



# LP First-round help notes

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This programme is for grants of between £250,000 and £2 million for schemes based on a partnership to conserve landscape areas of distinctive character. Successful schemes must deliver the following four programme outcomes, which are:

- conserving or restoring the built and natural features that create the historic landscape character;
- increasing community participation in local heritage;
- increasing access to and learning about the landscape and its heritage; and
- increasing training opportunities in local heritage skills.

In order to be able to assess and compare applications, we ask you to provide information in a standard way. A Landscape Partnership (LP) is a scheme,

that is composed of programmes that deliver the four LP programme outcomes, with individual projects grouped under the most appropriate programme heading. The application form is designed to help you to structure and plan your Landscape Partnership scheme in this way.

You must read the Landscape Partnerships Guidance before preparing your application. It tells you about Landscape Partnerships in more detail and also includes a glossary of terms. You should use these terms in your first-round application. You should also read the second-round Landscape Conservation Action Plan Guidance (LCAP). This will help you to understand what is expected from you in developing your scheme further if you succeed in the first round.

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## Scheme title and summary

### What is the title of your scheme?

- Your chosen title should concisely and clearly identify the geographical area that the scheme is proposing to cover and that it is a **Landscape Partnership**. For example, the Central Lakeland Fells Landscape Partnership Scheme
- Please give a brief description of your scheme. Summarise what makes the scheme area distinctive. Describe what you hope the scheme will deliver and what difference it will make to the landscape and the people who live, work and play there (as a guide no more than 500 words).

## Section one – Your organisation

### 1.a Name and address of your organisation.

- Give the official or registered address of the applicant or lead partner with the full postcode.
- The name should be the same as that on your constitution.
- For applications with a lead organisation or partner, you will need to have a signed agreement between those legally responsible for the grant and the rest of the partnership. The agreement needs to set out how the scheme will be managed, how funding will be shared out and who will be responsible for the various aspects of the scheme. This can be in draft for the first round, but needs to have been finalised by the time you submit a second-round application.
- The lead applicant at the first round will take responsibility for the development grant award and administration.

### 1.b/c Are you a lead partner applying on behalf of a partnership?

- Tell us if you are a lead partner applying on behalf of a partnership of other organisations.
- Otherwise are you are a constituted organisation or partnership that has already been established for a similar purpose, but has not yet had a Landscape Partnerships grant?
- Indicate whether you are a new organisation that has been established for the purposes of delivering an LP scheme.
- Or describe any other set of circumstances about your partnership arrangements.

### 1.d Details of main contact person.

#### Name

- Give details of someone who can talk about your application in detail during normal working hours.
- This person must have official permission from your organisation and the partnership to be the main contact.
- We will use email as the primary method of written communication unless you say you would prefer otherwise.
- Include address and postcode if different from 1.a

#### Job title

- Give us the job title of the main contact for this scheme and the name of the department the main contact is based in.

### 1.f Describe your organisation's main purpose and regular activities.

- Explain when and why your organisation was formed.

- Describe its purpose and aims as set out in its constitution.
- Describe your organisation's regular activities and the arrangements for funding these.

### **1.g Describe the size and staff structure of your organisation.**

- Describe the structure of your organisation.
- Local authorities, large and national organisations do not need to tell us about the whole of their structure but do need to provide information about the team responsible for the scheme.
- State the number of paid staff (full-time and part-time) and describe the role of staff and volunteers.

### **1.j Have you received advice from us before making your application?**

- Tell us if and when you have received advice from us.
- Tell us the name of your contact at HLF.

## **Section two – The scheme partnership**

### **2.a Who are the key people or named representatives of organisations who are members of your current LP Board or partnership?**

- List the members of your partnership (individuals and organisations) and describe what their roles are. Explain the proposed role of the partners in terms of funding, decision-making and the management of the scheme.
- The LP Board should be composed of people named by the partner organisations who have the authority from these organisations to advise on the way the LP scheme and subsequently the LP fund is managed.
- Show that the partnership will be able

to manage the scheme effectively, while it is being developed and delivered and will continue to show good practice on its completion.

- If your partnership already existed prior to this application, tell us if you intend to build on your partnership (expand/change the membership and possibly the purpose of your group) in order to deliver a Landscape Partnership.

