



# Cronfa Partneriaeth Eryri

## Application Guidance

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# Introduction

## About Cronfa Eryri – The Snowdonia Fund

Cronfa Eryri (the Snowdonia Fund) is a fund of approximately £100,000 per annum which is administered by Snowdonia National Park Authority with the assistance of Fforwm Eryri. The Fund's purpose is to support projects which will achieve the [purposes, aims and objectives](#) of the Snowdonia National Park Partnership Plan ("The Partnership Plan").

The broad purposes of the National Park are as follows:

1. Conserve and enhance the natural beauty, wildlife and cultural heritage
2. Promote opportunities for the understanding and enjoyment of the special qualities of national parks by the public

We also have a duty to:

- Seek to foster the economic and social well-being of local communities within the national parks

You can view a copy of the current Plan [here](#)\*.

The new National Park Plan will be focused on working together with partners delivering within the National Park in order to jointly achieve its aims. The Plan will have sustainable development at its core and have the objectives of the Well-being of Future Generations Act deeply embedded within it.

Cronfa Eryri offers grants of between £1000-£25,000 per year (normally up to a maximum of 3 years – though this is flexible) and can cover both [capital and revenue expenditure](#). [Match funding](#) of 50% or above is normally required. Initial [screening](#) is carried out by a National Park Officer who then provides a shortlist to Members of Fforwm Eryri - which meets on a quarterly basis - for approval/rejection. [Expressions of interest](#) will be published regularly on a specific theme. Deadlines for submission will correspond with the Fforwm Eryri meetings and will be published along with the expressions of interest.

Cronfa Eryri also includes a small grant fund – for grants of up to £1000. This grant can cover both capital and revenue expenditure and does likewise require match funding. Approval/rejection is decided by a National Park officer and subject to funding there are no deadlines for submission.

\* The new Partnership Plan is due to be published in 2019 following extensive consultation. In the interim the current National Park Plan will be used as our guiding document.

### About this guidance

This guidance will help you decide whether your project is eligible, as well as providing you with the information you'll need to plan an application.

Read the [Introduction](#) and [Application Process](#) sections of this document to find out about what we fund and how to apply.

For information on how we will work with you if you receive a grant read the section on [Successful Applications](#).

When you're filling out the full application form read the sections on [Application form guidance](#) which will give you all the detailed information you need in order to make a full application.

### First things first: Initial project enquiry

Once you've read the [Introduction](#) section of this guidance, and have decided that this grant fund suits your project we recommend filling out the Project Enquiry Form which can be found on our [website](#).

This form is a great way of getting feedback from us before you start work on your full application. We also recommend having an informal chat with one of our officers for advice and guidance before filling out the form (see contact details below).

If you have any questions or aren't sure of anything do get in touch with us:

**Keith O'Brien, Sustainability and Community Officer**

**Tel:** (01766) 772257

**Email:** [cronfaeryri@eryri-npa.gov.uk](mailto:cronfaeryri@eryri-npa.gov.uk)

## Who Can Apply?

There are no restrictions on who can apply for funding. However, it is expected that most successful applications will be submitted by organisations, community groups and other partnerships. Individuals or individual businesses can only be beneficiaries where the project shows clear benefit to the wider community.

## What Projects Will We Fund?

A wide variety of projects can be funded. Although the National Park Authority is administering the fund with the help of Forum Eryri (The Snowdonia Forum), any group or organisation can submit projects. Projects must meet at least one of the National Park purposes, but the emphasis can be

economic, social, cultural and/or environmental. Most projects will be in the National Park but some outside may be funded if they show clear benefit to the Park.

*Successful projects are likely to include some or all of the following elements:*

- Practical work – from the most local, to projects covering the whole of the Park.
- Project development such as officer costs, group development, partnership development
- Research, which will include learning from good ideas from elsewhere
- Awareness raising and training about sustainability - at a philosophical or a practical level

### Eligibility

Projects supported shall contribute to key Strategic Objective areas of the National Park Plan (“The Plan”) as summarised below:

- Carbon Management
- Improving Habitats
- Enhancing Landscapes
- Promoting Cultural Heritage
- Improving access and understanding opportunities for all
- Supporting sustainable communities

*See the next section on [Project Outcomes Guidance](#) for detailed information on how your project can help contribute towards these objectives.*

The Plan and the Fund also aim to contribute towards achievement of the Welsh Government’s Well-being goals set out in the Well-being of Future Generations (Wales) Act 2015. Projects supported therefore shall help contribute towards these goals. The well-being goals are:

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language
- A globally responsible Wales

### Expressions of Interest

During the year we will release new themes or ‘Expressions of Interest’ for grant applications. Applications that meet the additional requirements of these themes will be awarded additional scoring. You can view our latest themes on our [website](#).

These themes are created in partnership with and have the approval of Fforwm Eryri. Themes will be publicised via Forum members, the press, direct contact with relevant partners and other relevant partnerships/ funding schemes. Each Theme will include a short brief to give guidance to applicants on the type of applications that would be considered. Officers from the Authority will offer support to advise candidates.

