



Community Grants Scheme – Expression of Interest Form

To help us assess whether your project is eligible to receive a grant through this scheme please complete this form. There is guidance and further information on the reverse to help you.

Contact Details – Name of Individual / Organisation (please state type/status):

Project Outline – A brief description of what you would like to do:

Project Outcomes – How will your project complement the work of the wider Landscape Partnership Scheme and help achieve the Heritage Lottery Fund's objectives:

Estimated Project Costs – Please provide as much detail as you are able. Also please state where you have secured or will be seeking additional funding to support your project.

Thank you for completing this form, please return it to info@coigach-assynt.org

Guidance Notes for Applicants

1. Who can apply?

The Community Grants Scheme (CGS) aims to help individuals, social enterprise, school and constituted groups delivering projects within the CALLP Project area. Please explain whether you are an individual, business or part of a constituted group.

2. How much is available?

Individuals can apply for grants up to a total value of £1,000 whilst constituted groups can apply for grants up to a total value of £5,000. However, please note that the CGS will normally fund up to 75% of your total project costs – the remainder must be found from another source, part of which can include in-kind contributions. NB: as the grant money is provided by Heritage Lottery Fund, other lottery funds cannot be used to contribute to the remaining 25%.

3. Description of your project

This should be a brief description of the project (no more than 500 words) detailing where, what, when and how. Please append any additional information that you feel would support your application, if you have available.

4. Project Outcomes

Please outline how your project meets CALLP & HLF's objectives. These are detailed below, and further information can be found on the project website; www.coigach-assynt.org

- **Heritage:** is better managed, in better condition and identified / recorded.
- **People:** have developed skills, learnt about heritage and volunteered time.
- **Communities:** have reduced environmental impacts, more engagement with heritage and the area will be a better place to work, live and visit.

The greater number of the above objectives that your project addresses the greater its chance of success.

5. Estimated Project Costs

At this stage you may not be very sure exactly how much your project will cost. Please just provide as much detail as you are able to at this stage. If your EOI is successful more information on costs will be required for the next stage. If your full application is successful we may ask to see evidence of your expenditure, such as receipts and invoices.

6. Other funding sources

The CALLP CGS will fund up to a maximum of 75% of the project's total cost. Please state what proportion of the project cost you are applying for and where the remaining funds will be sources from, i.e.; private funds, 3rd party funders, in kind contributions etc. If you have other money / in-kind support secured please identify the amounts and sources. If you don't yet have them secured but have an idea from where they might come please state that.

7. Timeframes

The first round of the CALLP CGS will work to the following timetable;

- 31st January 2017: Deadline for Expressions of Interest to be submitted
- 15th February 2017: Successful applicants invited to make a full application
- 31st March 2017: Deadline for submission of full applications
- 15th April 2017: Successful applicants awarded grant
- 31st March 2018: Projects must be completed, grant claimed, and report submitted.

8. Decision Making

When assessing your application we will consider the following: How relevant your project is to CALLP objectives; the outcomes it will achieve; capacity to deliver the project; and overall value for money. For those proceeding to a full application we will require details of two referees. EOIs and Full Applications will be assessed by the CALLP Scheme Delivery Committee and the Chairs of each Community Council, their decision shall be final.

9. Further Information

Please contact the CALLP Team for further information or assistance with the completion of this form by email: info@coigach-assynt.org or by phone: 01571 844 638