

Volunteer Conservation Fund Guidance

This fund is managed by the South Downs Volunteer Ranger Service (VRS) and administered through the South Downs National Park Trust. The Volunteer Conservation Fund will allocate grants of up to £5,000 annually (the average grant is £2,000) for projects that enhance the National Park and include the practical support of the VRS teams.

The Volunteer Conservation Fund is managed on an annual cycle. At the beginning of the year (January to March) the fund is promoted to those who are interested to apply – with all applications to be submitted by 31 March.

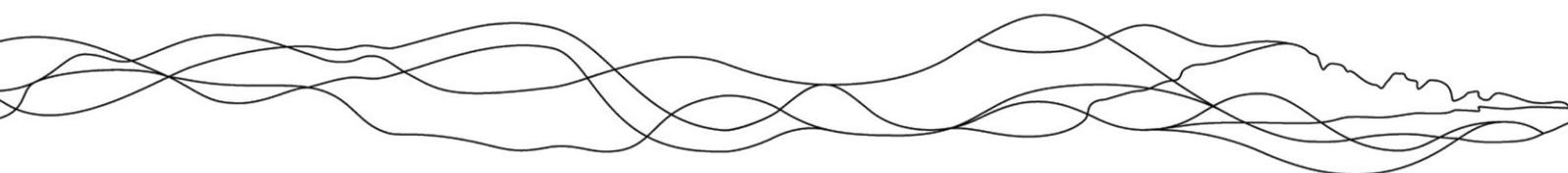
1. The project proposal template must be completed and submitted to mark.rose@southdownstrust.org.uk before the end of March 2019 in order to be considered for grant funding.
2. By submitting a proposal the following conditions must be acknowledged and accepted:
 - Project updates must be provided upon request
 - The final report template (available on the website <https://www.southdownstrust.org.uk/apply-for-a-grant/>) must be completed and submitted at the end of the project and show:
 - how the project has delivered its objectives and the benefits identified at the outset;
 - photographic evidence, ideally 'before and after';
 - financial summary clearly showing all income and expenditure.
 - The Volunteer Ranger Service and South Downs National Park Trust's support is to be recognised in all publicity material e.g. press releases, press interviews, websites, site interpretation and information boards;
 - Funds may only be used for the purposes stated in the proposal;
 - Any surplus funds must be refunded pro rata.

Examples of the types of organisations that can apply:

- Not-for-profit organisations
- Voluntary/community groups
- Community interest companies
- Registered charities
- Parish Councils
- Landowners (or those responsible for managing land on behalf of others) who need support to enhance environmentally sensitive areas for the benefit of the wider public

In order to be eligible projects must:

- Align with the South Downs National Park Management Plan (<https://www.southdowns.gov.uk/national-park-authority/our-work/key-documents/>)
- Have the direct involvement of the Volunteer Ranger Service (<https://www.southdowns.gov.uk/care-for/volunteering/volunteering-ranger-service/> - see below for more information on this requirement)



- Take place within South Downs National Park or within 5 miles of its boundary (<https://www.southdowns.gov.uk/discover/communities/do-i-live-in-the-national-park/>)
- Be not-for-profit (commercial landowners may apply, providing the project aims to enhance environmentally sensitive areas for the benefit of the wider public)
- Be sustainable

The types of things that the funding could be spent on are:

- Materials
- Contractors
- Specialist expertise
- Consumables

As these projects will have VRS support (who are qualified, equipped and funded by the South Downs National Park Authority - SDNPA) the following are unlikely to be funded:

- Training
- Equipment
- Staffing costs

However, funding requests of this nature will be considered.

Involving the Volunteer Ranger Service

This fund has been initially setup using funds belonging to the VRS. This group of circa 400 people provide practical/physical support for a range of environmental, leisure and heritage projects across the park. They are led by professional staff from the SDNPA. When considering a project for submission be clear in what way they can contribute to its successful completion. The application form prompts you to consider this.

Match Funding and Payment Terms

Both applications for 100% of the costs and those with match funding from other sources will be accepted – projects with significant costs will require match funding.

Grants are usually paid up-front but the VRS Committee may agree interim payments or payments in arrears depending on the nature of the project.

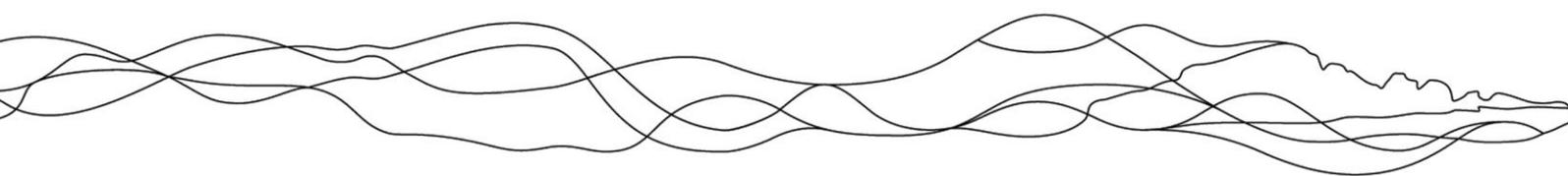
Timeframes

The VRS Fund is managed on an annual cycle. At the beginning of the year (January to March) the fund is promoted to those who are interested to apply – with all applications to be submitted by 31 March.

How to complete the application form

This note provides guidance on the information required to complete the Volunteer Conservation Fund application form. Any queries should be directed to Mark Rose (mark.rose@southdownstrust.org.uk or 01730-819219).

1. Applicant's (Sponsor's) name and organisation



The name of the person responsible for managing and delivering the project and the name of the organization on whose behalf the application being made, for example the name of the parish council or voluntary group

2. Applicant's (Sponsor's) contact detail

Address, telephone number and email address of the person responsible for managing and delivering the project.

3. Project name, location and landowner

The name of the project and the location and landowner of the site.

4. Project summary and benefits

Describe the project highlighting specifically what will take place, what the impact will be, who/what will benefit, who is involved in delivering the project and how it will be sustainable and managed in future.

5. South Downs Volunteer Ranger Service involvement

Explain how the Volunteer Ranger Service will be involved. Please propose how the Volunteer Ranger Service could be involved if this has not yet been confirmed.

6. Costs

Outline all of the costs for this project, categorise costs where there are a number of small purchases i.e. Tools (bilhooks, saws and hammers) - £100

7. Sources of funding

Show how much you are requesting from the Volunteer Conservation Fund, which other organisations/individuals will be contributing cash to the project and whether this has been confirmed or not. It is not necessary for match funding to be provided but applications that show other contributions will be looked upon favourably.

8. Proposed start date and Proposed completion date

Show when you aim to start and complete the project.