It is anticipated that it will be necessary to set 4 strategic areas (to accord with the purposes of the Partnership Plan) to be implemented within the financial year – at a rate of 22.5% for all areas, with

the remaining 10% for applications under £1,000. These strategic areas will form the basis of the Expressions of Interest.

For expediency, requests for less than £1,000 will be decided by officers of the Authority, and reported to the subsequent Forum.

Fforwm Eryri members will be able to offer relevant schemes for these funding sources however a declaration of interest form *must* be completed and our strict guidelines followed to ensure that no conflict of interest occurs.

## Project Outcomes Guidance

What we want Cronfa Eryri to achieve

Here's how your project outcomes can contribute towards the National Park Plan strategic objectives:

### Outcomes for Carbon Management

- ✓ The effects of climate change are managed through mitigation and adaptation projects, including reductions in climate changing gas emissions, reductions in energy consumption and improved flood risk management.
- ✓ Good quality, sustainable designs are promoted in new and existing buildings.
- ✓ Sustainable management of waste is achieved.

### Outcomes for Improving Habitats

- ✓ Habitats and species as notified in the Local Biodiversity Action Plan and Natura 2000 sites are protected and enhanced.
- ✓ Ecological connectivity is promoted between sites within Snowdonia and its environs.
- ✓ The project ensures sustainable use of high quality inland and coastal waters, including the marine environment.
- ✓ The project facilitates the prevention and removal of soil contamination and promote sremediation.

### Outcomes for Enhancing Landscapes

- ✓ Distinctive landscapes and character types including areas of tranquillity are protected and enhanced.
- ✓ Regionally Important Geological and Geomorphic Sites (RIGS) and general geodiversity are protected and enhanced.
- ✓ Innovative projects emanating from the UNESCO Biosphere designation in the Dyfi Valley are developed.



### **Outcomes for Promoting Cultural Heritage**

- ✓ Scheduled Ancient Monuments, Listed Buildings, Conservation Areas and listed historic landscapes are understood, valued, protected and enhanced.
- ✓ Non designated sites, structures and the wider historic environment are understood, valued, protected and enhanced.
- ✓ Local diversity and distinctiveness, including linguistic identity are celebrated.

### **Outcomes for Improving access and understanding opportunities for all**

- ✓ Access to open space on land and water, including existing public rights of way is improved.
- ✓ The area accessible to people with disabilities and those from different social backgrounds is increased.
- ✓ Objectives within the Recreation Strategy for Snowdonia National Park are achieved.
- ✓ Understanding and enjoyment of the National Park's special qualities are promoted.
- ✓ Understanding and enjoyment of the Welsh language and cultural identity is promoted.
- ✓ The use of sustainable transport for visitors is promoted.

### **Outcomes for Supporting Sustainable Communities**

- ✓ Promote safe, healthy and sustainable communities, including provision of housing to meet proven local needs.
- ✓ Promote economic growth in the environmental goods and services sectors.
- ✓ Assist in delivering regional objectives relating to sustainable tourism.
- ✓ Promote community involvement.
- ✓ Promote and improve sustainable transport services, including bus, train, walking and cycling.
- ✓ Reduce traffic and parking pressures.

#### How your project outcomes can contribute towards the well-being goals

As mentioned above, by supporting projects that are delivering sustainable development the Fund is also contributing towards achievement of the Welsh Government's Well-being goals set out in the Well-being of Future Generations (Wales) Act 2015. The well-being goals are:

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales

- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language
- A globally responsible Wales

***“Our vision is for Snowdonia National Park to be a hub for well-being with sustainable development at its heart”***

The Welsh Government has produced a list of **National Well-being Indicators (see Appendix 1)** – these are measures of the nation’s well-being. We’ve identified those indicators which by working together we can really influence. *No matter how small each individual contribution is collectively we can make a difference.* **We’ll ask you to tell us how your project contributes to these indicators.**

Further details on how these National Indicators are measured can be found here:

<http://gov.wales/docs/desh/publications/161115-national-indicators-for-wales-technical-document-en.pdf>

### Cronfa Eryri and the Welsh Language

The Welsh language is one of the special qualities of Snowdonia National Park. In the 2011 census, 58.6% of the Park’s population were Welsh speakers. The Welsh language is therefore a fundamental part of our cultural heritage, which we have a duty to conserve and enhance (as defined by the National Park Authority’s statutory purposes).

The National Park Authority has an adopted Welsh Language Scheme which sets out how to treat the Welsh and English Language on the basis of equality. Under the Language Scheme, and also giving consideration to the Welsh Language Commissioner guidelines on awarding grants and loans; the Authority ensures that the principle of language equality is reflected in any grant supported activity. Therefore, when we award grants under Cronfa Eryri, we will normally include the following conditions with regard to the use of Welsh:

- Any face-to-face services or activities, in which the public will take part, should be available through the medium of Welsh and English.
- Any printed material to be produced should be fully bilingual (this includes leaflets, booklets, signs, posters, marketing, publicity and display materials).
- Any website pages to be funded by grant must be published in Welsh and English.