### **2.b What is your proposed structure of the Landscape Partnership board?**

- Provide a diagram and a supporting description that shows the structure of the Landscape Partnership from the Board to the LP officer, include decision making points and staff management responsibilities.

We understand that at this stage in the development of your scheme you might not be in a position to set out a detailed partnership structure and that this may change as the scheme progresses.

## **Section three – The Landscape Partnership area**

### **3.a Describe where your Landscape Partnership area is.**

- Briefly describe the geographical location of where the area is and give its wider context within the district, county or region.

### **3.b Provide a six-figure Ordnance Survey Grid Reference for the approximate centre of your proposed LP area.**

- Provide an Ordnance Survey six figure grid reference for the centre of your area, based on the Landranger map series, for example TQ012345
- For information on how to do this, please look at the Ordnance Survey website for further guidance:  
<http://www.ordnancesurvey.co.uk>

We also require you to provide a hardcopy map at a 1:50,000 scale, with your proposed Landscape Partnership area clearly marked, as well as an electronic version with a digitised map showing the boundary.

### **3.c Summarise the distinctive landscape character of the area.**

- Tell us what makes the landscape area special and distinctive from other places.
- Include a relevant extract of the most informative and recent landscape character assessment. If you consider it to be out of date, incomplete for your proposed area or one has not yet been carried out, please tell us here. Further work on the character assessment may be carried out during the development phase.
- Provide a statement of significance to explain why the area is of heritage value. The statement should explain the value of the area and may include the significance of its architecture, archaeology, biodiversity, geology, history, social, community and educational aspects and assets.
- Highlight any habitats, buildings, sites or features that are of particular heritage value and contribute to the distinctive character of the proposed Landscape Partnership area.

### **3.d What is the approximate size of the area in square kilometres?**

- Tell us how large the area is that you are thinking of developing as a Landscape Partnership. We do not treat this as a fixed area at this stage, as we expect that the boundary may change during the development phase.
- As we want any HLF investment in your scheme to have an impact we would normally expect schemes to cover an area between around 20 km<sup>2</sup> and 200 km<sup>2</sup> in size.
- It is crucial that you show that there will be a physical improvement in the

condition of the landscape and greater awareness and participation from people who live, work and play there. This will not be possible if the area is too big.

### **3.e Is the area or part of it affected by deprivation? If so, tell us how (include statistics if they exist).**

- Tell us about any parts of your area which are affected by deprivation and how this has been established or measured.

### **3.f Describe the issues and problems that affect the landscape character of your area.**

- Tell us about the features that are of significance in your area and if they are threatened by neglect, inappropriate management, proposed built development or other issues.

### **3.g Describe the social and economic issues that affect people who live in the area.**

- Explain the key socio-economic issues for the area and the impact that this has had on the landscape character of the area.

### **3.h Is the area recognised as being of heritage value through European, national, regional or local designations?**

- List the relevant designations. These may include national designations for landscape or nature conservation or built heritage, including for example National Parks, Area of Outstanding Natural Beauty (AONB), Conservation Area, Heritage Coast, Special Area of Conservation (SAC), Environmentally Sensitive Area (ESA), Special Landscape Areas.
- Tell us about the extent and range of individual site designations within the area such as listed buildings, scheduled ancient monuments (SAM), Sites of Special Scientific Interest (SSSI), national or local nature reserves (NNR

or LNR), local wildlife sites, parks and gardens recognised as of national historic significance, or registered museum collections.

## Section four – The scheme

### 4.a What is your vision for your Landscape Partnership?

- Set out what your ideas and ambitions are for the future of the LP area and tell us how this might be achieved.

### 4.b Tell us how long your scheme will be in delivery.

- Schemes can be of any duration between a minimum of three and a maximum of five years.

### 4.c Describe the main objectives that you want your Landscape Partnership to achieve.

- Tell us what the main objectives of your scheme will be that will enable you to achieve your vision.
- These should address the outcomes for Landscape Partnership programme.

### 4.d What other key national, regional or local strategies or policies relate to the area?

- List any **key** policies for conserving the natural and built heritage in the area, and also for social and economic regeneration (we do not need to see copies of these). These may include management plans, cultural or community strategies, statutory planning documents, biodiversity action plans, spatial frameworks, transport plans and regional development plans. All of these may identify relevant issues and opportunities in the area and set the broader background for your scheme.

