

Green Recovery Fund 2021/22

Application Form



Your application will be assessed on the basis of the information you provide in this application form, so please answer all the relevant questions as comprehensively as possible. If you need advice about answering any of the questions, please contact the Grant Officer on the email below for support before you submit this form.

Please email the form, along with supporting information and quotations by midnight on 09 July 2021 to grantscheme@lochlomond-trossachs.org.

The information you provide on this form will be used for the purpose of processing your application to the Green Recovery Fund. Successful applications will be retained in accordance with the terms of the grant award and our retention schedule for 5 years, unsuccessful applications will be securely destroyed at the end of the current financial year. Your personal information will be processed by the National Park Authority in accordance with the Data Protection Act 2018. *If you have any queries about your rights under data protection or about how we are using your personal data please email us at info@lochlomond-trossachs.org. Our privacy notice can be found at: <https://www.lochlomond-trossachs.org/privacy>*

As a public authority we are subject to the terms of the Freedom of Information (Scotland) Act 2002 and may need to consider releasing information about your project should we receive a request for this information.

If you would like us to keep you informed of future grant schemes and other relevant projects for the next five years, please tick the box below to confirm that you consent to us retaining your personal details for this purpose.

By ticking this box I confirm that I am consenting to the retention of my personal details for the next five years for the purpose of contacting me with information about future grant schemes. I understand that I can request that my details be removed from your contact list at any time by sending an email to info@lochlomond-trossachs.org

1. About the Applicant	
Name of organisation, company or individual	
Contact person	
Contact person's role (e.g. Owner, Director, Treasurer, Agent)	
Address	
Telephone Number (mobile and landline)	
Email address	
Website URL if applicable	

2. Eligibility

What type of organisation are you (please tick box(es) as appropriate)

Land/Property owner or manager

Community Body

School / educational institutions in or around the National Park

Registered charity with a stake in the National Park

Charity no.

Business Associations

Are you able to recover VAT on your proposal?

If yes, please quote your VAT Registration Number

Yes no

Nature / Climate bodies or partnerships

What are the general activities of your organisation (if applicable)?

3. Your Project

Please note, your application will be assessed against the Priorities and Criteria in the table at 3c below.

Our top priority for the Green Recovery Fund in 2021/22 is assisting all our stakeholders to deliver local actions that help address the global climate emergency and nature crisis.

The Green Recovery Fund will support projects within the National Park that deliver against the outcomes in our National Park Partnership Plan and provide additional benefits for communities, voluntary groups, land managers, businesses, residents and registered charities across the National Park.

Please also see the [Guidelines](#) on the website.

3a. Project Title

3b. Please describe the project (you can send in drawings/photographs/images if this helps explain the project), including:

- what you want to achieve (aims)
- what you will do (objectives)
- how it takes you a step closer to a larger aspirational project (if applicable)

(500 word limit)

3c. The Fund's Priorities & Criteria

Our Priorities for funding are projects that:

Does your project meet the Priorities?

- Demonstrate positive outcomes by tackling the climate emergency and nature crises

Yes No

- Help deliver a green recovery from the CV-19 pandemic by creating sustainable jobs and skills

Yes No

- Tackle the key pressures from high volumes of visitors, such as traffic and littering

Yes No

- Support place based improvements that respond to the needs of communities and visitors

Yes No

- Supports effective and empowered community organisations to deliver positive outcomes for people and place

Yes No

Projects must demonstrate the following Criteria:

Does your project meet the Criteria?

- Clear outcomes for the Green Recovery Fund priorities listed above

Yes No

- That all or the majority of delivery will take place within the current financial year

Yes No

- That all partners involved are signed up to delivery, and where required evidence is given of local community support

Yes No

- Evidence of how any longer term outputs beyond the current financial year will be sustained

Yes No

- Evidence of secured or promised funding from other sources where this is required for delivery

Yes No

3d. Please explain any further reasons why this project is needed

e.g. is it a priority in your local Community Plan

(500 word limit)

3e. Please describe where the project will take place (provide a map and grid reference if necessary)

3f. Please describe when you envisage the project will take place

- please identify start and finish month/year

4. Delivering your project

Please describe how you will deliver your project, including evidence of:

- A track record and/or success in delivering projects of a similar nature or scale
- High quality project management (provide a management structure if applicable)
- How you will maintain any physical assets resulting from this project
- Public Liability Insurance, Employee Liability Insurance and/or Child Protection Policy (if required)
- Please describe any written permissions/consents that are required to deliver this project, e.g. landowner permission, planning permission, conservation, and other legislative requirements
- Please describe any financial, legal or legislative restrictions in place on the land to which the project relates

Please contact the Planning Officers at the National Park Headquarters in Balloch (Tel. 01389 722600) to determine what consents may be required before you apply for a grant. *Please note all relevant written consents/permissions will be required before any grant award can be made.*

(500 word limit)

5. Financial Information

Please submit with this application all written or web-based quotes. For purchases / works / services that cost:

- £5,000 or less, where value for money can otherwise be demonstrated, at least **two quotes** is recommended but one quote may be acceptable, at the discretion of the National Park Authority
- £5,000 to £10,000 at least **three quotes** are expected
- Greater than £10,000 at least **three quotes** should be provided and submitted on the basis of a **written specification**, which should be submitted with this application

Please note, before any grant is paid, evidence of quotes, tenders, specifications etc. must be provided.