### Costs That Can Be Covered by the Grant

The fund will provide project grants, management grants (to support staff costs) and development grants (to provide a catalyst for new action or partnership). Your application should include all costs that are directly incurred as a result of the project. Direct project costs include:

- new staff posts to deliver the project;
- extra/alternative hours for existing staff to deliver the project;
- payments/bursaries for trainees;
- professional fees;
- capital work;

- activities to engage people;
- evaluation;
- promotion;
- extra costs for the organisation, such as a new phone, extra photocopying, new computers or extra rent.
- **Revenue costs/expenditure** = money you'll need to support new and/or additional recurring project costs e.g. salaries, rent, heat & light;
- **Capital costs/expenditure** = "one-off" expenses e.g. for the purchase of equipment or building works.

### Costs That **Cannot** Be Covered by the Grant

- The fund can't cover the cost of existing staff time (unless they will be transferring into a new post or given clearly defined new duties to deliver the project, or will be given additional hours to deliver the project)
- The fund can't cover existing organisational costs.

### Applicant Contributions

We ask applicants and their partners to make a contribution towards the scheme. We describe this as 'match funding' and it can be made up of cash, volunteer time, in-kind non-cash contributions, or a combination of all of these.

- The maximum match amount will normally be 50% but this figure is flexible and is subject to a financial maximum of £25,000 per year for up to three years.

# The Application Process

## How to Make an Application

We recommend having an informal chat with one of our officers for advice and guidance before filling out the form (see contact details below).

We recommend that you read **Cronfa Eryri Application Guidance** and **Background Information** before contacting us. In particular, we suggest that you read the section on project outcomes and think about how your project could achieve these. These documents can be found on our [website](#).

The next stage will then be to complete a **Project Enquiry Form**. When we receive your project enquiry, we aim to get back to you within 10 working days.

Try and provide as much information as you can in the form, but also try and keep to a word limit of 1000.

All completed forms can be sent electronically via email to: [cronfaeryri@eryri-npa.gov.uk](mailto:cronfaeryri@eryri-npa.gov.uk)

If you have any questions or aren't sure of anything do get in touch with us by phone: **(01766) 772257** Or by e-mail: [cronfaeryri@eryri-npa.gov.uk](mailto:cronfaeryri@eryri-npa.gov.uk)

If your project is suitable we'll then invite you to meet us to discuss the project further prior to completing a **full application**.

When you send us your completed **Full Application Form**, we will let you know that we have received it. If we have any points of clarification, then we will contact you. Otherwise, you are unlikely to hear from us until Fforwm Eryri have made a decision on your application.

When preparing an application for Cronfa Eryri, you will need to demonstrate how you will comply with the general conditions specified below. If your application is successful, compliance with these conditions will be assessed as part of the general monitoring process for Cronfa Eryri.

**All forms can be found on our [website](#).**

## How we Evaluate Your Application

Fforwm Eryri will be responsible for assessing applications following the recommendation of a National Park Authority officer. The Forum - which includes nominated representatives from the public, private and voluntary sectors - will assess all recommended applications for grants over £1,000. The Forum meets on a quarterly basis (to find out deadline dates for submitting applications please contact the Sustainability and Community Officer).

For schemes over £1,000, the evaluation process begins with the initial screening process - the Authority will be responsible for this step. An officer(s) will ensure that each project is consistent with the principles of the fund (see below).

A consideration of applications will be a standard item on the agenda of all the Forum's meetings. Once the budget has been spent for the year, the Forum will receive updates from candidates and/or officer(s).

Grants of up to £1,000 will be decided by officers of the Authority and subject to funding there are no deadlines for submission.

### Principles of the fund

When we assess applications we will consider the following:

- **How do the outcomes of the scheme meet the published theme(s):** These are the [expressions of interest](#) that are regularly released. Four themes will be released per year.
- **Does the project accord with National Park purposes and its duty?** Namely:
  - 'to conserve and enhance the natural beauty, wildlife and cultural heritage of the area'
  - 'to promote opportunities for the understanding and enjoyment of the special qualities of the Park by the public'
  - In pursuing these purposes, it is required that the NPA seeks to foster the economic and social wellbeing of local communities.
- **How do the outcomes of the scheme meet the National Park Plans strategic objectives?** These objectives are set out in the [Project Outcomes Guidance](#) section.
- **How do the outcomes of the scheme contribute towards the well-being goals?** These are also set out in the [Project Outcomes Guidance](#) section.
- **Does the fund address the challenges facing the communities, environment and economy of Snowdonia National Park?** The fund will not finance similar schemes within the same year or similar schemes after the life of a related scheme has come to an end (this is in order to guard against related schemes being funded year after year).
- **Does the application display partnership working?** The lead candidates from each scheme will need to demonstrate clearly how relevant partners offer input (these partners can include members of the Forum as long as they **declare an interest**).
- It will be possible for members of the Forum (including the Authority) to submit projects for consideration. It will be *essential* for any member with a connection(s) with an organisation submitting an application to **declare an interest** and adhere to our strict guidelines.
- **Does the scheme include the rate of match-funding from other sources (including volunteer time)?** Normally, Cronfa Eryri would not offer more than 50% of the total cost of any scheme and the amount any one scheme can receive from the fund will not exceed £25,000 per annum for up to three years (e.g. projects funded up to the maximum of three years would receive £25,000 p.a., i.e. £25,000 x 3 = £75,000).