### 4.e What is the need and demand for your scheme?

Tell us why you think an LP is the most appropriate means of addressing the issues and opportunities for your proposed area.

- Explain how and why you think a Landscape Partnership is a key mechanism for tackling the needs of your proposed area.
- Summarise what evidence exists to justify HLF investment in this scheme.
- Describe any previous or current initiatives that have tried to address these issues and how you think an LP would complement these. Summarise what the risks to the heritage might be if you are not successful with lottery funding.

## Section five – Scheme outcomes

### 5a What built and natural features typical of the LP area is your scheme likely to conserve or restore?

- Describe the key elements found in the LP area which contribute to its character and distinctiveness, but may require conservation, restoration or enhancement works in order to improve that strength of character.
- Your scheme **must** include both the built **and** the natural heritage.
- You may find it useful to refer to our guidance *Thinking about Conservation*.

### 5.b How will your scheme encourage more people and a wider range of people to take part in their local landscape heritage?

- Tell us about the opportunities for people to take an active part in activities that link them to the landscape heritage surrounding them
- You may find it useful to refer to our guidance *Thinking about volunteering*,

*Thinking about audience development and Thinking about community participation* for ideas of the types of activities that will address this LP outcome.

### **5.c How will you increase opportunities to access and learn about the landscape and its heritage?**

- Tell us about the current access (physical, intellectual and sensory) to the proposed landscape area, what opportunities there may be to increase this and how you will carry this out.
- Describe how you will encourage people to understand and learn about the LP area.
- You may find it useful to refer to our guidance *Thinking about interpretation* and *Thinking about learning*.

### **5.d How will your scheme provide training opportunities for people in local heritage skills?**

- Identify as far as you are able at this stage, what particular training needs and opportunities there may be in local heritage skills that will contribute to restoring the fabric of the built and natural elements of the landscape.
- Consider if there are skills essential to the conservation of the area which are in short supply.
- Who might benefit from this training and who might provide the support for this and future accreditation?
- You may find it useful to refer to our guidance *Thinking about training*.

### **5.e What are the main groups of people who will benefit from your scheme?**

- We need to understand the range of different groups of people that you are planning to attract with your scheme. We use this information to assess your plans for your scheme – we do not prioritise projects within your scheme for any particular group. We also use the information to report on the benefits of

our funding and to help decide what action we will take to overcome barriers to involving people with heritage.

- If it is likely that your scheme will specifically benefit a particular group or groups of people, tell us which groups. For example, people from the Indian community, young people, people with disabilities or women.

## **Section six – Scheme delivery and costs**

Although we understand that the proposed scheme and scheme costs are indicative at this stage, we need to be able to judge whether what you are proposing is realistic and will offer value for money. We expect any HLF grant awarded to be pooled in a common fund, which will also contain other partnership funding. We need to see whether the amount of money that will be available through the common fund will be sufficient to deliver your whole scheme. You should consider all the associated costs of delivering the outcomes you have initially identified in your responses to Section five.

### **6.a Tell us how you propose to manage the delivery phase of your scheme.**

- As the organisation who will receive our grant if you are successful at second round, you will be responsible to the partnership board for managing and delivering the programmes of work and activity. Please explain how you expect to manage and deliver the scheme after second-round.
- Provide a diagram showing the proposed management structure, together with a timetable for delivering the scheme, which can be over 3-5 years. Scheme delivery should begin in year 1 and all projects should be completed and invoices paid within 5 years maximum. You should concentrate delivery, especially of capital works mainly in the core years of the scheme.

## 6.b-f Programme Delivery Costs

For the purposes of structuring the scheme and to ensure a close fit with the Landscape Partnership priorities, each of the Landscape Partnership outcomes are also a programme heading. By the time you submit at the second round, you should have a series of confirmed projects that each meet the programme outcomes and that have been prioritised as part of the development process and the production of the Landscape Conservation Action Plan. Please refer to the Landscape Partnership guidance for advice on the delivery phase of your scheme.

Fill out the table for each programme heading, only including costs that specifically relate to that programme. Costs and overheads that are shared across all the programmes should be included in 6.f. Also all staff posts (whether specific to a programme or not), should be included in 6.f. For each separate element, use a new line by clicking the 'Add cost' button under each table.

