

Supported in partnership by:



## Rural Development Programme for England

### LEADER – Yorkshire Dales

### Application Guidelines

**All applicants must have discussed eligibility and appropriateness  
with the LEADER Co-ordinator, Rima Berry,  
prior to completing the application form.**

The information you provide will be used by North Yorkshire County Council, Yorkshire Dales Millennium Trust and the LAG Management Group to administer and decide on your application. Your information will be used for the purposes of the Yorkshire Dales LEADER Programme, and may be shared with LEADER Programme Partners. Your personal data will be retained by the North Yorkshire County Council under the Data Protection Act 1998, and not disclosed to any person other than those mentioned above. However, you should be aware that the award of LEADER funding is subject to public disclosure and your application, therefore, is not confidential.

This Fund is supported through RDPE LEADER administered by North Yorkshire County Council, Yorkshire Dales Millennium Trust, the District Councils of Craven, Hambleton, Harrogate and Richmondshire, Nidderdale Area of Outstanding Natural Beauty and Yorkshire Dales National Park Authority.

1. **Name of project**

Please provide the name of the project for which funding is sought.

2. **Name of group**

Please provide the name of the group applying for a grant. Individuals cannot apply. If you have a project idea and do not belong to a local group please discuss this with the LEADER Co-ordinator.

3. **Group contact details**

Please provide one main contact person and a postal address to which all correspondence will be sent. A second contact person should also be provided. Both of these contacts should be able to provide information on the project, and should not live at the same address.

4. **What is the address of the group?**

If the address of the group is different from that provided for the main contact, please provide this in the available space.

5. **When was the group established?**

State when the group was formed.

6. **Please state the number of people involved with the group**

If you are unsure of the exact number, please provide an estimate. Where appropriate it would be useful to know the numbers involved in different parts of the group; such as the management committee, the general group membership and in some cases a wider client group.

7. **Is there a constitution or set of rules for conducting the business of the group?**

A constitution is a document setting out the aims and objectives of your group. A constitution or written agreement is a minimum requirement for LEADER funding. Please include a copy with your application.

8. **What type of group are you?**

Please indicate here which category type your group fits in to. If none of the 'group types' fit, please describe it in the space provided.

9. **Is the group VAT registered?**

Please state Yes or No.

10. **VAT Registration number**

If your group/organisation is registered for VAT, please provide the registration number.

11. **What are the main objectives and activities of the group?**

Please provide a brief description of the group's main objectives and activities. Include under this question why your group was formed, how often it meets, where and when.

12. **Provide a description of the project**

This section should give a clear and concise description of what the project is about. What is it? Where will it happen? Who will deliver it? Be sure to include the aims and objectives of the project and how these will be achieved. Remember – a casual reader should be able to understand the purpose and basic functions of the project from this section alone - so be clear about what it is you're seeking the funding for. Projects should be identified within a local plan, such as a Parish Plan. If a project is not identified within a plan, it should fit within the general principles of a local plan that is in existence and specific local consultation should have been undertaken to assess local interest in, and demand for, the project. For larger projects requesting **more than £20,000 LEADER grant**, additional information in the form of a business plan is required.

- 13. What is the project location?**  
Projects must operate within the Yorkshire Dales LEADER area. If only part of your project operates inside this area it may be possible to fund that proportion of the project. In this case you will need to provide details of the specific scheme operating inside the eligible area.
- 14. Project duration**  
Please state when your project is intended to start and finish. The start of your project should be **after the** LEADER funding has been granted as funding cannot be used for work that has already started (retrospective payments are not allowed). Funds can only be committed within the lifetime of the programme which runs until 31<sup>st</sup> December 2013.
- 15. Who will manage, run and monitor the project?**  
Please state all those involved in the project and their roles and attach information that highlights the track record of both the individuals, and the group in terms of project and budget management history. Please note responsibility will need to be taken for record keeping until at least **31<sup>st</sup> December 2025**.
- 16. Are any other groups or organisations involved in managing or delivering this project?**  
If yes, please provide their contact details and a brief description of how they will be involved. Also state whether you have a partnership agreement. You should include details of all partners involved in managing or delivering the project with you and the form of partnership you have with them.
- 17. Does your project involve capital works?**  
If yes, then please provide details of what the capital works entail, i.e. work to land or buildings, including purchases of equipment/assets. If a lease or licence for the property and/or land is required to carry out the capital works, please indicate whether or not this is in place, how long is the lease/licence for or if already in place, how many years has it got left before it is due to expire.
- 18. Does the project require planning permission?**  
Ordinarily an application for funding cannot be approved if full planning permission is not in place. However should you be able to demonstrate that you have submitted your planning application and can provide the relevant planning application reference number and a date by which the application is to be determined by the relevant Planning Authority, it can be considered for an 'approval in principle'; providing the time lapse between the LEADER decision and the planning decision is reasonable. In the event that your planning approval is not granted any offer of grant made will be withdrawn.
- 19. If yes to Q18, has the proposal been discussed with local planning officers?**  
For projects that do require planning permission, please state if this has been provided or at what stage negotiations are for obtaining it and when a decision is likely to be made. Once again, an application ordinarily cannot be approved if planning permission is not in place for the project. (See Q18 above)
- 20. Why is the project needed?**  
Explain how you know that there is a need for the project you are seeking funding for. Please attach any relevant statistics, feasibility studies, surveys, assessments, consultation and any other documentation that you have to support your project.
- 21. Has the need for the project been identified within a locally developed plan other than the LEADER Local Development Strategy?**  
Depending on the area in which you live, your local community may have produced a local community or parish plan. Please explain what local action plans exist for your area and how your project will help to address the needs identified in these plans.