Each scheme that successfully responds to the above will be presented to members of Fforwm Eryri – and this will be a standard item on the Forums agenda. More than one scheme could be supported under each Expression, although this will not necessarily mean that additional grant funds are available. Forum members could possibly ask potential candidates to work together to maximize benefits. Once the budget has been spent for the year, the Forum will receive updates from applicants and/or officer (s).

Each scheme supported via the Fund would be subject to the standard conditions of grant and any additional conditions that apply.

As the Authority would be offering the grant, it would be necessary for the Chief Executive (or a Director in his absence) to sign the offer letters.

## Successful Applications

### Terms of Grant

As with most grants, standard terms and possibly special conditions will apply to your grant – if your application is successful you will be given the full terms in writing. The standard terms cover such things as defining the applicant and the project, commencement and completion of the scheme, inspection rights by Authority officers and repayment of grant in the event of a breach of conditions. In addition, you'll also find details about the need to comply with statutory requirements, for example, planning and building regulations approval. Reference is also made to the need for proper accounting procedures, insurance if applicable and the need for an equal opportunities policy.

Special conditions might include such matters as a requirement to provide evidence of Disclosure and Barring Service (DBS) checks in relation to the project, or perhaps you will be expected to provide an annual progress presentation to the Panel.

### The Monitoring Process

Monitoring visits will be arranged between you and the Sustainability and Community Officer if the application has been successful. A copy of any promotional material, press releases and/or other related documents produced as part of your project must also be sent to the Officer as part of the monitoring process. Depending upon the type of project, you may also receive an Anticipated Expenditure form to complete. This outlines when and how much of the grant you estimate will be claimed throughout the project's life, this assists us in terms of cash flow requirements.

### Promoting Your Grant

We want people to know that Cronfa Eryri has supported your project. If you are awarded a grant, you must acknowledge our funding using a grantees' acknowledgement logo, both during the delivery of your project and after its completion. We will give you guidance on this.

You will also need to send us images of your project. You give us the right to use any images you provide us with. You must get all the permissions required before you use them or send them to us. Digital images should preferably be 300dpi and no more than 2 – 3 megabytes in size, unless requested otherwise.

### Support and Guidance

In addition to the Application Form Guidance noted below, officers have a wealth of knowledge and experience that can be shared with you and are available to discuss and develop your project ideas.

### When you can Start

An offer of grant letter will be sent to you if your application is successful, together with the standard grant conditions and any special conditions that might apply to your project, as mentioned above. Work on the project must not have commenced prior to acceptance of the offer of grant

being received by the Authority. In the case of grant aid towards the holding of an event the event must not have taken place prior to the acceptance of the offer of grant being received by the Authority. It is also important to note that the offer is made subject to the necessary match-funding for the project being in place before the project starts – evidence of which must be supplied to the Authority before the project commences.

### Grant Payment

Payments will normally be retrospective. You will need to complete a Claim Form requesting payment of the grant (or part thereof) accompanied by all financial (e.g. invoices) or other information (e.g. timesheets) required to verify the claim and calculation of the grant together, in the case of events, with confirmation that the event took place. Payment is usually processed within 15 working days. The Claim Form is available upon request from the Authority's fund officers.



# Application Form Guidance

## Grants Under £1,000

### Section 1: Your Details

#### *Project Title:*

Give the title of the project, this is what we'll use when we talk about your project.

#### *Main contact name:*

Who will be the main point of contact in relation to this application? It should be someone who has been closely involved in developing the project, e.g. Community Council Clerk, Group Chairperson / Secretary, Development Officer, etc.

#### *Email address:*

Please include a contact email address as we intend to send correspondence electronically where possible to help reduce paper use.

### Section 2: Declaration

When you sign the form, you are certifying that other members of your group and / or your project partners, all know about the application and are in full agreement with it. This means that you'll have discussed the proposals at meetings, where the group decisions and approval will have been minuted. You are also confirming that the information you have provided is true and accurate to the best of your knowledge.

**Please ensure you have signed and dated the application form before submitting the application in full to us – electronic signatures will be accepted for applications sent via email.**

### Section 3: About Your Group or Organisation

#### *What Type of Group/Society are You?*

We need to know how your group is organised – are you a registered charity / community group or council / voluntary group / co-operative / educational org / business etc

#### *Partnership Organisations/Groups involved in your project*

Cronfa Eryri requires that projects supported bring people together in partnerships to tackle problems. Tell us which organisations / individuals you are working actively in partnership with on the development and management of your project, and describe the role of each partner.

#### *Does your group or organisation have a bank account?*

Your organisation (or one of your partner organisations) will need to have a bank account in its name, so that you can receive grant payments. If you would prefer to be paid by BACS straight into your organisation's bank account then please include the following details:

- Name of bank

- Sort Code and account number
- Name of account e.g. *M.Jones or Gwynedd Council*

## Section 4: About Your Project

### 4.1. Give a brief summary of your project (max 200 words)

Tell us about your project – what is the purpose of the project? You can attach extra sheets if you need, including a project proposal/business plan or any relating documents you may have already produced which will give us a better insight as to what your project is about.

