



WRITING THE APPLICATION FORM

This guidance is designed to help you complete the Isle of Wight Sustainable Development Fund application form.

Please read the associated guidance and additional information supplied within the application pack, prior to completing the application form. It is also recommended that you read the AONB Management Plan Introduction and also the Natural England Corporate Plan.

Please complete the application form as fully as possible, where necessary enclose any additional information, site plans, maps, photographs and permissions. Applications will not be considered if necessary permissions are not in place.

Application Process

We endeavour to process applications as quickly as possible, with assessments being made at various points throughout the year. Once your application is received, we will notify you of when a decision is likely to be taken.

Applications will be considered by the AONB Sustainable Development Fund Grant Panel. Each project will be evaluated against a set of criteria, and take account of the various benefits to the landscape and management of the AONB.

Criteria for funding

To be eligible for funding any project must comply with the following criteria:

- The project meets with one or more objectives or policies in the AONB Management Plan. Details of policies and objectives are available online.
- There must be match funding in place.
- There must be a clear benefit to the AONB landscape and/or the project raises awareness and understanding of the importance of the AONB landscape and local distinctiveness to local communities and visitors.
- The project must show it is of clear benefit to the local community and not for personal gain.
- The project must meet one or more of the sustainable development criteria.
- The project must have the support or involvement of local communities.
- Be complementary to key local, regional and national strategies (e.g. Eco Island, Natural England's Corporate Plan)

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Weight will be given to the strength of the application, if the projects can additionally offer one or more of the following:

- Social progress which meets the needs of everyone;
- Increases effective protection of the environment;
- Promotes a diverse and prosperous rural economy;
- Prudent use of natural resources.

The Grant Panel will look at the long-term management arrangements and/or sustainability of the project during the application process.

As the amount of money available in any one year is limited projects will, at times, have to be weighted against each other to prioritise funding. Additionally, we anticipate a high level of interest and therefore would encourage early applications.

Below is guidance on filling in the application form.



EXAMPLE APPLICATION FORM

This application form is to apply for funds from the Isle of Wight Area of Outstanding Natural Beauty Sustainable Development Fund. Please refer to the guidelines for the scheme before filling out this form. You are also strongly recommended to discuss your ideas with Joel Bateman, AONB Communication Officer, who will be able to offer advice.

Please fill in as much of the form as possible.

SECTION 1

Project Title

Name of Applicant
First Name and Surname

Organisation
If Applicable

Comment [JB1]: The Applicant should give both the name of the lead contact/coordinator of the project in addition to the organisation name.

Address of Applicant
Full Address and Postcode

Telephone

Fax

Email address

Project Details

Please provide the following information, check boxes that apply:

Comment [JB2]: Please tick the closest category that applies to your project, if there is not an appropriate category within the list, then please summarise in the section category 'other'.

Voluntary Organisation
Public Sector (including Community Councils)
Registered charity
Private individual
Private company
Other (please state)

Does your organisation have a formal constitution?
Does your organisation have a bank account?
Are you registered for VAT?



SECTION 2

Project Summary

A brief outline of the project

Comment [JB3]: Please write a brief outline of the project, in no more than 500 words. Include the sustainable development criteria that the project satisfies.

Example Text

The Harbour is a key gateway to the Isle of Wight within the AONB. Every year it is visited by hundreds of thousands of tourists and Island residents as well as 20,000 visiting yachts. It is an extremely important part of the small rural economy of the town.

The aim of the project is to encourage more separation and recycling at the Harbour and reduce the amount of waste sent to landfill on the Isle of Wight. This will focus primarily on the visiting and resident yachtsmen and introduce an innovative new bag system to encourage recycling afloat and easier disposal ashore. However the improvements to facilities in the public areas will also benefit the town, the AONB and the whole Island through an increase in the opportunities to recycle items and the reduction of waste to the increasingly strained capacity of the Island's landfill sites.

Project Targets

A full outline of the objectives of the project

Comment [JB4]: Please list what the project has set out to achieve. Include facts and figures to support the objectives.

Example Text

Implementing a recycling scheme for the Harbour will:

- Increase amount of waste separated from the main waste stream for recycling and reduce amount sent to landfill.*
- Design and create a new interactive beach litter display to inform children about reducing, reusing and recycling.*
- Reduce annual cost of waste management in the Harbour.*
- Promote and publicise the Harbour's commitment to environmental sustainability.*
- Deliver a monitoring programme to determine effectiveness of the scheme.*



Project Outputs

An output is a demonstrable end result of the project.

Comment [JB5]: Please describe what you think will be the end result of a successful project. Include facts and figures and who will benefit from the project.

Example Text

The successful project will:

- Provide onsite recycling facilities for use by yachts and the public.
- Provide 1000 recycling bags for berth holders and visiting yachts.
- Successful delivery of an interactive beach litter display.
- Reduce annual cost of waste management by 50%.
- Improve public awareness of the Harbour's commitment to environmental sustainability, monitored by a 'before and after' project questionnaire.
- The delivery of a robust auditing system to determine the effectiveness of the scheme.

Describe how the project will help deliver the AONB Management Plan

Please specify the policies and objectives you project will help deliver

Comment [JB6]: Please list all the AONB Management Plan policies and objectives you believe the project will help deliver. Please give supporting information where appropriate.

