



## Ayrshire LEADER Stage 2 GRANT APPLICATION

1. ENSURE YOU READ THIS FORM AND GUIDANCE NOTES PROVIDED TO YOU THOROUGHLY BEFORE COMPLETING THIS FORM
2. BLOCK CAPITALS SHOULD BE USED THROUGHOUT
3. ENSURE ALL FIELDS ARE POPULATED, WHERE APPROPRIATE STATE NOT APPLICABLE (N/A)
4. FORECASTS SHOULD BE QUANTIFIABLE (WHERE POSSIBLE), REALISTIC AND APPROPRIATE TO THE ACTIVITY OF THE PROJECT. APPLICATIONS CAN BE REJECTED WHERE TARGETS, OUTCOMES AND OUTPUTS ARE NOT CLEARLY INDICATED
5. FOR ASSISTANCE COMPLETING THIS FORM PLEASE CONTACT SARAH BAIRD, PROGRAMME CO-ORDINATOR ON 01292 673 765 OR EMAIL SARAH.BAIRD@SOUTH-AYRSHIRE.GOV.UK
6. PLEASE NOTE THAT SOME OF THE INFORMATION YOU PROVIDE (UP TO 3.4) WILL ALSO BE USED TO ALLOW THE SCOTTISH GOVERNMENT'S RURAL PAYMENTS & INSPECTIONS DIRECTORATE (SGRPID) TO ALLOCATE YOUR PROJECT A UNIQUE BUSINESS REFERENCE NUMBER (BRN). THIS PROCESS WILL ALSO ALLOCATE YOU A LOCATION CODE BASED ON THE ADDRESS YOU PROVIDE AT 2.3 BELOW. TO ALLOW THIS, YOU MUST PROVIDE A MAP SHOWING THIS ADDRESS (A GOOGLE MAP USING THE POSTCODE IS FINE).
7. THE BRN IS REQUIRED UNDER EC LEGISLATION AND ALLOWS SGRPID TO REPORT LEADER EXPENDITURE TO THE EC. QUESTION 1.6 - IF YOUR PROJECT INVOLVES AN AREA OF LAND >0.01 HECTARE (100 SQUARE METRES), PLEASE CONTACT YOUR LAG COORDINATOR BEFORE COMPLETING THIS FORM.

### FOR LAG OFFICE USE ONLY

<b>Project Reference Number</b>		<b>Date received</b>	<b>Office use only</b>
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<b>Project Approved Yes/No</b>	<b>Office use only</b>	<b>Comments</b>	
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### FOR SGRPID AREA OFFICE USE ONLY

<b>Lead Area Office</b>	<b>BRN No. allocated</b>	<b>Location Code No. allocated /</b>	<b>Separate Business test applied Y/N/NA:</b>
<b>Date received:</b>	<b>Admin. officer</b>	<b>P &amp; T officer (if applicable)</b>	<b>BRN action completed on:</b>

### SECTION 1: PROJECT SUMMARY

<b>1.1 ORGANISATION NAME</b>					
<b>1.2 PROJECT TITLE</b>					
<b>1.3 TOTAL COST OF PROJECT</b>	<b>INELIGIBLE COSTS</b>	<b>ELIGIBLE COSTS</b>	<b>% LEADER GRANT REQUESTED</b>	<b>LEADER REQUESTED</b>	<b>GRANT</b>
£	£	£	%	£	



**1.4 When do you hope to start the project:**

*NO PROJECT SHOULD START OR COMMIT EXPENDITURE BEFORE RECEIVING APPROVAL OF GRANT*

**1.5 When will the project finish?**

## SECTION 2: CONTACT DETAILS

**2.1 Main Contact:**

**Business Contact No:**

**Mobile Contact No:**

**2.2 Position of Main Contact:**

**2.3 Postal Address:**

**Postcode:**

**2.5 Email address:**

**2.6 Website address:**

## SECTION 3: ORGANISATION DETAILS

Please note that the organisation name, project title and level of grant funding awarded will be automatically used in any LEADER publications, press releases and website.