### 4.2. Location of the project:

Where will your project be based / what area will it cover e.g. Betws y Coed / Gwynedd

### 4.3. How will your project outcomes contribute towards the National Park Plans strategic objectives?

This is where you get to tell us what you expect your project to achieve in relation to the [National Park Plans strategic objectives](#) – bullet points will do.

### 4.4. How will your project outcomes contribute towards the Well-being goals and National Indicators?

This is where you get to tell us what you expect your project to achieve in relation to [Well-being goals and National Indicators](#) – bullet points will do.

### 4.5. Who will benefit from your project (the main groups)?

We need to understand the type of audiences you're planning to attract for your project, so that we can see and report on the benefits of our funding.

### 4.7. Is the project linked to other projects and/or strategies in your areas? If so, please give details.

List any projects or strategies that are linked to your project. Are there any similar projects going on?

### 4.8. Is your project able to meet the following criteria in relation to the Welsh language?

**The Welsh language** is a fundamental part of our cultural heritage, which we have a duty to conserve and enhance and all Cronfa Eryri applicants must demonstrate that they can meet our [criteria](#) for the Welsh language.

#### How many people will be trained as part of your project, if applicable?

State, if any, how many people will receive training as a result of your project.

#### How many volunteers do you expect will contribute to your project?

State any direct and indirect voluntary opportunities which will be created through your project.

*e.g. Direct Volunteer - 50 Volunteers to support development officer and Information officers*

*Indirect volunteers – local womens group have set up a stall selling tea and cakes to raise money for a local cause – 12 volunteers have agreed to help out.*

#### How many posts will you create to deliver your project?

State any direct and indirect employment opportunities which will be created through your project.

*e.g. Direct: 1 Development Officer*

*4 Part time Information Officers*

*Indirect: 1 joiner 2 ground works operators*

*1 plumber 1 electrician*

*1 flat roofer 1 labourer  
(construction of visitor building)*

### Section 5: Permission and Consents

If your project involves the development of land or buildings, we need details of ownership, is there a lease on the building/land? If so, how long is this lease? (projects must have at least a 6 year lease for Cronfa Eryri approval) proof that all planning consents have been obtained etc. 'Other consents' could include: listed building / scheduled monument approval; SSSI consent etc. If your group doesn't own the land/building where the project will take place, we'll need to see written consent from the legal owners.

### Section 6: Managing Your Project

When are you planning to start and finish the Cronfa Eryri funded project?

*How will your project be managed in the long term?*

Tell us how you'll ensure that the project is maintained / kept going in the longer term. Who will do the work, and how will it be resourced / paid for?

### Section 7: Project Costs

In this section give details of how much your project will cost.

#### Terminology

**Revenue expenditure:** money you'll need to spend on supporting recurring project costs e.g. salaries, rent, heat & light;

**Capital expenditure:** 'one-off' expenses e.g. for the purchase of equipment or building works.

#### *7.1. How much will your project cost to deliver?*

List below all CASH expenditure (capital and revenue expenditure) to be incurred by your project. CASH expenditure refers to items that you will spend money on. This includes materials and labour. Do not include any in-kind or voluntary contributions here. You'll need to break these costs down by year.

#### *7.2. Provide details of project income.*

List the other sources of CASH funding for the project. This is the money you already have or will receive to put towards the costs of this project. Identify whether the funding is, at this stage, Secured (i.e. Guaranteed) or Estimated (i.e. if you're still waiting to hear the results of an application). Please also add the date this funding was guaranteed or the date you're likely to receive a decision. This section should not include non-cash contributions or volunteer time.

### *7.3. Non-cash contributions or volunteer time to help carry out your project.*

List all voluntary or in-kind contributions and donations to the project. Estimate the monetary value of these contributions and give as much information as you can.

For match funding purposes volunteer time will normally be costed at £58/day (£7.50 /hr) for general volunteering and unskilled labour, £115/day (£14.40/hr) for specialist, technical and skilled volunteer labour and £346/day (£43.20/hr) for professional services such as consultancy work done on a voluntary basis.

It is important to list out all donations given 'in-kind' - whether these are materials or labour.

### *7.4. Budget Summary*

This section just brings together all the totals from the three sections of the Form and is the budget summary for years 1, 2 and 3 of the project (if applicable).

#### *Total project cost (7.1)*

This is your total project cost as calculated in 7.1.

#### *Total project income (7.2)*

This is your total project income as calculated in 7.2.

#### *Total non-cash contributions (7.3)*

This is your total non-cash contributions as calculated in 7.3.

#### *How much grant money would you like to apply for from Cronfa Eryri?*

How much would you like to apply for? Your request for a grant can be up to £1,000, and should be rounded down to the nearest £10.