**22. How will the project contribute to the cross-cutting themes?**

Please use the tick boxes to indicate how your project contributes to each of the themes and a short explanation as to how this will happen. We would expect all projects to meet one or more of these cross-cutting themes. However, these themes will not be used as approval criteria, but for monitoring purposes for requests made from the European Commission. We may need to ask for further clarification of your answer as part of the appraisal process.

**23. If the LEADER application is unsuccessful, please state what would happen to the project.**

You need to tell us here what would happen to your project if your grant application is unsuccessful and provide a clear explanation of the option you have chosen.

**24. Innovation is a key LEADER theme. Please tell us, in no more than 100 words, how you consider your project fits with this theme.**

LEADER is about assisting new approaches to rural development; testing new ideas that could be mainstreamed on a wider scale. Innovation could be the development of existing services, provision of a pilot facility new to an area, new partnerships or networks, new job opportunities or ways of achieving sustainable development.

**25. Please describe how your project contributes towards the following priority measures**

- a) The aim of this measure is to support the setting up of more and improved services in rural areas to meet the needs of the economy and the local population. The aim will be to implement multifunctional projects that deliver multiple outcomes wherever possible, in order to improve or maintain the living conditions and welfare of those living in rural areas and to increase the attractiveness of such areas.
- b) This measure will support the bringing together of single or multiple groups within and between villages and their surrounding rural areas, the improvement and regeneration of the village environment and the provision of community areas.
- c) The aim of this measure is to conserve and enhance the rural heritage, including the traditional farmed landscape, as the basis for sustainable economic growth in rural areas.

**26. Please provide as much detail as possible about the project's milestones**

Along with the achievement of outputs, it is essential that the progress of a project is measured and monitored. This is where milestones are used. A milestone can be any **significant** event within a project that will help to chart the project's progress and, where possible, should state the month in which you would expect to achieve it. These will usually be the events that enable the project to achieve its strategic objectives.

It may be useful to consider milestones at the early stages of the project and those expected at the later stages. Early stages may include: project approval, match funding approval, planning permission secured, tendering process for design and building contractors, selection and appointment of contractors. Later stages may include: advertising, recruitment of staff, construction phases and completion, key services availability, project reviews, official openings, monitoring and claims deadlines.

**27. Publicity – It is a requirement that any assistance received by a project from the European Union clearly acknowledges its support. Please indicate which of those listed will be applicable.**

It is a requirement that all successful LEADER grant awards are well publicised by the project applicant both during the delivery of the project and after it has been completed.

**28. Please set out the total estimated costs for your project, (do not include pence)**

This is the section where you are required to itemise the total costs of delivering the project for both capital and revenue expenditure. You are also required to break these costs down into

the relevant periods for Year 1 of the project and for any remaining years this is an annual amount. The budget headings provided are for guidance; where you include costs under 'Other' you **must** provide details of what these are.

If you are VAT registered and able to reclaim this from Her Majesty's Revenue and Customs (HRMC) then the costs should **exclude** the VAT element. However, if you are not VAT registered and unable to reclaim this from HRMC then the costs should **include** the VAT element.

For larger projects it may be necessary to itemise all costs on a separate sheet.

Three quotations are required for any items purchased over £2,500 – please refer to 'Procurement Procedures' Section 2.2.

In this section you must also ensure that all columns add up correctly. This relates to the individual costings in the capital table and the revenue table. It is then essential to ensure that the totals for capital and revenue added together are shown. This is one of the areas included in the initial gateway check when we receive the application. If they are incorrect your application will be returned and will delay it progressing through the appraisal process.

