Guidance notes on completing the Habitats Monitoring and Mitigation (HMM) Fund Application

Section A: Applicant Details

1. **Name of organisation:** The name of the organisation applying for, and who will receive, the grant.
2. **Project title:** Provide a project title which we will refer to in all correspondence.
3. **Grant required:** This is the figure that you require from the Habitat monitoring/Mitigation Fund. (This needs to be in numerical form)
   Main contact: The name of the representative of the organisation making the application
4. **Position held:** The role of the contact within the organisation.
5. **Contact address and postcode:** This could be the address of the organisation if it has one, if not the address of
6. the individual contact.
   Preferred contact number: This needs to be the number where you can be contacted during normal office
7. hours.
   E-mail address: Please supply an e-mail address that is checked regularly by the applicant for ease of
8. communication.
   Alternative contact details: In the event that the preferred contact number and e-mail address are unavailable,
9. please provide an alternative contact method or individual and details that can be used as a back-up.
10. **Legal status of your organisation:** We may request a copy of your constitution.
11. **Bank account details** Please ensure that the correct bank details are recorded as these will be used for reimbursement should your application be successful.
12. **VAT registration:** Please indicate whether you are VAT registered or not and, if so, please include your registration number. If you cannot reclaim VAT, please show all VAT where included in costs. If you are able to reclaim VAT then please do not include it in your costs.

Section B: About your project

1. **Name the Natura 2000 site(s) affected by this project:** Please name all of the sites affected by the project.
2. **Project location and coverage:** Provide an OS map reference or geographical range of the project. Is your project in the borough of Kings Lynn and West Norfolk?
3. **Start date:** The date the project is scheduled to begin (if completing the pdf on-line form this must be formatted dd-mmm-yyyy (e.g. 09-Jun-2019)).
4. **End date:** The date the project is scheduled to begin (if completing the pdf on-line form this must be formatted dd-mmm-yyyy (e.g. 09-Jun-2019)).
5. **Proposed date of final claim submission:** The date you plan to submit your final claim.
6. **Need for an interim claim before the end of the project**: This is a yes/no response, if you will need to make an interim claim please advise how much would be required and when.
7. **Does the project fall within Mitigation or Monitoring or both aspects of this fund?**
   Please tick one box.
8. **Why the project is needed?** The project must demonstrate a need to monitor and/or mitigate the impacts of growing visitor numbers and/or visitor pressure of BCKL&WN residents on a Natura 2000 site resulting from specific new development/s. Include evidence, e.g. photos, studies, evidence from site managers/wardens, etc.
9. **Project summary:** Give a description of the project including how the expenditure in Section C will be used to counteract any effects of new development. Please also include the measurable outcomes that you expect your project to achieve. Monitoring data needs to be provided in order to assess the impact of the project.
   a) **If a mitigation project,** activities should be presented in the context of site integrity or conservation status of the features to which they apply. Explain why the activities will be effective and the level of confidence in the predicted results.
   b) **If a monitoring project,** please advise if baseline data already exists, and when the baseline data and frequency of comparable data has been collated.
   c) **Both,** every mitigation and monitoring project will require evaluation, however we would expect that the future success of the mitigation will be monitored alongside standard and regular monitoring arrangements.

Include all public engagement/education outcomes that the project delivers.

