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Description automatically generated**

# **Dorset National Landscape Fund 2024/25**

# **Application Form**

Please use the [Guidance Notes](https://dorset-nl.org.uk/wp-content/uploads/2024/03/2.-Guidance-notes-2024-25.pdf) to help you to complete this application form correctly.

# Section A – Applicant details

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Name of your organisation/group/business or individual: | | | |
|  | | | |
| 1. Project title: | | | |
|  | | | |
| 1. Amount of grant requested: | | | |
| £ | | | |
| 1. Main contact: | | | |
|  | | | |
| Position held: | | | |
|  | | | |
| Contact address & postcode: | | | |
|  | | | |
| Telephone number: |  | | |
| Email address: |  | | |
| Web address of organisation (if applicable): |  | | |
| 1. How would you describe your organisation (please tick)? | | | |
| Registered charity |  | Registration no: |  |
| Company limited by guarantee |  | Registration no: |  |
| Company limited by shares |  | Registration no: |  |
| Community interest company |  | Registration no: |  |
| Unincorporated club or association |  |  | |
| Public sector |  |  | |
| Other (please specify) |  |  | |
| 1. Are you VAT registered? |  | VAT number: |  |
| 1. Is your project based within the Dorset National Landscape ([Map](https://dorset-nl.org.uk/explore/map/) check)? | | Yes |  |
| No |  |
| Partially |  |
| 1. Is your organisation based within the Dorset National Landscape? | | Yes |  |
| No |  |
| Partially |  |

# Section B – Project description

*Entry fields will expand to fit text as required, however we do not expect the final form to exceed 8 pages in total*

Project summary:

|  |
| --- |
| In **no more than 200 words**, please summarise your project:  Please note, this will be the only part of the application form shared directly with the Assessment Panel. This will be presented alongside the assessment of your application. Please do not exceed the word count, as it will be enforced. |
|  |

Project details:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Project location/grid reference and coverage: |  | | |
| If the project is outside the Dorset National Landscape, how will the area benefit? | | | |
|  | | | |
| 1. Proposed start date (month/year): |  | | |
| 1. Proposed end date (month/year): |  | | |
| 1. Please describe your whole project. This should cover all items/activities listed in Section C – Financial details: | | | |
|  | | | |
| 1. Please provide a project timeline of key events and dates: | | | |
|  | | | |
| 1. Will the grant be for: | | The project as a whole |  |
| For a specific part of the project |  |
| 1. Please explain what the grant money will be used for: | | | |
|  | | | |
| 1. Why is the project needed, and what level of community support does your project have? (please provide / demonstrate evidence) | | | |
|  | | | |
| 1. Who will benefit from the project and how? | | | |
|  | | | |
| 1. Which [Dorset National Landscape Management Plan](https://dorset-nl.org.uk/wp-content/uploads/2019/04/DAONB_Managmentplan.pdf) policies/objectives does your project link with?   Does it link with any other projects and/or strategies? If so, please give details: | | | |
|  | | | |
| 1. a. What permissions do you need to carry out the project?   b. Have the permissions been agreed, if not when do you expect them to be agreed? | | | |
| a.)  b.) | | | |
| 1. Do you have any partners in your project? If so, briefly specify their involvement: | | | |
|  | | | |
| 1. What outputs will your project achieve?   Please summarise the direct and countable results using the questions below: | | | |
| How many and what type of people, businesses, community groups, etc. will benefit from your project? | | How many?  Who? | |
| Estimated number of a) volunteers on the project and b) volunteer days/hours on the project? | | a.) No of Vols:  b.) Days: or Hours: | |
| Countable achievements, e.g. trees planted, nest-boxes put up, heritage assets conserved, training sessions completed etc.? | |  | |
| Other direct or countable results arising from your project? | |  | |
| 1. How sustainable is your project? Will your project continue after the funding has finished (who will maintain the completed project and how will this be funded in the future)? | | | |
|  | | | |

# Section C – Financial details

*Please complete using the* [*Excel spreadsheet*](https://dorset-nl.org.uk/wp-content/uploads/2024/03/4.-Finance-Application-2024-25.xlsx) *which will automatically work out figures for you. This is our preferred option. However, if you would like to fill in the form manually then please use the table below.*

|  |  |  |  |
| --- | --- | --- | --- |
| C: PROJECT BUDGET FOR 2024/25 (manual calculations) | | | |
| Please show the cost of your project in the tables below - Refer to the Guidance Notes to help you |  |  | |
|  |  |  | |
| PART 1. EXPENDITURE - How much will your project cost? List all items of expenditure Add more lines if needed | | | |
| Description of cost/activity | Cash (£) | | In-kind or Vol\* |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| Sub total | a £ | | b £ |
| Total project cost (cash [a] + In-kind [b]) | c £ | | |
| \* If people volunteer to help with the project (without payment) this can be recorded and used as an in-kind cost. See guidance notes on how to calculate volunteer costs. | | | |
|  |  |  | |
| PART 2. INCOME - Sources of funding List all sources of income. Please indicate status (not yet applied for, awaiting decision, confirmed) Add more rows if necessary | | | |
| Description of funding | Status | | Cash (£) |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| Sub-total of cash funding | d £ | | |
| In-kind contribution [taken from b] | e £ | | |
| Amount requested from Dorset National Landscape Fund [c – d – e] | f £ | | |
| Total income [d + e + f]. N.B. Total income should equal total project cost above | g £ | | |
|  |  |  | |
| PART 3. PERCENTAGE - Funding request as a % of the project cost | | | |
| Amount of funding requested from us [taken from f] | h £ | | |
| Total project cost [taken from c] | i £ | | |
| % of project funded by us [h/i x 100] (this should not be more than 75%) | % | | |

# Section D – Declaration

|  |  |  |  |
| --- | --- | --- | --- |
| AUTHORISED SIGNATORY:  This section must be signed by someone with the required authority (e.g. Chairperson). An electronic signature is acceptable.   * I confirm that, to the best of my knowledge and belief, all the information in this application is true and correct. * I confirm that I have read and accept the [Terms and Conditions](https://dorset-nl.org.uk/wp-content/uploads/2024/03/3.-Terms-and-Conditions-2024-25.pdf) for this grant, available on the Dorset National Landscape website. | | | |
| Signed |  | Print name |  |
| Position |  | Date |  |
| STAYING IN TOUCH:  Whether your application is successful or not, let us know if you would like to keep in touch through our e-newsletter. Your details will stored safely and only be used for this purpose as detailed in our [Privacy Policy](https://dorset-nl.org.uk/privacy-policy-2/). Please indicate if your preferences below: | | | |
| Please sign me up to receive e-news | |  | |
| I do not wish to receive e-news | |  | |