We will expect the programme costs to stay the same between first round and second round. We will not pay for an increase in costs at the second round, so you must base these indicative programme costs on as much information as possible, to ensure you end up with an appropriate budget for your scheme.

### Explanation of column headings for Programme tables A-E

#### First column – Cost heading

These are summary headings that we ask you to follow.

#### Second column – Description

Please identify expected outputs and outcomes identified in Section 5, eg 50ha of chalk downland conserved; 20ha of woodland created; 4 Scheduled Ancient Monuments restored; 25 people trained and accredited in dry-stone walling

techniques. Include where possible an estimate of numbers or extent of outputs or outcomes you will expect your scheme to achieve.

#### Third column – Outline costs

You must provide an outline cost, based on the best information available to you, for each of the elements you identify in column one.

**Although at this round we don't ask you to identify separate costs for VAT, inflation and contingency, you must make sure that this is taken fully into account (as they must be included in this total) during the development phase. You will not be able to seek additional funds from HLF subsequently to cover these elements.**

### Explanation of cost headings for Programmes A-D

#### Cost heading:-

Extra lines will appear under each of the cost headings. You should identify and qualify your costs per programme under each of these headings as appropriate.

## 6.b Programme A: Conserving or restoring

### Acquisitions

- Under this grant programme only acquisitions of assets up to the value of £5000 for each item are eligible. This includes legal or other transfer costs. The purpose of including this element is to provide some flexibility where direct ownership of an asset will help to achieve the delivery of a project, for example the purchase of a strip of land in order to secure an access point to a site, or the purchase of a stone trough with historical associations which is under threat. If there is a heritage asset of a value greater than £5000 that meets our criteria for acquisition through our other grant programmes, it will be more appropriate to consider a separate grant application.

### **Delivering conservation outcomes to the natural heritage**

Based on your answers to 5a, please tell us what the expected conservation outcomes and outputs will be. For example, 25ha of heathland restored; 100kms of hedgerows restored; 15 ha of oak/ash woodland expanded.

### **Delivering conservation outcomes to the built heritage**

Based on your answers to 5a, please tell us what the expected outcomes and outputs will be. For example, 35kms of drystone wall repaired; 5 Scheduled Ancient Monuments surveyed and enhanced; 1 ice house restored and interpreted.

### **6.c Programme B: Increasing Community Participation**

Based on your answers to 5b, please tell us what the expected community participation outcomes and outputs will be. For example, monthly conservation tasks with an average of 25 volunteers for each task; the establishment of 3 'Friends of' groups; the production of a community led Landscape Character Assessment.

### **6.d Programme C: Access and Learning**

Based on your answers to 5c, please tell us what the expected access outcomes and outputs will be. For example, the creation of 40kms of publically accessible footpaths to 10 sites of heritage interest; the creation of 3 all ability access trails.

Based on your answers to 5c, please tell us what the expected learning outcomes and outputs will be. For example, 500 primary school pupils visiting Local Nature Reserves; 100 people carrying out historical research for their local area and creating a community archive.

### **6.e Programme D: Training and Skills**

Based on your answers to 5d, please tell us what the expected training and skills outcomes and outputs will be. For example, 50 people trained in biological survey and recording skills; 2 flint knapping apprentices.

#### **Training**

- Include the cost of training for the delivery of each programme. This includes training for dedicated programme staff, volunteers or other people not directly employed by the scheme. This may also include the cost of employing and supervising and work placements, short courses, work shadowing or mentoring.
- Training costs across all the four LP programmes should be included in 6.g.

#### **Value of in-kind gifts, work, fees, services and volunteer time**

- You may include the value of goods or services which are being provided to the programme at no direct cost, for example:
  - local farmer delivering materials to site: estimated five days of time and value of local hire of tractor and trailer;
  - Butterfly Conservation volunteers carrying out a survey of butterflies monitoring the impact of habitat resoration works, estimated to take two members, three days each, each year;
  - the gift of a computer or loan of a vehicle; or
  - office space, or office services if these have a rental value.

To make a grant claim for these costs you will need to provide timesheets, zero invoices or other documents to justify the value.

- We do not accept existing staff time of local authority or statutory agency staff as an in-kind contribution. Where

appropriate we may consider counting staff time as an in-kind contribution if they are employed by a charity or a voluntary organisation.