**3.1 Organisation name:**

**3.2 What type of organisation are you?:**

DO YOU HAVE A BUSINESS REFERENCE NUMBER (BRN) **Y/N** IF YES PLEASE PROVIDE:

**3.3 On what date was your organisation formed?**

**3.4 Is the Organisation named at 1.1 already, or intending to, claim European funding for this or any other Project. If so, please provide details below.**

Name of other Project	Nature of Project	Source of Funding	Amount of funding granted or applied for





<b>4.5 Is this a land management project?</b>	Y/N
<b>If yes, how many hectares will the project cover?</b>	

**4.6 Tell us about your project? PLEASE SUMMARISE YOUR PROJECT AS CONCISELY AS POSSIBLE, INCLUDING ANY BACKGROUND INFORMATION**  
(in a MAXIMUM of 750 words)

**Background – where did the idea come from?**

**What will you achieve with the Project?(please bullet point):**

**What are the main activities of the project going to be? (please bullet point):**

**4.7 Do you anticipate any issues with members of the community participating in your project and how you will address these?**

**4.8 How is the local community involved in *developing, delivering* and *participating* in this project?**

 **Development:**

 **Delivery:**

 **Participation:**



<b>4.9 Is your project in a conservation area or listed building?</b>		Y/N
<b>Does your project require planning permission or any other form of regulatory compliance or consent?</b>		Y/N
<b>Please detail</b>		
<b>Type</b>	<b>Steps Taken</b>	<b>Date</b>

**4.10 Are there any designated natural heritage sites (Special Areas of Conservation - SAC's, Special Protection Areas - SPA's, Sites of Special Scientific Interest - SSSI's etc) which will benefit from your project? Y/N**

**4.11 The Organisation MUST be able to demonstrate that there is a tangible need or demand for the project and/or involve members of the local area and have a community benefit.**

Confirm the work you have undertaken in preparation for this application that provides satisfactory evidence of the need, demand and opportunities associated with the project?  
**WHO, WHAT, WHERE, WHEN, WHY?**

**4.12 How does the project fit with local area wide activities such as Community Planning Agreements and to national strategies such as the Governments Economic Strategy i.e. Wealthier, Smarter, Stronger & Safer, Fairer and Greener Scotland**



<b>4.13 Will the project create new jobs?</b> (I.e. a <u>permanent</u> post created due to support given which did not exist prior to project activity).		Y/N
<b>If yes, where?</b>		
<b>Sector</b>	<b>Please indicate (x)</b>	<b>Number of jobs</b>
Tourism		
Craft		
Retail		
Renewable energy production		
Voluntary (third or non-profit sector)		
Other (please detail)		

### SECTION 5: PARTNERSHIP DETAILS

<b>5.1 Is this a cooperation project?</b>	Y/N	
<b>If yes is it -</b>		
Inter-territorial?		
Transnational?		
<b>Please confirm what LAG area you will be cooperating with?</b>		
<b>5.2 Are any other groups or organisations involved in managing or delivering this cooperation project? If yes, please give details</b>		
<b>Name</b>	<b>Contact Details</b>	<b>Brief description of how they will be involved</b>

<b>5.3 Do you have a formal partnership agreement?</b> Provide details:

### SECTION 6: TENDERING AND RECRUITMENT ARRANGEMENTS

<b>6.1 Where public funds are involved projects <u>must</u> take account of public tendering rules, please refer to Section 6 of the Guidance Notes and that all contracts of work (including recruitment) will follow standard compliant processes.</b> Please ask the office if you require further clarification.
We agree to the tendering and recruitment requirements: Y/N



## SECTION 7: PROJECT TARGET GROUPS, PROJECT OUTPUTS & PROJECT OUTCOMES

Forecasts should be quantifiable (where possible), realistic and appropriate to the activity of the project. Applications can be rejected where targets, outcomes and outputs are not clearly specified.

**7.1 Who will benefit from the project?** Please estimate how many people your project will assist from the criteria within the guidance notes.

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**7.2 Project Outputs** - Refers to the **activities, services and products** provided (*see guidance notes for detailed description of output definitions and recording guidance*), estimate how many of the outputs listed your project will deliver. **These outputs will be used to assess the potential impact and monitor success of the proposed project.** ALL outputs must relate directly to the project and be realistic, achievable, quantifiable and verifiable.