#### *Percentage of grant requested from Cronfa Eryri in relation to total project cost (%)*

What is the amount requested from Cronfa Eryri as a percentage of the Total Project Cost? This will normally need to be not over 50%. Use the sum below to calculate this:

$$\begin{aligned} & \text{\% of funding requested from CAE =} \\ & \text{[Total funding requested from Cronfa Eryri } \div \text{ Total of 7.1] } \times 100 \end{aligned}$$

## Section 8: Equality of Opportunity

### *How will your project promote equality of opportunity?*

Please refer here to any equal opportunities policy/statement or describe how your project will promote equality of opportunity. How does your project intend to reach / include or work with disadvantaged groups or communities?

## Section 9: Supporting Information

Please add or attach any additional information or documents which you feel will support your application – this can include photos and even videos.

## Grants Over £1000

### Section 1: Your Details

#### *Project Title:*

Give the title of the project, this is what we'll use when we talk about your project.

#### *Main contact name:*

Who will be the main point of contact in relation to this application? It should be someone who has been closely involved in developing the project, e.g. Community Council Clerk, Group Chairperson / Secretary, Development Officer, etc.

#### *Email address:*

Please include a contact email address as we intend to send correspondence electronically where possible to help reduce paper use.

### Section 2: Declaration

When you sign the form, you are certifying that other members of your group and / or your project partners, all know about the application and are in full agreement with it. This means that you'll have discussed the proposals at meetings, where the group decisions and approval will have been minuted. You are also confirming that the information you have provided is true and accurate to the best of your knowledge.

**Please ensure you have signed and dated the application form before submitting the application in full to us – electronic signatures will be accepted for applications sent via email.**

### Section 3: About Your Group or Organisation

#### *Give a brief description of your organisation and its purposes*

Tell us **briefly** why your organisation was set up and what its aims & objectives are – bullet points will do.

#### *Does your organisation have a constitution?*

We need to know how your group is organised. **You will need a basic constitution**, if only to ensure that everyone is in agreement about the aims and objectives of the group, and set out arrangements for organising meetings and dealing with finances. If you need help with drawing up a constitution, let us know – we can help!

#### *Partnership Organisations/Groups involved in your project*

Cronfa Eryri requires that projects supported bring people together in partnerships to tackle problems. Tell us which organisations / individuals you are working actively in partnership with on the development and management of your project, and describe the role of each partner.

#### *Does your group or organisation have a bank account?*

Your organisation (or one of your partner organisations) will need to have a bank account in its name, so that you can receive grant payments. If you would prefer to be paid by BACS straight into your organisation's bank account then please include the following details:

- Name of bank
- Sort Code and account number
- Name of account *e.g. M.Jones or Gwynedd Council*

## Section 4: About Your Project

### *4.1. Give a brief summary of your project (max 200 words)*

Tell us about your project – what is the purpose of the project? You can attach extra sheets if you need, including a project proposal/business plan or any relating documents you may have already produced which will give us a better insight as to what your project is about.

### *4.2. What need and opportunities does your project address (what's the justification for your project)?*

Useful information to support this could include current/baseline position, and any data or feasibility studies supporting the need for the project, for example:

- How do you know that local people /organisations support this project? *E.g Letters of support from stakeholders*
- What local consultations have you carried out? We'll need to see clear evidence that this has taken place e.g. community appraisal, public meetings, planning for real exercise, etc
- Are there other organisations that should be involved or consulted? *e.g. other local community groups ,community councils, Mantell Gwynedd/Conwy Voluntary Services Council, schools and colleges, specialist advisory organisations, Snowdonia National Park Authority, Natural resources Wales, the Welsh Assembly Government?*
- If you haven't already, you may need to do some research and checking out to ensure that you haven't missed anyone out.

### *4.3. What are the expected outcomes (what will the project achieve) in relation to our published EOI(s) (theme)?*

This is where you get to tell us what you expect your project to achieve in relation to [the EOI Theme\(s\)](#) – bullet points will do.

### *4.4. How will your project outcomes contribute towards the National Park Plans strategic objectives?*

This is where you get to tell us what you expect your project to achieve in relation to the [National Park Plans strategic objectives](#) – bullet points will do.

### *4.5. How will your project outcomes contribute towards the Well-being goals and National Indicators?*

This is where you get to tell us what you expect your project to achieve in relation to [Well-being goals and National Indicators](#) – bullet points will do.

### *4.6. Who will benefit from your project (the main groups)?*

We need to understand the type of audiences you're planning to attract for your project, so that we can see and report on the benefits of our funding.

*4.7. Is the project linked to other projects and/or strategies in your areas? Is so, please give details.*  
You'll need to show whether you've considered and had contact with other relevant groups and strategies within your area.

List any projects or strategies that are linked to your project – if you are not sure about this look at what your local council are doing. Are there any similar projects going on? You can find information on strategies on their websites.e.g. spatial plan, community strategy, local regeneration strategy, local development plan, agenda 21 etc.

*4.8. Is your project able to meet the following criteria in relation to the welsh language?*

**The Welsh language** is a fundamental part of our cultural heritage, which we have a duty to conserve and enhance and all Cronfa Eryri applicants must demonstrate that they can meet our [criteria](#) for the Welsh language.

*How many people will be trained as part of your project, if applicable?*

State, if any, how many people will receive training as a result of your project.

