reduces the number of questions that we may have outstanding about a particular project.

Please submit one form for each project and clearly state the Project Title.

Part 1. Applicant Details

Organisation name and type: Please tell us the name of your organisation, and its Registered Charity Number if it has that status. If it is not a charity, please tell us in the space allocated for “brief details” what is the status of the organisation (for example public sector, church, or community group) what its aims are, its annual budget for its activities overall, and the number of staff, full and part-time, that it employs. Please also send us a copy of your constitution, showing the date of its adoption, and signed by its Chair, or equivalent person.

We do not accept applications from individuals. If your organisation is set up primarily for the benefit of individuals (for example a Family Trust), we will wish to know what its aims and responsibilities are, and you must tell us clearly in Section 3 of the form how the public will benefit from the project you propose to undertake.

Main Contact and Project Manager: This may be the same person. This must be someone who is part of your organisation, who knows about the project you are putting forward, and whom we can contact for any further information about the application you are making to us.

Partnership between organisations: It is increasingly common for conservation projects and landscape work to be operated through a partnership scheme between different organisations, including conservation groups, community groups and local government. Naturally, this can mean that different individuals may be responsible for different areas or aspects of a project. In turn, this may mean that we need to have a variety of contact details and also to be aware of who is responsible for what within individual management schemes. By providing us with this information you can make sure that we are communicating with the right people.

In this section of the form please also tell us if there is a particular business sponsor with whom you would like to work to deliver this project through funds from the Love the Broads Scheme.

Part 2. Project Information

Project Themes: Please categorise your project according to the various themes. You can select more than one.

Location: The location of a project is important. We will only consider projects located in the greater Broads area. Please contact the Administrator with the postcode of the area where the project is located to determine if it falls within our area.

Site: In general, we aim to help fundraise for projects that are fully accessible to the public. The potential for visiting a site helps businesses to encourage their customers to make a donation. However, not all conservation projects will enjoy this degree of accessibility and we recognise the need for protection of some areas. In marketing such projects we emphasize what makes it unique and special. Information about official designations such as SSSIs helps us to inspire fundraisers to make a financial commitment to a project.

Planning consent: Please let us know whether the necessary consents are in place for the project to go ahead. We cannot start to fundraise for projects until any planning consents are agreed.

Work plan

- A. When will the work start? How long will it take? This information is often asked for by sponsors as they wish to visit sites and see progress.
- B. It is important for us to know who is undertaking the work, especially if the work is done in partnership with several organisations.
- C. It is important that we know approximately 6 months in advance that a project will be coming to an end, so that we can allocate the fundraising correctly and find an alternative project for the business sponsors to fundraise for.
- D. The expiry date lets us know when a project should be taken out of our active projects file.

Part 3. Project Description

This is your opportunity to provide a detailed description of the project, which is essential in helping the Project Grants Panel reach a decision.

Please give a short description of the project: Give an outline of what the project will entail. If you are proposing to do work to land or buildings (“works”) within the Broads area, we will need to know who owns the property on which you will work, and that you have the owner’s permission and support for this project. If your project is not about work to land or buildings, but concerned with delivering services (“services”) to Broads users and visitors, please tell us how this will benefit the Broads as a whole. In this case, please let us know where the project will be based, and who you will be working with in order to deliver it. In practice, many projects will be a mixture of works and activities. Please tell us as accurately as you can exactly what you propose to do, and how this will work to the benefit of the Broads.

What is the purpose of the project? Explain why the project is needed, what makes the project special. We would find it helpful if you could show us that what you wish to do fits within either your organisation’s plans for the future, or contributes to other plans and strategies for the area. Please tell us, if you are seeking to fulfill a particular need, how you have identified what this is.

Who does the project involve and who will benefit from it? Does your project involve volunteers, local schools, or the local community, or does it benefit the general public? The funding which comes from the Love the Broads scheme has been donated by people who visit the Broads and wish there to be visible benefits both to the area and to people who enjoy it.