Outputs	Please indicate (x)	How many?	How will you collect evidence of this?
No. of beneficiaries (i.e. group/applicant receiving LEADER funding) supported			
No. of community led projects			
No. of new products developed			
No. of new & innovative methods introduced which improve quality of life			
No. of new & innovative methods of adding value to local products			
Total number of jobs created by the project (gross)			
- No. of jobs created in tourist sector			
- No. of jobs created in craft sector			
- No. of jobs created in retail sector			
- No. of jobs created in renewable energy production sector			
- No. of jobs created in voluntary (third or non-profit) sector			
No. of jobs safeguarded as a result of the project			
Total no. of training courses delivered			
No. of individuals trained, gaining new skills or re-skilled			
No. of new community facilities created			
No. of existing community facilities improved			
No. of communities receiving support for improved service provision as a result of the project.			
- Population in rural areas benefiting from			



improved services			
- No of communities participating ( <i>no. of postcode areas participating in project</i> )			
No. of project promotions/marketing activities undertaken			
No. of awareness/knowledge raising events			
No. of Feasibility Studies/Development Plans produced			
No. of amenity access improvements			
No of heritage sites with interpretation introduced			
No of public/private partnerships supported			
No. of joint projects within the UK			
No. of transnational projects			

**7.3 Project Outcomes** Select one of the following two outcomes that is most appropriate to this specific project:

	Please indicate (x)	Comments
<b>Outcome: BUILDING RURAL COMMUNITY CAPACITY <i>i.e. increase in skills, knowledge, confidence and support</i></b>		
Coordination of community based organisations and raising capacity to address rural development		
Support for the formation, growth and development of community based organisations		
Training of members of community-based orgs inc. leadership/project management/administration etc		
Assistance in assessing the feasibility of projects		
Networking and exchange of good practice among community-based orgs and other community groups		
<b>Outcome: REVITALISING RURAL COMMUNITIES</b>		
Strengthening community facilities and services		
Improving economic and social participation by young people		
Supporting economic and environmental actions linked to tourism and leisure		
<b>Which of the following does your project primarily address:</b>		
Social cohesion		
Economic growth		
Protection of the environment		



## SECTION 8 – PROJECT MANAGEMENT, MONITORING AND CASH FLOW

**8.1 Please list key milestones for the project (4 per year including planned dates of key completed actions):**

Key milestone	Estimated completion date

**8.2 How will the organisation manage the project and associated cash flow?**

Include a list all individuals responsible for the day to day management and financial management of the project:

**8.3 What risks are involved in the project completing successfully? How will you address these risks?**

**8.4 Remember that LEADER pays out on defrayed costs only** i.e. the organisation needs to pay for project costs and then claim them back to LEADER, so it is essential that you have a sound cash flow management system in place:

**Please detail below estimated quarterly expenditure for your project**

Year 1	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Estimated <b>total</b> project expenditure				
<b>Amount to claim from LEADER</b>				
Estimated date of claim				
Year 2	Quarter 1	Quarter 2	Quarter 3	Quarter 4*
Estimated <b>total</b> expenditure				
<b>Amount to claim from LEADER</b>				
Estimated date of claim				

**\*Your final claim must be submitted as soon as possible and within a maximum of 2 months of completion of the project. The final 25% OF LEADER AWARD CAN ONLY BE CLAIMED AFTER COMPLETION OF THE PROJECT ONCE ALL INVOICES HAVE BEEN PAID AND YOU SHOULD THEREFORE ALLOCATE 25% OF THE TOTAL LEADER GRANT REQUESTED TO THE FINAL QUARTER OF YOUR PROJECT TIMESCALE.**

**SECTION 9- WHAT DIFFERENCE WILL LEADER FUNDING MAKE?**

Funds are only allocated to those projects that need grant aid to achieve the project objectives and which cannot proceed without LEADER support. If the grant is essential for your project to go ahead, select from the list below:

<b>LEADER funding will:</b>		
Allow the project to proceed		
Accelerate the implementation of the project		
Increase the scale of the project		
Improve the quality of the project		
Secure other financial contributions to the project		
Release resources to allow other projects to proceed		

**SECTION 10- WHAT'S NEW?**

<b>10.1 What makes this project original, innovative or pilot?</b>

**SECTION 11 - SUSTAINABILITY AND CONTINUITY**

<b>11.1 Does the project contributes toward ECONOMIC GROWTH?</b> – projects that establish growth in an economy i.e. diverse economic base, generate employment and add value to rural goods and services.
<b>Y/N, if yes, describe</b>

<b>11.2 Does the project contribute towards SOCIAL COHESION</b> – projects that increase the accessibility of information, support and services to local people and assist in sustaining sociable and vibrant communities?
<b>Y/N, if yes, describe</b>

<b>11.3 Does the project contribute towards PROTECTION OF THE ENVIRONMENT</b> – projects which enhance and improve specific elements of the local rural environment e.g. enhancing countryside access or promoting sustainable resource management?
<b>Y/N, if yes, describe</b>





**12.3 Please detail any ineligible costs the project may involve** – please speak to the Programme Coordinator re ineligible costs and check the guidance notes for a list.

