



The Community WildBelt project is made possible by  
The National Lottery Heritage Fund and the Rothschild Foundation

# Community WildBelt Small Grant Fund Guidance for Applicants

## Introduction

The Community WildBelt project is a pilot project focused across the Wendover - Tring - Aylesbury triangle; an area of nature at risk not only within the towns and villages along the scarp, but from the encroachment of nearby Aylesbury, Berkhamsted and Hemel Hempstead.

A step change is needed to ensure large scale recovery to nature networks and natural heritage across our region. We believe that involving a far greater range of people from the local community is the only way to achieve this transformation and ensure a successful and sustainable strategy, to bridge the gap between national and regional strategies, and local delivery. And the time to do it is now.

The Community WildBelt project will galvanise and coordinate the expertise, passion and good-will in our diverse Chilterns communities to link up habitats, create wildlife corridors and increase wild spaces, particularly around our towns and villages.

Through practical action based on our charity's unique volunteering model, local communities will experience how they can make a tangible difference to biodiversity loss and our global warming crisis, all while making their area a better place to live and work. Critically, they will develop the skills and confidence to take on the ownership of the programme, to help it become rooted in their community.

By facilitating local people to take positive action for their local environment the project will not only instil a sense of local pride but also give people opportunities to make a difference and be part of the solution to the huge climate challenges we face nationally and globally which are causing a great deal of anxiety. People want to contribute but often don't know where to start.

## The Community WildBelt Small Grant Fund

Key to the success of the Community WildBelt project is facilitating local people to actively care for nature in their own neighbourhood.

The Community WildBelt Small Grant Fund is a grant scheme that is supported with funds from The National Lottery Heritage Fund and aims to encourage local initiative, engage more people and add to the legacy of stewardship for the natural environment. It recognises that there is a strong desire within local communities to take positive action to improve nature but face a wide range of barriers to realising their aims and often these can be overcome with a small amount of support.

If you, or your organisation, care passionately about nature in your local area, want to protect it, have some ideas on how to get more people involved in it and need a small amount of financial support to help get things going then it would be great to hear from you. It maybe that your project can get started with a small budget or that your larger project is looking for additional funding to make it even stronger, if so please get in touch.

The Community WildBelt Small Grant Fund is looking to support local organisations, charities, and groups, who are looking to address one or more of the Key Themes of the Community WildBelt project.

Community WildBelt Key Themes:

- **Creating a new space for nature**
- **Improving an existing space for nature**
- **Getting more people involved in nature recovery**
- **Increase volunteer capacity to deliver local nature recovery**
- **Improving access to and understanding of nature**

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Registered Charity no. 1085163. A company limited by guarantee registered in England & Wales registration no.4138448.

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## Who can apply?

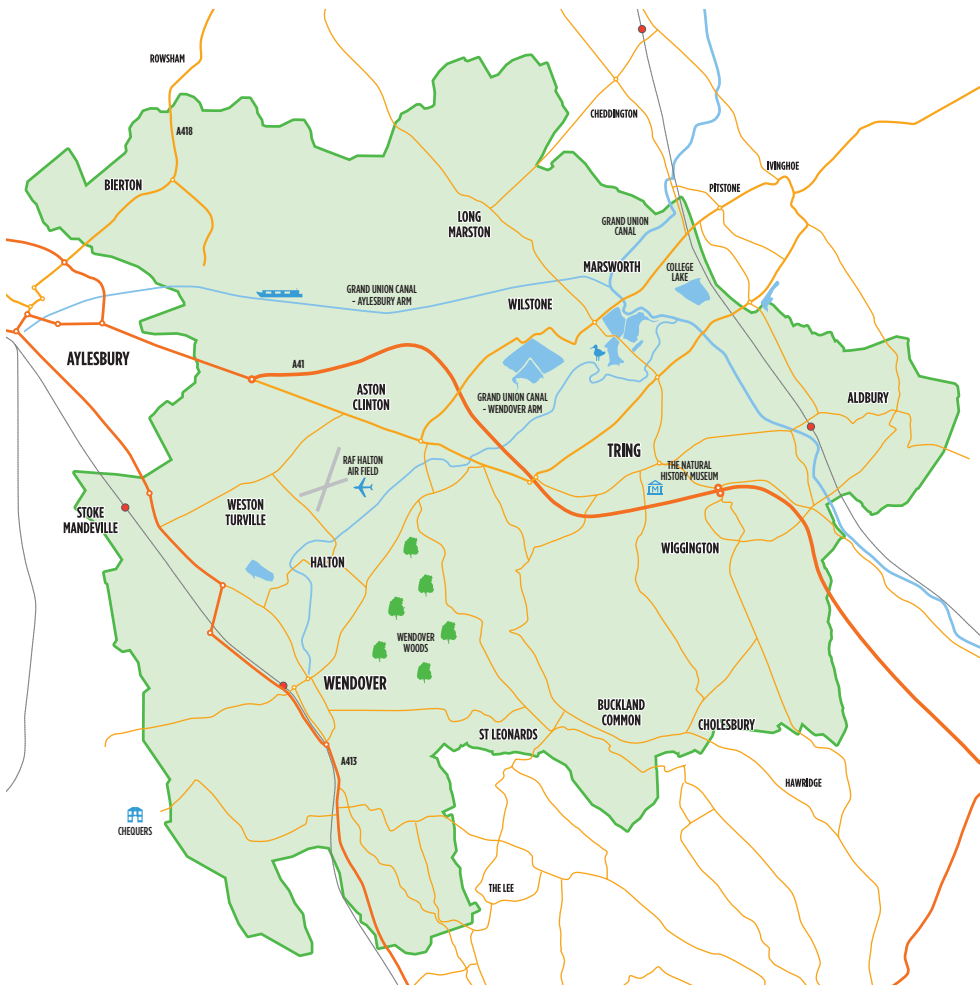
The Fund is open to a wide range of not-for-profit organisations all of which must be located within the Community WildBelt project area and able to demonstrate their passion for nature in their local community.