**29. How have you calculated these figures?**

Please detail here how you arrived at the costings for your project, e.g. from quotes for capital works, market rates for new posts, etc.

**30. How will you provide evidence of expenditure?**

Please detail here how the information will be collated and spend evidenced, e.g. receipted invoices for purchases, time sheets for all staff employed on the project, payroll ledgers for paid staff.

**31. How will the project be funded?**

LEADER, if your application is successful, will only be able to fund part of your project and therefore the Management Group need to know how the balance of your project will be funded. You may be applying to other funds for grant aid or organising fund-raising events; please provide as much information exactly as requested on the application form. This **must** include the date of approval or if an application for funding is awaiting a decision, then state the date this is expected.

Please note that in the event that decisions of match funding are pending, you must be able to demonstrate that **all** match funding will be in place at least one month following a decision on your project. Projects **must not** start until they have been given approval to do so.

**'In kind' Contributions are not allowed as match** – whilst those assessing your application will be appreciative of the amount of work that is carried out by volunteers on community projects, we do not wish to translate this into an onerous burden of providing documentary evidence for this work.

Also please note that funding from any other European source is ineligible as match funding. Funding from any other public sector body, is classed as eligible, unless it has an element of European funding within it.

It is essential that you are aware that LEADER funding is paid out upon evidence of defrayed expenditure, i.e. payments made and physically cleared through the project applicant's bank account, for the claim period LEADER grant is being requested and must contain all relevant supporting documentation, i.e. receipted invoices, copy of bank statement.

As grant payments are made in arrears, it is essential that project applicants have sufficient funds readily available to cover immediate costs and payments required. However, should

your group or organisation not be in this position, please do not let this be an obstacle. Contact Norma Hood (01609) 532681 or [norma.hood@northyorks.gov.uk](mailto:norma.hood@northyorks.gov.uk) to discuss possible alternative ways.

**32. De minimis**

LEADER is subject to the European Funding regulation 'de minimis'. This means that no business or organisation may receive in excess of €200,000, (approx. £200,000) of support either through public grants, financial assistance or services over a rolling 3 year period. De minimis funding is defined as 'government or public support' and does not necessarily have to take the form of 'cash' to the business or organisation. If a business or organisation has received other support, financial or advisory during the preceding 3 year period this may be counted as de minimis funding. Please list all public grants received in the last 3 years in the box provided indicating the date of the award and the amount.

**33. What benefits will the project achieve?**

We are keen to establish specific 'quantifiable' outputs that you consider to be achievable as a result of undertaking your project. Outputs should be tangible, realistic and measurable (considering the funding and resources available and the fund timescales). Therefore, set out what you predict is achievable. Only count beneficiaries once (the first time they are achieved).

You must be able to provide a clear audit trail with documentary evidence as this will be required to be inspected as part of the monitoring of your project. The audit trail might include:

- Names and addresses of businesses, organisations and individuals that directly benefit from the project. For wider beneficiaries provide local Government statistics and/or survey data.
- Details to confirm the project activities e.g. publicity material, evidence of purchases etc.
- Employment dates, ages and names for jobs created.

**Number of Beneficiaries:** This is the population in the rural area benefiting from a new/improved service. Take a realistic view of the number of people that could benefit from your project. This will depend on the type of project and its catchment.

**Number of Jobs Created:** Jobs created are where new, permanent and paid jobs are created. The jobs should not have existed with the employer before. The jobs created should have a life expectancy of at least 1 year. This can include seasonal jobs calculated on a pro rata basis. One FTE (full time equivalent) = minimum 30 hours per week. For example a person working 30 hours per week for 3 months would be 0.25 FTE. Jobs recruited to specifically for the delivery of a project cannot be included.

**Number Jobs Safeguarded:** Jobs safeguarded are where jobs are known to be at risk over the next 12 months. In exceptional cases this time period can be extended to 3 years when an industry is in long term decline.

**Number of Villages Supported:** Enter the number of villages that will be supported as a result of this project.

**34. Will your project continue after the period for which you have requested funding?**

Please state if your project will continue after the period for which you are requesting funding. If you have answered 'yes' to this question, you need to explain how ongoing costs, such as wages, maintenance and other revenue costs (such as lighting, heating and telephone) will be met. If 'No', your project will not continue, you will need to explain how you will wind down the project to ensure that the beneficiaries are not adversely affected.

**35. Your Bank Details**

It is essential that the bank details of the group are provided in order for us to pay the LEADER grant direct.

**If you feel that the application form does not give enough space to answer some of the questions, you can attach an extra sheet to support your case for funding.**

**Please note that the information on your forms, with the exception of the bank details will be shared with others as part of the appraisal and approval process.**