*How many volunteers do you expect will contribute to your project?*

State any direct and indirect voluntary opportunities which will be created through your project.

*Direct Volunteer - 50 Volunteers to support development officer and Information officers*

*Indirect volunteers – local womens group have set up a stall selling tea and cakes to raise money for a local cause – 12 volunteers have agreed to help out.*

*How many posts will you create to deliver your project?*

State any direct and indirect employment opportunities which will be created through your project.

*e.g. Direct: 1 Development Officer*

*4 Part time Information Officers*

*Indirect: 1 joiner 2 ground works operators*

*1 plumber 1 electrician*

*1 flat roofer 1 labourer*

*(construction of visitor building)*

## Section 5: Permission and Consents

If your project involves the development of land or buildings, we need details of ownership, is there a lease on the building/land? If so, how long is this lease? (projects must have at least a 6 year lease for Cronfa Eryri approval) proof that all planning consents have been obtained etc. 'Other consents' could include: listed building / scheduled monument approval; SSSI consent etc. If your group doesn't own the land/building where the project will take place, we'll need to see written consent from the legal owners.

## Section 6: Managing Your Project

When are you planning to start and finish the Cronfa Eryri funded project?

### *How will your project be managed?*

You'll need to give details on how your project will be managed project timetable / development plan which sets out a programme for achievement of your project aims - this will include key dates. We recommend either attaching your own project plan or using the project plan template provided in Appendix 2 for this purpose.

### *List the milestones and targets that you've set for your project (including dates):*

List here key project milestones and target dates – this will help your project keep on track.

### *How will you monitor and report on project progress towards the milestone and targets above?*

State who and how you will monitor and report on your milestones and targets.

### *What will happen at the end of the project?*

Tell us how you'll ensure that the project is maintained / kept going in the longer term. i.e. is there another phase; who will maintain the project after the grant has been spent and how will it be funded?

## Section 7: Project Costs

The general principle for completing this section is - the more detail, the better!

### Terminology

**Revenue expenditure:** money you'll need to spend on supporting recurring project costs e.g. salaries, rent, heat & light;

**Capital expenditure:** 'one-off' expenses e.g. for the purchase of equipment or building works.

- If you are applying for funding towards a project which is a crucial part of a larger venture - include the costs for the whole venture. This will help to give us a picture of the whole thing, and all the funding sources.
- If you are applying for revenue costs for a staff post, include any capital costs too.

### *7.1. How much will your project cost to deliver?*

List below all CASH expenditure (capital and revenue expenditure) to be incurred by your project. CASH expenditure refers to items that you will spend money on. This includes materials and labour. Do not include any in-kind or voluntary contributions here.

You'll need to break these costs down by year. If we've agreed to extend the project beyond 3 years please add additional columns.

### *7.2. Provide details of project income.*

List the other sources of CASH funding for the project. This is the money you already have or will receive to put towards the costs of this project as *match funding*. Identify whether the funding is, at this stage is Secured (i.e. Guaranteed) or Estimated (i.e. if you're still waiting to hear the results of an



application). Please also add the date this funding was guaranteed or the date you're likely to receive a decision. This section should not include non-cash contributions or volunteer time.

### *7.3. Non-cash contributions or volunteer time to help carry out your project.*

List all voluntary or in-kind contributions and donations to the project. Estimate the monetary value of these contributions and give as much information as you can, including how you calculated values. Attach letters from partners confirming the value of their support.

For match funding purposes volunteer time will normally be costed at £58/day (£7.50 /hr) for general volunteering and unskilled labour, £115/day (£14.40/hr) for specialist, technical and skilled volunteer labour and £346/day (£43.20/hr) for professional services such as consultancy work done on a voluntary basis.

It is important to list out all donations given 'in-kind' - whether these are materials or labour as the value of these donations can be counted as your match-funding.

### *7.4. Budget Summary*

This section just brings together all the totals from the three sections of the Form and is the budget summary for years 1, 2 and 3 of the project.

#### *Total project cost (7.1)*

This is your total project cost as calculated in 7.1.

#### *Total project income (7.2)*

This is your total project income as calculated in 7.2.

#### *Total non-cash contributions (7.3)*

This is your total non-cash contributions as calculated in 7.3.

#### *Amount of funding requested from Cronfa Eryri (7.1 – [7.2+7.3])*

How much would you like to apply for? Your request for a grant should be between £1,000 and £75,000 (unless otherwise agreed), and should be rounded down to the nearest £100. As we count income (7.2.) and non-cash contributions (7.3) as match funding, you'll need to add these two together and minus them from the total project cost to get the figure for the amount requested from Cronfa Eryri. Use the sum below to calculate this:

$$\text{Amount of funding requested from CAE} = \text{Total of 7.1} - [\text{Total of 7.2} + \text{Total of 7.3}]$$

#### *Percentage of grant requested from Cronfa Eryri in relation to total project cost (%)*

What is the amount requested from Cronfa Eryri as a percentage of the Total Project Cost? This will normally need to be not over 50%. Use the sum below to calculate this:

$$\begin{aligned} &\% \text{ of funding requested from CAE} = \\ &[\text{Total funding requested from Cronfa Eryri} \div \text{Total of 7.1}] \times 100 \end{aligned}$$

## Section 8: Equality of Opportunity

*How will your project promote equality of opportunity?*

Please refer here to any equal opportunities policy/statement or describe how your project will promote equality of opportunity. How does your project intend to reach / include or work with disadvantaged groups or communities?