You may represent:

- **A community group**
- **A Parish Council**
- **A local charity or other voluntary body**

You might not even be part of a formal group but want to set one up with some support and deliver a fantastic local project.

The Community WildBelt project area is shown on the map below:



## What the grant can be used for?

Your project must meet one or more of the Community WildBelt Key Themes:

1. **Create a new space for nature**
2. **Improve an existing space for nature**
3. **Get more people involved in nature recovery**
4. **Increase volunteer capacity to deliver local nature recovery**
5. **Improve access to and understanding of nature in your local community**

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## What the grant can be spent on?

In short, anything that you need to get the project going, deliver it and deliver a legacy from it.

You might spend the grant on:

- **Purchase or hire of materials or equipment to carry out nature recovery e.g. tools, saplings, wildflower seeds, nesting boxes.**
- **Publicity, marketing or educational materials and/or events to get people engaged**
- **Contractors to carry out specialist work**
- **Training of your volunteers or local community**
- **Event costs**
- **Digital information to help get more information online or shared through social media**

## What the grant can't be spent on?

- **Costs related to statutory duties or conditions of planning permission.**
- **Organisational core costs.**
- **Costs incurred before the grant is awarded.**
- **Projects with little or no public benefit.**
- **Projects of little clear value to nature.**

## How much can you apply for?

The Fund has a finite budget and it is hoped that it can support as many projects as possible. The range of support that can be offered is therefore up to a maximum of £500 per application.

An applicant may only hold one grant from the Community WildBelt Small Grant Fund at any one time.

Projects will be supported where 100% of costs are asked for but match funding will be looked at favourably.

If there is potential for the project to generate income, details must be provided, and this will be considered in any grant award made.

Volunteer time is recognised as a valuable in-kind contribution and should be included in your application.

## Ownership and maintenance requirements for capital work

Capital work is work associated with the creation or improvement of something, for example, the creation, conservation or restoration of a nature site. Capital works would include all equipment and materials relating to the work, for example trees and tree guards. In addition, capital works include new interpretation, and anything created in a digital format which is designed to help people access and learn about natural heritage.

Project capital work is expected to be maintained for 5 years after project completion.

If you do not own the land that grant funded capital works are being undertaken on, we would expect recipients of a grant to enter into their own agreement with the landowner to allow for the maintenance of Project Deliverables for 5 years after project completion.

## Intellectual property

For work involving creating or using intellectual property (for example, creating a database, digital images or audio or other multimedia applications) we expect you to get all permissions, waivers and licences from any other person or organisation who may be entitled to any intellectual property rights which either exist or will be created to allow you to carry out and complete the project.



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## Digital Outputs

Digital outputs are anything created with project funding in a digital format that is designed to give access to nature or to help people engage with and learn about nature.

It could include environmental surveys and reports to educational material, visitor resources and digital display content in the following formats:

- **photographs, sound and video recordings**
- **electronic documents and databases**
- **website and app content**
- **software and code**
- **3D models**

All digital outputs created with grant funding must be available online and shared under an open licence - Creative Commons Attribution 4.0 International licence (CC-BY 4.0) CC BY 4.0 Deed | Attribution 4.0 International | Creative Commons.- and be publicly available for at least five years.

## Permissions

You will be required to find out whether elements of your project require specific permission. Permissions do not necessarily need to be in place before you apply but supplying evidence of permission may be made a condition of any grant offered.

Examples of permissions that may be required include:

- **Planning permission**
- **Scheduled Ancient Monument consent**
- **Site of Special Scientific Interest consent**
- **Necessary landowner permissions**

## How to apply

Once you are ready to apply please complete an Application Form using the online application form: Community WildBelt Small Grant Fund

As part of the application you will be asked to provide:

- **A description of your project**
- **The aims of your project**
- **An outline of the need for your project and how it meets one or more of the five Community WildBelt Key Themes.**
- **How the benefits of your project will be maintained beyond delivery.**
- **A budget detailing the total cost of the proposed project and timings of delivery.**

Applications may be submitted on an ongoing basis and there is no deadline for submissions, funds will be allocated until funds are exhausted.

