



Dorset National Landscape

Dorset National Landscape Fund

Information & Guidance Notes 2024/25

Fund information

What is the Dorset National Landscape Fund?

Dorset National Landscape is a nationally important protected landscape, with vibrant communities and a wealth of wildlife and heritage. To help support activities that keep the area special, the Dorset National Landscape Fund was created and is run by the Dorset National Landscape Partnership.

This Defra supported fund enables local communities and other organisations to make a difference to this special area by promoting sustainable development through practical action on the ground.

Defra states that projects should focus on integrating the environment, local communities and the economy so that these unique landscapes are conserved and their natural beauty enhanced thus making them more enjoyable and helping to safeguard them for future generations.

The objectives and priorities for Dorset National Landscape can be found in our [Management Plan](#), which we strongly encourage you to refer to in your application.

How much money is available? Grant rates / match funding

In 2024/25 we have a total fund of £30,000.

A typical grant is likely to be in the region of £2-5k, but we are open to considering larger projects where there is a significant proportion of capital expenditure.

We would not expect to fund 100% of your project, and you should seek at least 25% of project costs from other sources. This is known as match funding. See Section C below for more information on this. Match funding can also come from valuing in-kind contributions, such as using a meeting room for free, and from volunteers. We may be able to advise you of alternative suitable funding options – please do ask.

Who can apply for funding?

The Dorset National Landscape Fund is open to individuals, organisations, or groups from the public, private or voluntary sectors from within or outside the Dorset National Landscape boundary.

What types of projects will be supported?

The Dorset National Landscape Fund can support a range of projects including practical work, research projects, partnership development and training. Grants can be used to fund new projects or to add value to an existing project. Projects don't necessarily need to be within the Dorset National Landscape boundary but must benefit the area and meet the aims of the fund. We do not fund projects that support direct commercial transactions for financial gain.

For some examples of past-projects we have supported, take a look at the [case studies](#) on our webpage.

What must projects deliver?

Projects need to demonstrate that they will help deliver the [Management Plan](#) and at least one of the following strands (and not adversely affect any of the others):

- Conserve and enhance the natural beauty and heritage of the Dorset National Landscape
- Support the social and economic wellbeing of local communities in sustainable ways that care for the environment
- Have the support and involvement of local people or meet a recognised local need

Priority areas we are looking to support:

We are particularly keen to encourage projects that link to our key priorities:

- Conserve and enhance the special qualities of the Dorset National Landscape
- Address the climate and ecological emergency
- Encourage and support underserved communities to connect to the National Landscape including young people, people with disabilities and people from ethnic minority backgrounds
- Remove barriers to all people's enjoyment and involvement in the countryside
- Bring organisations and people together in tackling problems or promoting new ideas.
- Encourage links between urban groups and those resident in the Dorset National Landscape
- Demonstrate innovation or best practice

Important dates:

Fund opens for applications:	11 th March 2024
Deadline for submission of applications:	21 st April 2024
Assessment Panel Meeting:	13 th May 2024
Applicants notified of outcome:	1 st June 2024
Projects completed / final date for claims to be submitted:	Mid-March 2025

Guidance notes for completing the application form

For every question you are given a box in which to type your answer which will automatically expand to fit the text as you type.

If completing the form by hand please write clearly and neatly and submit additional sheets as necessary.

Applications will be considered against the set criteria not by the length of the proposal so please keep your application as concise as possible. We do not expect the final form to exceed 8 pages in total.

Section A – Applicant details

1. Please give the name of the organisation, company or individual who will be directly responsible for the project and financially accountable for how the grant will be spent.
2. This will tell us what the project is about, it should be short and catchy and clearly define what sort of work you will be doing.
3. How much money are you requesting? This must correlate with your financial statement in Section C.
4. Please complete the details of the main person who will be dealing with the application on behalf of the organisation, and corresponding organisational contact details for that person. If you have no email or website insert N/A.
5. Please complete the boxes that are applicable to your organisation. You do not need to be a registered charity or company, but you will need a basic constitution. Your organisation will need to have a bank account in its name, so that you can receive grant payments.
6. If your organisation is VAT registered, funding will be paid net of VAT. Non-VAT registered organisations will be paid the gross amount including VAT.
7. Please let us know the location at which the project will be based – you can check the Dorset National Landscape boundary [here](#)
8. Please let us know if your organisation is based within the Dorset National Landscape - use the boundary checker link above.

Section B – Project description

Please provide a summary of your project in a nutshell – explaining concisely what your project is about and what you need the funding for. **This is the only part of the application form which we will share directly with the assessment panel and it must not exceed 200 words**

Project details

1. Please let us know the project location/grid reference and area it will cover (use hectares if applicable and let us know if it is in a conservation area, a SSSI/SNCI, on a scheduled monument etc). We can support projects not within the Dorset National Landscape boundary, but clearly state how your project will further the conservation and enhancement of the area.
2. Please let us know the anticipated start date of your project. This is when you expect to have all the finance and necessary permissions in place to enable the project to proceed. Any elements you want to be covered by the grant **must not** be carried out prior to this date.
3. Please let us know the anticipated end date of your project. This is when you believe your project will be completed and objectives met. Note any grant must be spent before mid-March 2025.
4. Please provide a concise description of all the elements of your project.
5. Please list any key events/activity dates or milestones that you expect to take place during the project (can be approximate).
6. Use the tick box to let us know if the grant is for the project as a whole or a specific element of your project.
7. Please provide more detail on how the grant will be used to financially fund your project.