People who live or work within the Broads as well as people who visit the area can benefit from works or service projects in a variety of ways. Some of the sorts of potential benefits to different groups of people are outlined among the aims listed in the section “What kinds of projects do we support?” above, but this is only a guide.

The Trust is keen to see projects supported by Love the Broads funds helping to introduce people to the Broads who may not have been able to experience them before; it may also be that your project is aimed at a particular section of the local or wider population, for example children, minority groups, or disabled people. Please tell us anything you can about who your project is aimed at, and, if it is targeted on specific groups, how you will make sure they are involved in the project. If you are working with other organisations to help to reach specific groups, let us know about this co-operation

List any specific outcomes for this project: What will the project achieve? Will an endangered species be protected, or will any particular facilities be created or enhanced? You should identify as clearly as you can what results you expect to achieve from this project, and over what timescale. We will also wish to know whether your works or activities have been planned with the benefit of proper professional oversight and guidance. Please tell us who you have received advice from in preparing your ideas, and who you will be working with – individuals or other organisations - to deliver the project. We are keen to see that best practice is shared, so tell us about any proposals you have for doing this.

Please explain how this project has a positive impact on the environment, for example in terms of biodiversity, landscape character, water or air quality, climate change, local produce, waste etc

The Broads Trust encourages the businesses it works with to act in ways that are sustainable, and considers it equally important that projects also demonstrate sustainability. Please think about and describe how your project relates to any of the following: biodiversity, landscape character, water, land or air quality, climate change, local produce, sustainable design or materials, use of traditional materials, waste reduction, reuse or recycling, energy saving, reducing fossil fuels, sustainable transport, local skills.

Part 4. Project cost

Please give the total project cost and where possible a cost breakdown.

Please make sure that you itemise all of your costs and where applicable provide us with contractors’ quotations if you have them

Amount of money you are seeking from the Love the Broads scheme: This may be different from the total project cost.

Total Project Cost Breakdown: Please provide a breakdown of the total costs of the project under various headings. ie materials, labour, fees etc.

In-kind Contributions: Please indicate the amount of in-kind resources your organisation and others involved in the project will contribute. Give the number of person-hours of time that will be volunteered throughout the project.

Other Funders: Please indicate whether you have applied for funding from other organisations for this project and the outcome of any applications. We will speak to other funders about your application to find out about the dates on which they are expected to make their decisions.

Please let us know if and when you have received alternative funding for the projects you have submitted to us, especially if this means a project has reached its target funding.

Financial Future: Will your project be continuing after the required funding from the Broads Trust has been received? How will any practical works be maintained? Please give details.

Sponsored projects: Please let us know if you have identified a business or organisation to exclusively sponsor your project and provide their name and contact details.

Part 5. Photographs

Please send us a minimum of two digital images of your project. Please make us aware of any copyright and other restrictions on photographs. Please aim to supply digital photographs in jpeg format, high resolution, either saved on a CD or sent via email to the Broads Trust (info@lovethebroads.co.uk).

Part 6. Further information

Please send us any further supporting information you have about your organisation or your project. This may be any of the following:

- a business plan for your project agreed by your organisation.
- the financial accounts of your organisation which have been prepared for the last 3 financial years for which they are available. If your organisation is new, and does not have such accounts, please tell us how it is currently funded, and how it expects to continue to operate after the end of the project you are asking us to fund has been completed, so that the benefits of your project can continue to be delivered.
- a copy of the minutes of your organisation's meeting (or other appropriate authorisation) at which it has been agreed to go ahead with the project.
- copies of professional advice about your project or its costs from a Quantity Surveyor or other relevant professional source.
- copies of any tender proposals for the proposed work from relevant firms or suppliers. Please note that we do not expect to fund a project where the proposed work has not been competitively tendered or subject to other forms of open application and competition. If you are proposing to carry out this work or activity without tendering for it openly, please tell us, and explain the special reasons you have for obtaining the service by this route.

Part 7. Please sign

Please note that your submission is incomplete without your signature.

When you have completed the form, please send it back by post to the address given on the LovetheBroads.org.uk website for the round of applications for which you are applying.

The Broads Trust.
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