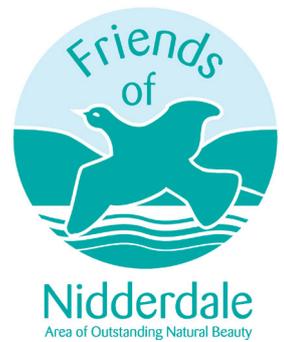


Friends of Nidderdale AONB



Guidance notes for applicants

About the scheme

The Friends of Nidderdale AONB is a charity working to support the objectives of the Nidderdale Area of Outstanding Natural Beauty for the benefit of local communities. It provides small grants for schemes that enhance or improve the natural and built environment or for such things as developing countryside skills, for education and for improving or providing visitor services.

The Trustees aim to make the Fund easy to apply for and to have a minimum amount of bureaucracy.

How do I apply?

Please complete an application form which will be considered by the Trustees of the Friends of the AONB.

- As we have limited funds, we can not support all applications.
- We would not normally support projects that have already started.
- We do not fund feasibility studies.
- A Trustee can help with the application process if required, please contact grants@niddaonbfriends.org or phone the AONB office on 01423 712950.

Is my project eligible?

The following criteria apply: The project must:

- Be located within the AONB - please see map.
- Support the objectives of the AONB - please see AONB website.
- Conform to the Friends of the AONB's charitable aims and objectives.
- The site must have public access or you must be willing to allow organised visit(s) arranged by Friends, if applicable.
- Grants are normally paid up to a maximum of £2000. In exceptional circumstances trustees may consider awarding larger grants.

What else must I do?

- We would normally expect you to make a contribution of at least 25% to the cost of the project. This can be cash, materials, labour or volunteer time (we may be able to help you apply for grants from other organisations).
- Please submit details of the project with relevant maps and quotations.
- A timescale for completion of the project must be agreed by all parties.
- You and the owner must be willing to comply with the above.
- Any relevant consents must be obtained, if applicable - check with the relevant authorities e.g. Natural England, Environment Agency, the Planning Authority etc. Include copies with your application form.
- Please obtain written consent from the landowner if you do not own the land and include a copy of this with your application form.
- The grant from the Friends must be acknowledged with appropriate publicity material or by such means as a plaque which we will supply.
- Please note: grants will not be given for work that is the responsibility of Statutory Undertakers e.g. local councils, for routine maintenance work nor to improve community facilities e.g. in village halls.

What happens next?

- All proposals will be assessed by a sub-committee of Trustees who will make a recommendation to the full committee. Following consideration by the Committee you will be informed of the decision. (The Committee normally meets bimonthly on the first Monday in the month)
- If your application is successful, after accepting the offer in writing, you may start the project
- If your application is not successful but meets the criteria, you may be able to apply again in subsequent years.

Time line

1. Application form is completed and received by a Trustees sub-committee.
2. Application considered by the sub-committee which will normally include a site visit.
3. Sub-committee takes the application to the full committee with a recommendation.
4. Applicant is informed of the Trustees decision. Occasionally, the application may be deferred for further information.
5. If approved, the applicant must accept the offer in writing and may then start the project.
6. Successful applicants will be given a project reference number, please use it in correspondence with committee members.
7. If appropriate, an interim visit from a member of the sub-committee may take place and sub-committee members will check on progress of the scheme from time to time (if you encounter problems, please contact the sub-committee).
8. Upon completion of the project, the grantee should inform the sub-committee who will arrange for a final visit.
9. The grantee submits receipted invoices to the sub-committee.
10. The sub-committee reports to the full committee and recommends payment is made.
11. The organised visits for Friends of the AONB, agreed with the sub-committee, will be arranged and the project will be publicised.
12. Note: any difficulties or disputes will be referred to the full committee of the Trustees of the Friends of the AONB whose decision will be final.