

## Partnership Fund Prospectus

### Introduction

The Exmoor National Park Authority (ENPA) has made funding available to support projects that help to achieve National Park purposes. The scheme is open to external applications from community groups, businesses, charities, individuals and other organisations. Grants up to £2,500 are available for use over a maximum of two (2) years.

### Purpose

The overarching focus of the fund is the achievement of National Park purposes and the fulfilment of Partnership Plan ambitions that make a difference for People, Place and Prosperity on Exmoor.

### Essential Funding Criteria

To qualify for funding all applications will need to demonstrate that:

- The project furthers one or both National Park purposes:
  - 1. Conservation and enhancement of the wildlife, natural beauty and culture heritage**
  - 2. Promotion of opportunities for public understanding and enjoyment of the special qualities of Exmoor**
- The project will make a measurable contribution to the achievement of the strategic actions set out in the Exmoor National Park Partnership Plan.
- The project has community involvement or support.
- Other funding opportunities have been explored.
- The project will have lasting benefits beyond the initial funding period.

Weighting is also given to those projects that include:

- Innovation or the use of best practice
- Volunteers Opportunities and/or Audience Development on Exmoor
- Clear contributions to local social and economic well-being on Exmoor
- Opportunities for others to learn from the project

## **What we cannot fund**

The Partnership Fund is a competitive scheme and therefore we are unable to fund all the applications received. There are some types of project, as well as some costs, we cannot fund. These are listed below. Further details on ineligible projects and costs are provided online and within the application guidelines.

- Business Development
- Individual living expenses or other individual gain
- Ongoing or core revenue
- Activities that are statutorily funded
- Projects seeking funding to use as secondary awards
- Applications to cover the costs of repairs or maintenance that are the obligation of owners.
- Projects that are religious, political or campaigning in nature.
- Applications from community organisations without a constitution or set of rules and a separate bank account.

## **Grants**

Grants of up to £2,500 are available. These can be applied for as grants, or as underwriting for a project or as a short-term loan. Please ask for details.

The level of grant for non-commercial projects led by voluntary / charitable groups is normally up to a maximum of 75% of total project costs and for applications from commercial / profit making organisations up to 50% of project costs.

Applicants will be expected to explore other funding opportunities that can add value to Exmoor National Park funding.

In-kind contributions can be included within match funding for projects, however we expect applicants to include a minimum of 10% cash match for all projects. All in-kind contributions will need to be evidenced and given a clear cash value.

All offers of grant will be time limited by which time the project has to be completed and the grant claimed. Projects will be required to complete within a maximum of two (2) years of the grant offer date.

Applications should be made on the forms available from the National Park website (hard copies are also available). Additional details may be requested for an application if:

- The application is for a contribution towards a larger project or external funding application

- The project is particularly complex in its delivery.

All projects are required to deliver quantifiable publicity and promotion for Exmoor and ENPA, including completing an end of project highlight report in either a text or alternative format and marketing the project through either photographic evidence, short videos, infographics, or social media presentations as appropriate.

Major items purchased through grant-aid are to be considered as community assets and listed as available to communities and other projects across Exmoor.

### **Application advice and process**

The ENPA Funding Officer, who can advise applicants on the appropriateness and strength of applications, liaising with other Officers as appropriate, handles all applications.

#### *Expressions of Interest*

Interested applicants should complete a simple 'Expression of Interest' in the first instance. This will be reviewed to assess its suitability for funding and eligible applicants invited to submit a full application.

#### *Full applications*

Please note that developing a project from expression of interest to full application and a decision can take several months. We will work with applicants during this process to ensure we fund well-rounded bids that fully meet National Park purposes.

From time to time specific priorities within the Partnership Plan may be promoted inviting applications that can help deliver specific ambitions. These opportunities will be posted on the ENPA website.

### **Decision Process**

The Funding Officer who will work with Officers and Members as appropriate to appraise projects will appraise full applications once received.

Once fully appraised applications will be submitted to the Chief Executive (via Leadership Team) for a final decision on funding.

Applications can be submitted at any time throughout the year and will be taken to the next available meeting. In exceptional circumstances, funding decisions may be taken outside of this cycle to respond to time limited opportunities.

Applications will be put forward for a decision only when the project is deemed fully appraised and all relevant information has been received. Please allow sufficient time to develop your project idea and to respond to any subsequent questions.

## **Monitoring**

The Funding Officer will monitor projects and request updates on progress from applicants. ENPA Finance and Performance Advisory Panel (FAPAP) provides the strategic overview and scrutiny of the fund (and the delegated Officer decisions made). A report on projects awarded and projects completed and the differences made for Exmoor by projects is provided to the Exmoor National Park Authority annually, in addition to regular updates to Authority Members and the Exmoor Consultative and Parish Forum.

## **ENPA Funding Officer**

**October 2017**