We will endeavour to process applications promptly with no longer than two months between submission of application and notification of decision.

The assessment panel will consist of:

- **Community WildBelt Project Manager**
- **Chiltern Society Head of Conservation**
- **Chiltern Society Trustee lead for Conservation**

The panel will recommend all grant awards to the Chiltern Society Executive Council for final approval.



# Community WildBelt Small Grant Fund Guidance for Applicants

Panel date	Submission date	Formal decision
Last week in July 2024	2nd week in July	Within 5 days
Last week in Sept 2024	2nd week in Sept	Within 5 days
Last week in Nov 2024	2nd week in Nov	Within 5 days
Last week in Jan 2025	2nd week in Jan	Within 5 days
Last week in March 2025	2nd week in March	Within 5 days
Last week in May 2025	2nd week in May	Within 5 days
Last week in July 2025	2nd week in July	Within 5 days
Last week in Sept 2025	2nd week in Sept	Within 5 days

We welcome discussions about your plans prior to application. However, we are a small team so only have limited time.

## What we will assess

In addition to the eligibility criteria outlined above applications will be assessed on how well projects deliver against the Key Themes, achieve Value for Money and the applicants Ability to Deliver.

Key Themes

Projects are assessed by the extent to which they meet one or more of the Community WildBelt Key Themes;

- 1 Create a new space for nature**
- 2 Improve an existing space for nature**
- 3. Get more people involved in nature recovery**
- 4. Increase volunteer capacity to deliver local nature recovery**
- 5. Improve access to and understanding of nature in your local community**

## Value for Money

- **the value for money your work/project offers;**
- **the overall benefits of the work in relation to the costs;**
- **the amount of grant you are asking for.**

## Ability to Deliver

- **your proposed work is well planned and your proposals for managing it are sound;**
- **you are capable of carrying out the proposed work;**
- **your proposed work is financially realistic and there is a clear need for funding.**

## Supporting documents

You will be required to submit supporting documents as part of your application.

These will include:

- **Proof of land ownership if your proposed work involves capital works on land**
- **Photos or drawings if they help illustrate your project;**
- **Signed copy of most recent organisation accounts or bank statements.**

All applicants will be expected to provide a governing document or constitution for their organisation. If you wish to make an application from another type of organisation in the non-profit sector, we encourage you to contact us to discuss eligibility.

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## Successful Applications

### Managing your grant

If your application is successful, we will send you a formal grant offer letter, together with the Fund's Standard Terms & Conditions which you will need to accept in writing. You will be able to start your proposed work as soon as you have our written permission.

Projects cannot be started, or costs incurred, before your grant has been confirmed.

### Paying grants

We will normally pay grants in advance unless otherwise agreed.

Grant funding must be spent within 6 months of the grant being awarded and before the end of the project in October 2025.

If grant money is not used then it must be refunded.

The Chiltern Society cannot reclaim VAT on your behalf.

### Monitoring

In your application you will be asked to identify what your project will deliver. Monitoring of your project will be based on these Project Deliverables, so it is very important that they are realistic and achievable. Failure to achieve them may result in grant monies being returned.

### Completing and evaluating your project

You must send us a completion report (template provided) at the end of your project. It is within this report that you will tell us whether the project has been a success and all the Project Deliverables have been achieved.

You will need to include:

- **Photos of funded activities.**
- **Copies of any materials produced.**
- **Overview of what was achieved against Community WildBelt Key Themes.**
- **Numbers of volunteers and people engaged.**
- **Copies of invoices/receipts for funded activities and materials.**

We would like to use the photographs you supply in our progress updates to the National Lottery Heritage Fund, in our evaluation reporting and in publications and online. We agree that we will only use your photographs for these purposes.

To do this, any photographs with people in them will need have the written permission of those in the photograph for this use.

We also want to make sure credit we credit the photographs correctly, so please supply a title and description and who took the photograph.

### Project publicity and acknowledgement

Public support, understanding and appreciation are vital to the success of the Community WildBelt project and the Small Grant Fund.

If we give you a grant you we would expect you to acknowledge your funding as appropriate. All activities supported by the grant will also be required to fully acknowledge the support of The National Lottery Heritage Fund in all their communications and marketing including the National Lottery Heritage Fund logo displayed on any publicity and verbal thanks made at events.

The Chiltern Society will share information about grant holders with partner organisations and the wider public via its media platforms.

Guidance on publicity and acknowledgement of your grant will be given at the time we award your grant.

*The Community WildBelt Small Grant Fund is administered by the Chiltern Society. A Registered Charity no.1085163.*

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