## Section 9: Supporting Information

*Please add or attach any additional information or documents which you feel will support your application.*

Members of Fforwm Eryri, who will be making a decision about your application, may not know very much about you or your project plans. One of the Partnership team will present your proposals to the Panel, and any supporting information you may have for Panel members to look at would greatly help to present your case - e.g. plans, photographs (if your project involves a building or site), supporting reports etc.

## APPENDICES

### Appendix 1: National Indicators for Well-being

<b>National Indicators For Wales</b>	
National Indicators for Wales as required by section 10(1) of the Well-being of Future Generations (Wales) Act 2015.	
<b>No.3.</b>	Percentage of adults who have fewer than two healthy lifestyle behaviours (not smoking, healthy weight, eat five fruit or vegetables a day, not drinking above guidelines and meet the physical activity guidelines)
<b>No. 5.</b>	Percentage of children who have fewer than two healthy lifestyle behaviours (not smoking, eat fruit/vegetables daily, never/rarely drink and meet the physical activity guidelines)
<b>No. 9.</b>	Gross Value Added (GVA) per hour worked (relative to UK average)
<b>No. 10.</b>	Gross Disposable Household Income per head
<b>No. 11.</b>	Percentage of businesses which are innovation-active
<b>No. 12.</b>	Capacity (in MW) of renewable energy equipment installed.
<b>No. 13.</b>	Concentration of carbon and organic matter in soil.
<b>No. 14.</b>	The Ecological Footprint of Wales.
<b>No. 15.</b>	Amount of waste generated that is not recycled, per person
<b>No. 16.</b>	Percentage of people in employment, who are on permanent contracts (or on temporary contracts, and not seeking permanent employment) and who earn more than 2/3 of the UK median wage.
<b>No. 17.</b>	Gender pay difference

<b>No. 18.</b> Percentage of people living in households in income poverty relative to the UK median: measured for children, working age and those of pension age
<b>No. 20.</b> Percentage of people moderately or very satisfied with their jobs
<b>No. 21.</b> Percentage of people in employment
<b>No. 22.</b> Percentage of people in education, employment or training, measured for different age groups.
<b>No. 23.</b> Percentage who feel able to influence decisions affecting their local area
<b>No. 24.</b> Percentage of people satisfied with their ability to get to/ access the facilities and services they need.
<b>No. 25.</b> Percentage of people feeling safe at home, walking in the local area, and when travelling
<b>No. 26.</b> Percentage of people satisfied with local area as a place to live
<b>No. 27.</b> Percentage of people agreeing that they belong to the area; that people from different Backgrounds get on well together; and that people treat each other with respect.
<b>No. 28.</b> Percentage of people who volunteer
<b>No. 29.</b> Mean mental well-being score for people
<b>No. 30.</b> Percentage of people who are lonely.
<b>No. 32.</b> Number of properties (homes and businesses) at medium or high risk of flooding from

rivers and the sea.

**No. 33.** Percentage of dwellings with adequate energy performance.

**No. 35.** Percentage of people attending or participating in arts, culture or heritage activities at least three times a year

**No. 36.** Percentage of people who speak Welsh daily and can speak more than just a few words of Welsh

**No. 37.** Percentage of people who can speak Welsh

**No. 38.** Percentage of people participating in sporting activities three or more times a week

**No. 39.** Percentage of museums and archives holding archival/heritage collections meeting UK accreditation standards

**No. 40.** Percentage of designated historic environment assets that are in stable or improved conditions

**No. 41.** Emissions of greenhouse gases within Wales.

**No. 42.** Emissions of greenhouse gases attributed to the consumption of global goods and services in Wales.

**No. 43.** Areas of healthy ecosystems in Wales.

**No. 44.** Status of Biological diversity in Wales

**No. 45.** Percentage of surface water bodies, and groundwater bodies, achieving good or high overall status

**No. 46.** The social return on investment of Welsh partnerships within Wales and outside of the UK that are working towards the United Nations Sustainable Development Goals:

<http://gov.wales/topics/people-and-communities/communities/socialenterprise/measure/?lang=en>

## Appendix 2: Project Plan Template

You can use this template to set out your project plan for section 6 of the application form.

<b>When?</b> Give us the dates you expect each activity to start and end.	<b>What?</b> List the individual activities you will do to achieve your project outcomes. Use target numbers where possible.	<b>Who will carry out the activity?</b> Tell us who will be responsible for leading on managing the activity (for example, project officer, young people, or a named partner organisation).	<b>Who is the activity for?</b> Tell us who the activity is aimed at (for example, a particular group of people, local schoolchildren, a specific community etc.).	<b>What will you achieve?</b> Explain in detail what you will achieve by doing the activity.
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