

# Application template – Accompanying checklist

## Eligibility

To be eligible to apply you must make sure that:

- You meet the definition of an eligible applicant as detailed in the Guidance for Applicants
- The project that you are applying for is not going to be paying for works that you have already started
- That no elements of your project on which you are applying for grant for are part of an insurance claim
- That your project has no works covered by a requirement or condition of planning permission
- That you are not applying for a grant for any items that you have already received, are applying for elsewhere, or are receiving public funding for
- That you are happy to participate in a proportionate project evaluation and if required feed into programme evaluation led by the programme external evaluation team (you can speak to your FiPL officer about what this means).
- You have the necessary land management control as stipulated in the guidance for applicants.

## What to include with your application

We want your project to have every chance of success. In addition to the application form, the following information is useful for assessing your application. If you can submit this information with your application form it will support the assessment process.

- ‘Before’ images of your project highlighting what you would like to change (if applicable).
- Land Management Plan - if you have a plan for your holding this shows how your project fits in with your site management. Normally land management plans set out how you will maintain your project.
- Business Plan - if you have a plan for your business this shows how your project fits in with your wider business and how your project will contribute to its sustainability. If your project has commercial gain a business plan will help us assess the need for a grant, and the grant amount we can offer.

You will find a checklist on the next page to support your application. Please make sure you have included the items listed, where appropriate.

## Checklist

You can tick items off this checklist if you know you have included them in your application.

- A project map which highlights areas where your project will take place
- A selection of 'before' photographs that help illustrate your project
- A countersignature or written consent if you do not have full management control or approval for the land and activities in your application
- Quotes to support your costs
- Evidence of any match funding including value, terms and source(s) of funding
- Copy of any permissions and consents already secured
- A bank account in which you would want to be paid for the project
- Completed 'Not registered for VAT form' (at the end of the application form), if applicable
- A land management plan if you have one
- A business plan if you have one
- A copy of your collaborative group's partnership agreement, if applicable