- We do not count the time of volunteers participating and benefiting from a project; however, if volunteers are running and delivering the project then their time can be counted as an eligible contribution.
- The value of in-kind gifts and services that affect all the four LP programmes should be included in 6.f.

### Other

Please include any other significant costs that you haven't taken account of under the other cost headings.

### Increased 10-year management and maintenance costs

- You may include the extra costs of managing and maintaining your programmes over a period of up to 10 years following completion. If you include this cost, an organisation must commit to meeting the costs for this period. This can then be counted as a contribution to the scheme delivery costs. This extra cost may not exceed 10% of the overall cost of each programme.

### 6.f Programme E: Overheads, scheme staffing and running costs

This table should include all costs and overheads that are shared across the delivery of all the programmes. All staff posts should be included here.

Item description heading

#### Scheme Manager

- You will need to employ a Scheme Manager to manage and coordinate the delivery of the scheme. As this post is key to the success of the scheme, it is likely that this will be a full time post for the duration of the scheme, which would be a maximum of 5 years.

#### Scheme staff

- It is likely that you will need a combination of staff working across all the programmes to successfully deliver the scheme, including administrative or financial staff. Think about whether posts need to be full time, part time or short term in order to be most effective. The number of staff your scheme employs should be directly related to the scope and scale of the scheme. Please explain the rationale behind the numbers and types of staff post which you include in your bid.

#### Professional fees (for consultants and advisers)

- This includes the cost of consultancy, specialist services and production of reports that are contributing to the delivery of the overall scheme.

#### Running costs for scheme office

- You may include the costs of renting office space at local rates per square metre and the cost of heat, lights, phones and some other office services to accommodate all new staff. You must be able to show that these are extra costs directly associated with developing the scheme. We will not support core overheads that you or other partners are already committed to providing for existing premises.

- Even though we would prefer all staff to be based at the LP office within the LP area, we recognise that sometimes staff may sensibly be based part of the time from home or other locations.

- You may need equipment to support the LP office directly, for example, phones, photocopiers and computers. If you share the equipment with other groups, we would expect you to only claim part of the total cost of that equipment.

## Evaluation and monitoring

- At regular points during the delivery of your scheme you will be expected to report the progress of your work programmes against your timetable and evaluate whether you have achieved the benefits you proposed at the start. A final report will be required at the end of the scheme which should recognise and give reasons for both failures and successes. You should include here the cost of evaluating your scheme and preparing this report which you must send to us with your final request for grant payment. You may carry this out internally and with your partners or employ professionals to carry out surveys or help you with this evaluation. See our guidance *Evaluating your HLF project*.

## Other scheme costs and overheads

- We may be able to accept part of your central costs, for example, staffing and overheads to manage and support the project. This is also known as full-cost recovery and applies only to voluntary sector organisations. This section does not apply to local authority or government agency applicants.

## 6.g What contributions to the Landscape Partnership delivery costs are you anticipating?

- List all potential partnership funders who will contribute to the common fund. Contributions may come from your own funds, local-authority funds, rural development funds, charitable trusts, agri-environment grants, or European funding.
- Make realistic estimates of the amount that is likely to be available from each source.
- Indicate when you expect to hear decisions on contributions from other sources.
- Provide a timetable for the potential partnership funds. If known, provide

the date the match funding will become available, and the duration it will be available for.

You do not have to have secured all the contributions when you apply to us. We can offer a grant before all the funding is in place. Click on the 'Add income' button to add entries.

## 6.h Delivery costs summary

- You can apply to us for funding between £250,000 and £2million maximum, including the cost of development funding identified in 6.a. The amount requested here should only include the grant being requested for the delivery phase of the scheme. Some of this table will be automatically calculated based on the rest of your input in Section six.
- If you ask for a grant of less than £1million, you will need to provide at least 10% of the scheme costs from your own or other sources.
- If you ask for a grant of £1million or more, you will need to provide at least 25% of the scheme costs from your own or other sources.
- We expect at least 5% of your contribution to be in cash (either from your own resources or other sources).

## 6.i If you are likely to offer third-party grants to private owners and land managers, please tell us how you will manage this.