Example Text

Implementing a recycling scheme for the Harbour will help deliver:

- Objective EH-O3 - Promote responsible recreational activities to prevent degradation of the earth heritage resource. Through the production of a recycling bag, displays and good signage, the project will reduce the amount of waste going to landfill.
- Objective CD-O9 - Support AONB communities in ensuring they are well served with sufficient access to goods, services and facilities. The project will provide recycling facilities to the local AONB community and the wider public.
- Policy EH-P2 - Ensure changes to the earth heritage resource of the AONB are researched, recorded and monitored. Through the development of a waste monitoring programme, the project will identify the quantity and type of waste recycled.

Please describe how the project will be maintained and funded in the future

Please describe the long term sustainability of the project

Comment [JB7]: The Sustainable Development Fund aims to improve the AONB for the long term. It is important to describe how your project will benefit the AONB and its communities for years to come.

Example Text

The recycling scheme will then be maintained by the Harbour Commissioners. Once the scheme is established a small charge to cover the cost of the recycling bags will be introduced.



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SECTION 3

Comment [JB8]: Section 3 looks in closer detail how the project will meet the sustainable development criteria.

Describe how the project meets the aims and objectives of the Sustainable Development Fund.

Individual projects can place particular emphasis on all or any one of these four goals. However, the project must demonstrate there will not be a negative impact on any.

Meets the needs of the community

Comment [JB9]: Please state how the project meets the needs of the surrounding community. Please also state whether the community will be involved with the project.

Successful projects will:

- Show participation, support and ownership from the local community, including involvement in the planning and implementation of the project.
- Involve young people.
- Help to deliver local social needs, including the provision of services or amenities, opportunities for 5-18 yr olds, health issues, elderly and disadvantaged or minority groups.
- Be run by local organisations for the long term.
- Consult the views of people living in a local community, including: public meetings, questionnaires *etc.*

Unprecedented

Protection of the environment

Comment [JB10]: Please state how the project will improve the environment and landscape of the AONB.

Successful projects will:

- Improve the biodiversity richness of a place (or places) as reflected in the number of species and range of habitats. The rarity of the species and habitats protected or created and their quality, would improve the biodiversity score.
- Minimise pollution to air/water/land using products and processes that have a minimal impact on the environment be it peat free products, low water extraction or minimising the release of gases that contribute to climate change
- Use traditional or sustainable materials to deliver the project.

Create a diverse and prosperous rural economy

Comment [JB11]: Please state how the project will benefit the local economy of the AONB.



Successful projects will:

- Generate income to support the project for the long term.
- Help the local economy, including: diversifying the range of economic activities, improve the stability, promoting the use of local products and services.
- Employ a business plan setting out the long-term management of the project.
- Provide opportunities for jobs, training or volunteering.
- Provide value for money.
- Provide a 'lever' for funds or support in kind from other sources.

Ensure the prudent use of natural resources

Successful projects will:

- Reduce, reuse, recycle – This adage can be applied to any resource consumption. An approach that reduces consumption is more sustainable than one that reuses, which in turn is more sustainable than one that recycles.
- Sustainable or renewable energy - using energy production methods that reduce dependence on mined fossil fuels and makes use of fuels which are sustainable over time.
- Sustainable transport – includes reducing dependence on fossil fuels and limiting the impact of traffic in the AONB.

Comment [JB12]: Please state how the project will incorporate sustainable methods of using natural resources e.g. using sustainably sourced energy, materials *etc.*

Please give details of any business plans or other plans for the project

You will not be penalised if no plans are in place

Comment [JB13]: Please state if you have a plan or strategy document that the project supports.

Location of project

Please provide Ordnance Survey grid reference

Timetable for project:

Approximate Start date (Month/Year) Month / Year

Approximate End date (Month/Year) Month / Year



Project budget

Estimate the cost of project broken down into the following
 Please fill in as much of the table as possible.

	Nett	VAT	Total
Set up costs			
Staff costs			
Volunteer time (£50 Unskilled / £100 Professional)			
Purchase of goods / equipment			
Running costs			
Other costs (please state what they are)			
Total cost of project			



Sources of Funding

	Nett	Vat	Total
Amount of SDF funds sought			
Other sources of funding (state what they are)			
Total cost of project			

Project Partners

Please specify their involvement in the project

Comment [JB14]: Please state who will be involved with the project. This is an important way of showing community support for the project

Will the project help generate private or voluntary sector investment?

If yes, please specify how

Comment [JB15]: Please state if the project will generate income from organisations or businesses other than government bodies.

Necessary Permissions (e.g. planning permission, ownership of site etc)

Please state what is needed and when it will be agreed – Projects cannot be considered if permissions have not been granted.

Comment [JB16]: This includes Listed Building Consent, Planning Permission, Environment Agency Licenses, permission from the land owner etc.

Does the project link to other schemes, plans or strategies

e.g. local regeneration scheme, Biodiversity Action Plan, Community Strategies, Parish Plans

Comment [JB17]: Please state how your project will support other schemes, plans or strategies.

Please enclose any additional supporting information with your application.

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Please tick the box to confirm that you have read and agree to abide by the De Minimus State Aid information given in the application pack.

Please read and sign the following statement:

“I certify that that all the information provided in this application is true to the best of my knowledge. I understand that any misleading statements whether deliberate or accidental could make the application invalid and therefore liable for the return of any money”

Signature: _____

Comment [JB18]: The document must be signed by the project coordinator before submission.

Name printed in block capitals

Date - / - / 09

Contact Details

Please return this completed application form to:

Joel Bateman
Isle of Wight AONB Partnership
Seaclose Offices
Fairlee Road
Newport
Isle of Wight
PO30 2QS

The AONB Sustainable Development Fund is delivered locally by your AONB Unit and co-ordinated by Natural England on behalf of DEFRA.