**B&NES Allotments Association**

**Guidelines and Application for Small Project Funding**

General Guidelines

The B&NES Allotment Association has a small pot of funds that can be used to assist members to make improvements to their sites. In order to qualify, applications should meet the following criteria:

* There is a clearly identified need for the project and it aligns with the objective of our Association (see the web-site for a list of the B&NES Allotments Association objectives: [www.banes-allotments.org.uk](http://www.banes-allotments.org.uk));
* There is general agreement among Association members on the site and affected plot-holders that the project is worthwhile and provides **our members** with a real benefit;
* Relevant stakeholders have been consulted and are in agreement with the project aims and plans for delivery;
* There is a realistic plan for delivering the project within budget and an agreed time frame;
* The project isn’t part of the Council’s remit i.e. is not something that the Council routinely provides or needs to provide/do as part of its statutory functions;
* Other avenues for funding have been explored and no other funders can be found;
* The size of the project does not exceed £200.

Preference will be given to those projects that involve some element of matching (either financial **or in terms of volunteer effort**) that indicate the commitment of proposers to the project and their willingness to work cooperatively to fulfill the project aims.

**Examples of the kind of project to which we are willing to contribute.**

Cost of ground cover for vacant plots

Cost of deer netting

Replacement/repairs to noticeboards

Security improvements – padlocks, key pads etc

This is by no means a definitive list and is intended merely to provide illustrative examples.

**What we don’t fund.**

Activities that are clearly the responsibility of B&NES or other statutory bodies e.g. projects that address obvious health and safety issues, provision of water troughs, tree cutting etc.

Activities that benefit only one member or might adversely affect other plot holders.

This is by no means a definitive list and is intended merely to provide illustrative examples

**Application Form**

|  |  |  |
| --- | --- | --- |
| 1. | The Applicants |  |
|  | Name of Principal Applicant/s:  |  |
| Address:  |  |
| Telephone number:  |  |
| Email address  |  |
| Allotment site: Plot Number |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| 2.  |  The Project Proposal  |  |
|  |  |
| .  |  Please provide us with a description of the project for which you are requesting funding and ensure that your outline includes the following: * The details of the proposal – what you are intending to do?
* The benefits of your proposal – who benefits and how?
* The delivery plan – who is going to do the work and what is the timescale?
* Risk assessment – are there any potential health and safety issues and how will these be addressed?
* Monitoring/evaluation – what will be the tangible outcomes and who from the Committee will check that project is completed satisfactorily (normally the site representative unless the application is from the site representative)
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|  |
| 3.  | Project Costs  |  |

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| --- | --- | --- |
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| What is the full cost of the project?  |  |
| What amount are you requesting from Allotment Association?Have other sources of funding (e.g. plot-holders, local concillors etc.) been explored?Are plot-holders contributing to the project financially or in kind? If so, how? |  |
|  |  |

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| --- |
| 5. Please provide a detailed and accurate full project budget below:  |
| Budget Headings  | Amount (£)  |
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| 6. Project Timetable:  |  |
| Start date:  |  |
| End date:  |  |

**DECLARATION**

To the best of my knowledge all the information I have provided in this application form is correct. The Allotment Association may request further information, including additional financial records, and/or ask to arrange a visit to your project. Please keep the receipts relating to any expenditure incurred.

Signature/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return this form to: The Treasurer, B&NES Allotments Association at membership@banes-allotments.org.uk**

***Remember to take a copy of your application before sending it to us***

**APPLICATION PROCESS – WHAT HAPPENS NOW?**

**You application will be considered by the Committee at its next meeting following your application. You should hear back within a month or two.**