You may expect many of the projects within your scheme to take place on land or include property which you or your partners do not directly own or control. Because you are receiving the grant you will be responsible for complying with our terms of grant governing how we release our and the other partnership funds for this scheme, including repaying the grant if necessary. You will need to show that the public benefit is greater than any private gain. We would expect the benefits of the grant to be maintained for a minimum

of 10 years through a third-party agreement between you and the private owner or land manager (third-party grantee) although this may be longer in exceptional circumstances. This agreement must ensure that you can fulfil your obligations under the terms of grant such as repaying the grant where necessary.

- Tell us what you think you may need third-party grants for and how you propose to prioritise what is funded, establish the grant rate and how this will be managed and distributed.

#### **6.j What are the anticipated risks to the delivery of your scheme and how will you manage those risks?**

- Using the grid provided, list the five most serious risks that you consider may occur during the delivery of your scheme.

At this early stage in your scheme we do not expect you to have a full risk-register for the delivery phase but we need to see that you have started to think about the potential problems that you may face. Keep in mind the aims of your scheme and success measures when putting together your risk register.

These risks may be:

- Technical – for example, the discovery of unexpected and extensive damp in a building to be restored;
- Financial – for example, a reduced contribution from an external funding source;
- Organisational – for example, a shortage of people with skills required to deliver the scheme;
- Economic – for example, an unforeseen outbreak of disease such as foot and mouth disease, restricting animal movements and affecting sales;
- Social – for example, negative responses to consultation or a lack of interest for third-party grants;

- Management – for example, a significant change in the project team;
- Legal – for example, changes in legislation that make the project impractical.

### **Section seven – Scheme development and costs**

It is likely that you will need financial support from HLF to work up the required detail for your scheme for the second-round application. We call this the development phase. You can ask us for a development grant of up to £100,000 as part of your first-round application towards costs associated with working towards this detail. We will then consider the first-round request and the development grant request at the same time. The most we can contribute to a Landscape Partnership is £2m **including** development funding.

You may ask us for a development grant so you can appoint a project officer and pay for specialist consultants, or to appoint short-term staff to carry out particular items of work or services. This may include tasks such as developing your partnership, involving the community, carrying out surveys, your landscape character assessment and the preparation of your Landscape Conservation Action Plan.

You can apply for up to £100,000 to develop your scheme, depending on the cost of works needed and if you can raise enough partnership funding. You must raise at least 10% from your own or other sources, of which 5% must be in cash.

#### **7.a Tell us in detail about the development work needed for your scheme.**

- Tell us about the different activities needed to develop your scheme to the point of a second-round application, for example contacting landowners and carrying out habitat surveys, or carrying out a landscape character assessment. Provide a timetable that shows when

these activities will be carried out.

- Describe whether you need to employ a development officer, second staff to the scheme, or commission consultants or freelancers as part of your development grant request.
- Please include in your application final briefs and job descriptions for those activities of the development phase costing £10,000 or more, for example consultants' fees to carry out a built heritage audit.
- Explain how you are going to manage this development phase and who will be responsible for putting together the second-round submission and preparing the Landscape Conservation Action Plan.
- Set out the timetable for this phase. You should normally be able to develop your scheme to a second-round application within 12 -18 months. You must not take longer than this to submit your second-round submission.

### 7.b What are the main risks to developing your scheme and how will you manage those risks?

- Using the grid provided, list up to five serious risks that you consider may occur during the development phase of your scheme.

### 7.c First-round development costs

Fill in the tables

- Fill in table 7c in detail.
- Table 7c should reflect your total spending to develop your scheme to the second round and table 7e should show where you are going to get the funding to meet those costs.
- You must fill in table 7c even if you are not asking us for funding to develop your scheme to the second round.
- For each cost heading you can break down your costs by adding extra rows so that the cost table is as detailed as you can make it at this point. Click on the 'Add cost' button below the table.

- You should make sure that you have tested all costs, for example – they are estimates, based on quotes or are based on costs for similar projects. For all goods, work and services of £10,000 and above, you will have to get at least three competitive quotes at the second round. You must also follow all European Union and World Trade Organisation procurement regulations. Refer to the section Buying goods, works and services in the *Landscape Partnerships guidance*.
- You must make sure the costs are as accurate as possible. If you have to spend more to develop your project to the second round than you originally requested from us, we will not be able to contribute to the extra costs, nor will you be able to ask for a grant increase from HLF to your final scheme delivery costs.