8. Is there clear evidence of the local demand or need for your project? Please tell us about any evidence you have gathered which supports your project. This could be a feasibility study, community consultation, survey or recorded discussions. Please provide a copy if available.
9. Tell us who will benefit from the project - who are the main targets, who else will benefit and will it involve any particular groups of people? (e.g. young people/ older people, people with disabilities etc.).
10. Please check carefully through our [Management Plan](#) and tell us which strands your project links to. We are looking to find out how your project aligns with the objectives of our Management Plan. Please also explain if your project links in with any other projects or other organisations' strategies. If you are not sure please do contact us for help.
11. Please list any permissions required to carry out your project and if that permission has already been obtained or not.
12. Let us know of any partners directly involved in the project's implementation.
13. We need to know what your project will achieve. So please tell us what the direct and countable results will be using the questions given.
14. Explain how you expect your project to continue after the grant funding period has ended – what will happen to the people you have helped or the place you have worked on? How will the project outcomes be financed and managed? Can you demonstrate it is a sustainable project?

Section C – Financial details

The fund can support up to 50% of the costs of most projects or 75% if you are a voluntary group or charity.

The remaining funding must come from match funding, either cash or in-kind or a mixture of the two, but cannot be matched by Exchequer funds – i.e. money from a government department or agency (e.g. Natural England, Environment Agency, Forestry Commission etc.)

The grant is paid upon completion of the project and not in advance.

Please complete the Project Budget spreadsheet to show a detailed breakdown of costs and funding for your project using these guidance notes to assist you.

We would prefer you to complete the [Excel version](#) in which the figures will be automatically worked out for you; but if but if you are unable to use Excel please use the table in the application form and work out the figures by hand.

N.B. If using the Excel spreadsheet you will see that some cells are locked and can't be edited. You can still add extra rows if needed.

Part 1 Expenditure Table – Description of costs and activities

- **Project manager:** If you pay someone with experience to manage your project; the cost will be a **cash** cost to your project. If a person chooses to manage the project without payment this will be an **in-kind** cost
- **Specialist contractor:** if your project requires you to hire specialist skills the cost will be a **cash** cost to your project
- **Purchase or hire of goods/equipment:** The cost of all goods and equipment that will be purchased or hired for the project should be individually listed. This will be a **cash** cost to your project. If someone loans you equipment without charging, the value can be included as an **in-kind** cost.
- **Design & print:** If you are paying for the design and print of leaflets or publicity material this is a **cash**

cost. If, however, someone volunteers their time to design your material (without charge) this will be an **in-kind** cost

- **Volunteer time:** If people volunteer to help with the project (without payment) this can be recorded and used as an **in-kind** cost.

Recording volunteer time is essential and a timesheet detailing volunteer time and activity must be submitted with your claim forms (please request a timesheet template from us if needed). When calculating the value of your volunteers' time please use the following rates:

- *professional volunteer (for example, accountancy or teaching): £50 per hour*
- *skilled volunteer (for example, leading a guided walk): £20 per hour*
- *volunteer (for example, administrative work): £10 per hour*

Part 2 – Income Table

- **Description of sources of funding:** Please give details of all cash contributions towards your project from your own organisation and other partners/funders and state whether this is confirmed, awaiting decision or not yet applied for.
- **Sub-total of cash funding:** If you are completing the Excel form the cash sub-total will be added up for you. If you are completing the form manually please add up the column.
- **In-kind contribution:** If you are completing the Excel form the in-kind total will be entered for you. If you are completing the form manually please add up the total.
- **Amount requested from Fund:** If you are completing the Excel form the amount requested from the Fund will be entered for you. If you are completing the form manually please add up the total of cash (a) and in-kind funding (b) and take this total away from the total project costs. The total will be the funding amount you are requesting from the Dorset National Landscape Fund.
- **Total income:** If you are completing the Excel form the total income box will be added up for you. If you are completing the form manually, please add up the sub total of cash funding box with the in-kind contribution and the amount of funding you are applying for. This total should agree with your total project cost above.
- **Funding as a % of the total project cost:** If you are completing Excel form online the figure will be calculated for you. To manually calculate the % of total project cost divide the funding being requested by the total project costs and multiple by 100.

Section D - Declaration

The form must be signed by a person with relevant authority (can be an electronic signature), dated and emailed to:

Kate.townsend@dorsetcouncil.gov.uk

The closing date to return submissions is Sunday 21st April 2024.

Email submissions are preferable. Please notify Kate Townsend on 01305 228246 if you prefer to submit a hard copy.