Ineligible project costs	Year 1	Year 2	Cash	In kind	Total Costs £
Total					

<b>TOTAL PROJECT COST</b>	£
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SHOULD BE THE SAME AS SECTION 1.3

**12.4 Is your project likely to generate any income?** If yes, please give details of anticipated amounts, dates and sources

Source	Date	Amount £

### SECTION 13 – PREVIOUS FUNDING

Please refer to Section 13 of guidance notes.

**13.1 Has your organisation received any previous Public, European or LEADER funding from any source over the last three years?** If so please give details:

Source	Date	Amount £

**13.2 Has your organisation received any funding which was awarded as *de minimis* during the last three years?** If yes please give details (see guidance notes):

Source	Date	Amount £

**13.3 Has your organisation recently applied for any Public and/or European funding from another source such as Rural Development Contracts?** If yes please give details:

Source	Date	Amount £

**SECTION 14 – PUBLICITY**

**14.1 It is a condition of grant that any assistance received by a project from the Ayrshire LEADER, Scottish Government and European Union clearly acknowledges this support. Please indicate below which of the following will be applicable to your project:**

Type	Please indicate all that apply (X)
Prominent Site Signage during works	
Permanent plaque on premises	
Acknowledgement in all press and media releases	
Acknowledgement in all project documentation	
Website	
Other (please specify)	

*Project sponsors should note that failure to comply with publicity regulation could result in the freezing of grant payments and/or the repayment of monies already paid. It is a condition of EU funding that all beneficiaries and their awards be published annually by Scottish Government.*

**Section 15 – SIGNATURE (sign & date in blue ink)**

**I/We declare that the information contained in this application is correct to the best of my/our knowledge, that I/We have fully read the guidance notes and that I understand and accept the terms and conditions noted within them.**

**Should the application form and/or supporting evidence be incomplete by the closing date of the pending decision making Round, I/We understand that the application will not be considered in that Round.**

*The data you have provided in the application and claim forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004. It is Scottish Ministers policy to share relevant data that it holds on LEADER with other organisations for legitimate purposes and when required to do so and to share relevant data under FOISA and EIR when it is in the public interest.*

<b>15.1</b> The person named in Section 2.1 as MAIN CONTACT for this application sign below: <b>Signature:</b>	Position:	Print:	Date:
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<b>15.2</b> To be completed by the Chairperson or equivalent of your group or organisation (if different from above): <b>Signature:</b>	Position:	Print:	Date:
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<b>Attachments checklist.</b> Please ensure that you have enclosed the following. All originals will be returned once verified and copied. <b>Please ensure that an electronic copy (disc or pen drive) of supporting evidence is supplied with your final signed application form.</b>		<b>Original included</b>	<b>Electronic copy supplied</b>	<b>Please give reason if not included with the application</b>
1	Constitution or Articles & Memorandum			
2	Committee Members or Directors List			
	Evidence of Need & Demand relating to Section 4.10			
3	Permissions – Planning etc related to Section 4.8			
4	Policies – Child, Risk, Equal Opportunities etc			
5	Confirmation of all confirmed match funding where available (please include letters of intent from funders)			
6	Quotations for costs etc related to section 12.1			
7	Last 3 bank statements			
8	Copy of audited or certified accounts			
10	Business Plan (where applicable)			
11	Insurance Policies			

**DUE TO AUDIT REQUIREMENTS WE WILL NOT ACCEPT  
PHOTOCOPIES OR SCANS OF SUPPORTING CORRESPONDENCE RELATED TO THIS PROJECT  
I.E MATCH FUNDING LETTERS, LETTERS OF DECLARATION ETC  
PLEASE ENSURE THAT ALL LETTERS SUBMITTED ARE ORIGINALS AND ARE ON COMPANY/GROUP HEADED  
PAPERS AND ARE SIGNED AND DATED – WHERE REQUIRED. LEADER OFFICE WILL AUTHENTICATE, COPY  
AND RETURN.**

**Please SIGN, DATE AND PRINT** one copy of form including supporting documents and post to:

Ayrshire LEADER, Ground Floor,  
Liberator House, Glasgow Prestwick International Airport,  
Prestwick Scotland  
KA9 2PT

*Please also send **an electronic copy of the final version as a Word document***

*To: [sarah.baird@south-ayrshire.gov.uk](mailto:sarah.baird@south-ayrshire.gov.uk)*