### Explanation of column headings in table 7.c

#### First column – Cost heading

The costs in this column are summary headings that we ask you to follow.

#### Second column – Description

Please add extra rows to describe the individual costs.

#### Third column – Cost

Please insert the relevant costs – without VAT and contingency (money to be used only for unexpected extra costs).

#### Fourth column – Non-recoverable Value Added Tax (VAT)

- Make sure that you only include VAT in this column and not in the costs presented in the third column.
- You may not pay VAT on certain types of work or may only pay it at a lower rate. You should approach HM Revenue & Customs ([www.hmrc.gov.uk](http://www.hmrc.gov.uk)) to check how much VAT you will need to pay.
- We cannot authorise the transfer of any part of the project costs to or from VAT.

This means that if you underestimate VAT, you will have to pay the extra costs, and if your VAT status changes so you can reclaim more than you expected, you will need to return this to us.

- You should make sure that all quotes you get clearly show whether VAT is included or not.

#### **Fifth column – Contingency**

- Make sure that you only include contingency in this column and not in the costs presented in the third column. Consider carefully whether all cost items will need a contingency. Your calculation for contingencies should reflect:
  - the degree of certainty with which you have arrived at your cost estimates;
  - the stage of design work proposed;
  - the scheme timetable; and
  - the risk in relation to the type of project you are carrying out.
- We will only agree to you using the contingencies if you can show an unexpected need within the aims of your project.
- Your assessment of risk at question 7.b, should be considered in your decision on levels of contingency required. Not all elements of your scheme will have the same amount of risk attached.

#### **Sixth column – Total Development Costs**

- The Total Development Costs in 7.c) should be the same as the Total Income in 7.e).

#### **Explanation of Cost headings in table 7.c**

##### **Cost heading – Staff posts**

We recommend that a project officer is appointed to coordinate and deliver the development phase.

If you intend to recruit a member of staff for development and delivery, you should make sure the job advertisement and their contract clearly says this is the case and allow for break clauses (in case

your second-round application is not successful). If you do not, we may ask you to advertise again and re-recruit after the second-round decision has been made.

You must also make sure that you have recruited for the core skills and job requirements that you would expect to cover both roles. This is important as an individual may be very competent at project planning, but less experienced at project delivery or *vice versa*.

- We can contribute to new fixed-term contracts, and the costs of freelance staff to help develop your project.
- You must advertise all posts appropriately and base salary levels on sector guidelines or similar posts elsewhere
- Your recruitment must be open and competitive

##### **Cost heading – Professional fees**

- Fees should be in line with professional guidelines – for example, The Landscape Institute’s – and should be based on a clear written specification.
- You must use a separate line for each consultant.
- We cannot contribute to the costs of staff already on your payroll unless you present them as an overhead directly associated with running the scheme.

##### **Cost heading – Recruitment costs**

- This can include advertising and travel expenses. We expect your organisation to keep to good human resource practice and follow all relevant laws.

##### **Cost heading – Travelling and training**

- Include cost of travel, training and any other costs for all staff you will employ under the scheme. Any costs must be directly related to the scheme. We will not fund travel costs between home and work (usually the scheme office).

### Cost heading – Scheme office

- You may include the costs of renting office space at local rates per square metre and the cost of heat, lights, and other office services to accommodate all new staff. You must be able to show that these are extra costs directly associated with running the scheme. We will not support core overheads that you or other partners are already committed to providing for existing premises.

### Cost heading – Equipment

- You may need equipment to directly support the LP office, for example phones, photocopiers and computers

### Cost heading – In-kind contributions

- You may receive some items without charge – for example, using a room in a local college for educational activities. You should reflect the estimated value in your project costs and income as ‘non-cash contributions’.

### Cost heading – Volunteer time

- We encourage community participation in these schemes and the involvement of volunteers in the planning and design of the scheme. For example a baseline habitat survey carried out by volunteers that will inform the LCAP.
- Volunteers may give their time to help develop and deliver your scheme in a number of ways. You should use the following rates for different types of work.
  - o Professional services – £350 a day. For example - accountancy or legal advice. These should be chartered, qualified or registered practitioners.
  - o Skilled labour – £150 a day. For example, a specialist coordinating a survey of the condition of wildlife sites
  - o Unskilled labour – £50 a day. For example, clearing a site as preparation for a project, carrying out a visitor questionnaire.