5a. Subsidy Control (if applicable to your project)

Please see [Scottish Government website for Subsidy State Aid](#) information, including awards under [de minimis](#) and [General Block Exemption Regulations](#).

Do Subsidy Control rules apply to your application?

Yes No

Has your organisation received any previous European or public funding from any source over the last three years?

Yes No

If so, was it awarded under *de minimis*?
Please give details in the box below.

Yes No

Awarding Body	Funding Type	Year of Award	Funding Value (£)	Project Name/Brief Description	De-minimis Y/N

5b. Please provide a breakdown of the costs of the project (please continue on a separate sheet if required)

Item/Service/Activity	Cost (excluding VAT) £	VAT £	Cost (including VAT) £
Total Cost			

5c. What is the total cost of your project?

£

5d. How much National Park Grant money are you applying for?

£

5e. What type of grant are you applying for (Please refer to Guidelines)		Capital <input type="checkbox"/> Revenue <input type="checkbox"/>
5f. Please explain the impact on your project if this application is not successful, or if only part-funding is awarded		
5g. Do you already have any funding in place for your project or have you applied for grants elsewhere?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If answering yes to 5g, who have you applied to and for how much?		
Funder	Sum Awaiting Approval (£)	Sum Awarded (£)
5h. Please tell us about any additional cash or in kind contributions towards your project		
Cash		£
In kind (e.g. volunteer time, goods or services)		£
Other		£
Total		£

6. Monitoring, Evaluation and Reporting Please explain how you will monitor and evaluate the outcomes/impacts of your project and how you will present this information to the National Park Authority. (500 word limit)	

7. Additional Information (optional) Would you like to add anything else to support your application? (500 word limit)	

8. Documents supporting the project

The type of supporting documents that you include will vary dependant on the nature of the project.
Please tick which documents you have enclosed (copies are acceptable)

Constitution	<input type="checkbox"/>
Copies of permissions, warrants, habitat surveys or consents	<input type="checkbox"/>
Maps or plans	<input type="checkbox"/>
Minutes of last AGM	<input type="checkbox"/>
Most recent audited accounts	<input type="checkbox"/>
Permission in writing from site owner	<input type="checkbox"/>
Project budget	<input type="checkbox"/>
Project plans, drawings, photographs, specifications, etc.	<input type="checkbox"/>
Project timetable	<input type="checkbox"/>
Relevant business plan	<input type="checkbox"/>
Written itemised quotes from contractors and/or suppliers	<input type="checkbox"/>

9. Pre-funding applications only

In certain limited circumstances, up-front payments may be available to organisations including Charities, Community Councils and Voluntary Organisations where they can demonstrate that they have inadequate financial capacity to enable them to pay for works in advance and claim payment retrospectively.

If you wish to be considered for pre-funding please complete this section.

Accounting year end	
Total income for the year	£
Total expenditure for the year	£
Surplus or deficit for the year	£
Total bank balance end	£
Total cash balance	£
Total ring-fenced or reserves balance	£
Please describe what your reserves are set aside for and indicate the relevant amount, e.g. £5,000 reserved for a specific project.	
<p>Note: The National Park Authority will not normally pay an awarded grant in advance, whereas 'pre-funding' (i.e. award a grant before delivery and expenditure) may be appropriate in the case of voluntary sector bodies as long as they have demonstrated need (i.e. they can show us that they do not have their own funds to deliver the project).</p>	

You may be asked for a copy of :

- Your constitution
- Minutes of last AGM
- Most recent audited accounts
- Copy of latest bank statements
- Treasurer's Report from latest Board Meeting

10. Completion

By entering your name below you confirm that you have authority to accept any grant offered, subject to conditions, and can repay the grant if required to do so, on behalf of the organisation and are not breaching State Aid Regulations

Signature of Contact Person/Applicant Please type name here	Role in Organisation (if applicable)
Date:	
Second authorised signatory Please type name here	Role in Organisation

Date:	
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Please submit the application via email to grantscheme@lochlomond-trossachs.org. **Applications must be received by 09 July 2021.**