10. **Specific outputs:** Output indicators enable you to quantify the things that your project delivers e.g. monitoring visitor numbers for the duration of a set timescale; temporary fencing during bird breeding season, etc. List the outputs you intend your project to achieve. These will be incorporated into the grant offer document and used at the end of the project to assess whether your project has achieved its key objectives. If a mitigation project, advise of the timescale over which predicted benefits are expected to be realised.
11. **Wider objectives:** Does the project support local and/or national strategies and/or policies/plans? Please list all that apply, e.g. the Norfolk Coast AONB Management Plan, the Wash and North Norfolk Marine Partnership Management Plan, etc.
12. **Non-statutory:** The project should not deliver statutory duties or be part of the running costs that the organisation would ordinarily be responsible for.
13. **How will you maintain the outcomes of your project without further need for grant funding?** e.g. enabling a local community group to take on the scheme once the grant funding period has ended, setting a budget for ongoing maintenance.
14. **Explain why you think your project provides good value for money and is cost-effective.** Does the project learn from best practise elsewhere? Is the method of resolving a particular issue proven? Have lessons been learnt? Has best procurement practice been adhered to? Please note that three quotes will be needed wherever possible.
15. **Additional environmental benefits.** Does the project offer benefits to the wider environment? e.g. increasing use of sustainable transport, addressing coastal change, improving biodiversity.
16. **Have you obtained all the permissions you need to carry out your project?** All permissions must be in place by the deadline for application e.g. written permissions from local landowners, parish councils, Natural England, etc.

Section C: Financial Details

Project costs
NOTE regarding VAT: Only include VAT if you are <u>unable</u> to reclaim it.

1. **Total A** is the total forecast cost of your project.
2. **List all other sources of income.** This needs to include any other type of funding that you will be receiving or are in the process of applying for. If you are applying for other grants, please indicate at what stage in the application process you are at by using the asterisks. Any other funding should be added to the Cash column. Please include the figure that you have requested from this fund.
   * = Application in process ** =Awaiting confirmation (please put decision date) *** = Confirmed
   Total B is the total value of other income relating to your project.
3. **Volunteer time and in-kind contributions. Please list here all the in-kind contributions that have been donated to your project together with estimated future hours of volunteer time during the funding period.**
   a) In kind: In-kind contributions are items which have been donated free of charge, e.g. free loan of equipment, premises, gifts of consumables (e.g. paper, photocopying, postage etc.). In this section please list the cost the project would have incurred if these items had not been freely given/donated.
   b/c) No. of volunteer hours Unskilled/Specialist: Voluntary time is any project related work completed without a cost. This needs to be itemised according to the number of volunteer hours to be included during this phase of the project and by the type of work completed either Unskilled or specialist, please see examples of each type below to help you decide which is applicable to your volunteer time. Please round up to the nearest hour.

Unskilled work e.g.:	**Specialist work** *(technical or professional) e.g.:*
Laying boardwalk, painting/decorating, gardening, manual labour, catering etc.	Graphic design, architect drawings, engineering advice, IT, website design, etc.
*Equivalent value as match funding: **£7.50 per hr** (£50 per day)*	*Equivalent value as match funding: **£12.50 per hr** (£100 per day)*

It is surprising how much volunteer time one project can take. Volunteer time can be used as match funding for the project. Please note specific timesheets will need to be completed as evidence of the volunteer input. A timesheet can be downloaded here.

Note on staff time/costs:

Please note that time contributed by paid officers of NGO's/organisation to the project can be included as match funding.

Existing staff posts cannot be covered under the HMM fund as a cost, however an extension of an officers' hours in order that they can deliver the project or evidence that their substantive role is backfilled in order that they can undertake the specified role within the project is acceptable.

Section D: AUTHORISED SIGNATORY

Please ensure that the application is signed by someone with the required authority, this could be the Site Manager/Chairman or equivalent. Note that applications can be submitted electronically. In addition, we may request a hard copy signed version.

Sending in your application: We very strongly recommend that you print/save your application form for future reference. Once you have completed the application and have the necessary information in place, please send by e-mail to WestNorfolkHMMfund@norfolkcoastaonb.org.uk or by mail to West Norfolk HMM Fund, C/o Norfolk Coast Partnership, South Wing at Fakenham Fire Station, Norwich Road, Fakenham, NR21 8BB.

What happens next?
Your application will be acknowledged and an initial assessment made within 2 weeks of receipt. Please ensure that you submit your applications by the deadline. Submission prior to the deadline is advised as this enables the fund administrator to have an opportunity to review your application and discuss any possible changes with you before your final submission, should this be necessary.