- To make a claim for these costs you will need to provide timesheets, and other supporting documentation to justify the value.

### Cost heading – Other

- Other costs must be directly associated with carrying out the development phase of the scheme, for example, office stationary, computer software, materials and community consultation.

### 7.d Volunteer contributions

Please refer to 7c help note cost heading – volunteer time.

### 7.e Who is contributing to the development costs?

Fill in table 7.f. Tell us who will be contributing to the development costs and whether this is cash, in-kind contributions or as volunteer time.

### Explanation of income headings in table 7.e

#### Cash contributions

- We accept cash funding towards the LP fund from any public, charitable, private or business source, including European funding programmes. You cannot use funding from another lottery distributor as partnership funding for the LP scheme.

#### In-kind contributions

- Please refer to 7.c helpnote cost heading – in-kind contributions.

#### Volunteer time

- Please refer to 7.c helpnote cost heading – volunteer time.

### 7.f Development costs summary

The total costs for your development phase will be automatically totalled in this table together with the HLF development grant requested. This is based on the figures you have included in the cost tables in Section seven.

## Section eight – Exit strategy and success measures

### 8.a What is your exit strategy and how will you continue the long term benefits of an LP Scheme?

Your exit strategy will tell us how you will maintain the benefits of your scheme in the long term, once the scheme has finished. All schemes must leave a legacy (long-lasting benefits) both for the landscape and for the people. Although we can only fund schemes with a limited timescale, up to five years, we will expect you to tell us what will happen after the scheme that we may fund is complete.

Tell us:

- how you will approach and carry out your exit strategy – this should relate to staff you have employed as part of the scheme as well as maintaining the conservation benefits to the landscape that the Landscape Partnership has delivered;
- how you will develop and manage the scheme, so that the benefits and key activities established by a Landscape Partnership may continue beyond the life of an HLF funded schemes;
- what will happen once projects that are part of the scheme are complete – for example, will your organisation or other members of the partnership be able to continue these projects in any way?
- how you will make sure that other people can learn about the scheme and individual projects afterwards (for example, by keeping a good and accessible record of what was done);
- how the LP scheme will help your organisation and/ or partnership to change. For example, your organisation/partnership may:
  - create new jobs for the scheme and for the longer term;
  - change its management structure;

- change the services you offer the public ;
- make new long-term commitments to heritage; or
- set up new partnerships and ways of working.

### 8.b How will you measure and evaluate the success of your scheme?

We are looking for clear proposals for evaluating your project and how you will share results with both us and other organisations. Please read *Evaluating your HLF project*. You will also be expected to report on your progress at regular points during your scheme. We will provide guidance on the basic information that we will require. Depending on the scale and how complicated your scheme is you may want to employ somebody to help evaluate your project and assess whether the aims of the project are being successfully met.

Tell us:

- your proposals for monitoring your progress;
- your proposals for evaluating the success of the scheme
- how you plan to share your evaluation and lessons learnt with other similar organisations and the wider public.

#### Other information about your organisation

We will not use information collected here to assess your application. We use this information to report on our funding.

#### Supporting documents needed with your application

Please ensure you send us all the relevant documents requested with your application. If you don't we may not accept your application or the assessment of it may be delayed.

#### Standard terms of grant

The standard terms of grant apply to all our awards in this grant programme.

- There may be further conditions that

will apply to your project. We will tell you about these before we award your grant and they will be set out in the letter awarding the grant.

- We will prepare a contract specifically adapted for your project if we feel that this is appropriate.
- The requirements in Managing your Landscape Partnership grant form part of the terms of any grant awards that we may make. We consider breaking the conditions of Managing your Landscape Partnership grant as breaking the terms of the grant.
- If work begins on the project before we award a grant and before we have agreed that work can start, we may withdraw our grant.
- We may also withdraw our grant if work has not started within a year of the letter awarding you the grant.
- If a first-round grant with development funding is awarded, the terms of the grant will last for 10 years.
- If a second-round grant is awarded, the terms of the grant will last for 10 years from the date of the grant notification letter or when all third-party agreements end, whichever is later.

### **Declaration**

By signing the declaration, you are confirming that your organisation understands and accepts the standard terms of grant.

The person signing this declaration must be different from the person named as the contact under question 1d and must have the authority to do so.