



## Link2Nature Small Grants Fund 2013: Guidance

### What is the purpose of the fund?

Link2Nature has a small grants fund of £5,000 provided by Public Health Wiltshire to award to local community groups. The aim is to enable groups to record and communicate their work to improve their local green space. The funds will assist groups to:

- record and communicate their work to a wider audience;
- engage directly with the wider partnership of Link2Nature;
- contribute to building an evidence base which can be used for future planning.

Examples of projects which can be considered:

- Setting up walking, cycling or other activity groups which utilise local green space for health benefits.
- Setting up or supporting an existing survey/recording group which will provide biological records to the Wiltshire and Swindon Biological Records Centre (WSBRC).
- An event which raises awareness of the work of the group and Link2Nature.
- Equipment for enhancing the local environment e.g. wildlife gardens / community allotments / litter or waste event or activities.
- Setting up a local environment action group.

### What can funds be spent on?

Funds must be spent on working towards the enhancement/protection of, or engagement with, the natural environment. Applications can be considered for funds towards:

- recording equipment such as cameras and video recorders.
- other equipment needed to support an existing or new project.
- publicity material or display equipment for the group.
- the costs of a community event which raises awareness of the group's work.

Applications must demonstrate value for money and a need for the project/equipment.

### How will the fund be distributed?

- One application per group is permitted for a grant up to a maximum of £500. Funding is on a one-off basis and is not renewable. Funding will not be awarded retrospectively.
- Applications will be accepted until 31<sup>st</sup> December 2013 or until the funds have been allocated, whichever is sooner. Notification of the fund's closure will be via the Link2Nature website.

## Who can apply?

Grants will be awarded to not-for-profit groups with a bank account and designated officers, whose work is primarily focused within the administrative area of Wiltshire Council. For example:

- an existing or potential community group;
- a Parish Council aiming to improve the environment and community engagement with the environment within the parish;
- a club or association with a project which aligns with the aims and objectives of Link2Nature (please see [www.link2nature.org.uk](http://www.link2nature.org.uk) for details).

Grant funding cannot be awarded to individuals and applications will not be accepted from individuals.

## How to apply

- All applications must be made using the application form available on the Link2Nature website: <http://www.link2nature.org.uk/>
- All applications must provide any requested evidence and supporting documentation.
- Applications and supporting documentation can be returned to via email to [info@link2nature.org.uk](mailto:info@link2nature.org.uk) or by post to: Link2Nature, Small Grants Fund, Wiltshire Wildlife Trust, Elm Tree Court, Long Street, Devizes, Wiltshire, SN10 1NJ.
- Please allow up to four weeks for your application to be considered and a decision made.

## Publicity

The Link2Nature website will be used to communicate and promote the use of funds by community groups. Link2Nature reserves the right to use images, video, data and other outputs from the use of funds for publicity and promotional purposes.

## Notification, Payments and Reporting:

- All decisions on applications will be made by the Executive Group of Link2Nature and will be on merit and will be final. There is no appeal process.
- Decisions on applications will be communicated to the group's nominated contact by email.
- If approved, funds will be transferred by BACS transfer to a nominated bank account.
- An evidenced report should be submitted to the LNP Coordinator on completion of the project or event, including photographs and/or video evidence of the work being undertaken and on completion.
- For projects such as surveying and recording, on-going records should be submitted by agreement directly to the WSBRC.
- All funds must be spent within six months of granting.
- All evidence of expenditure must be provided to Link2Nature within one month of spend.
- Other reporting requirements will be agreed upon approval of the application.