



Full Application Form & Notes

This form, plus accompanying notes, is the second stage of the process that the Chalk Arc Steering Group will use for allocating funds to organisations delivering Green Infrastructure projects.

Before filling out this form you must have completed the Expression of Interest form and been given the go-ahead for submitting a full bid by the Chalk Arc Steering Group. A sum will have been ring-fenced within the Chalk Arc budget (between £20,000 and £250,000) for you to bid against.

The more criteria and Chalk Arc Initiative objectives that are met the greater the chance of funding, but it is recognised that it is not possible for the majority of projects to meet all of the criteria.

Applications for funding will be accepted until September 2010, and all projects will need to be completed by 28/2/11. Projects can take place at any time during this period.

The minimum request for funding through this scheme is £20,000. Projects requesting less than this value should apply to our Community Grants Scheme (contact the Chalk Arc Project Officer for details).

This fund is for capital projects only. An element of funding toward management of new green infrastructure may be included.

Guidance notes follow the blank proforma.

Please contact the Chalk Arc Project Officer for further information and guidance:

Lisa King
Chalk Arc Initiative
Luton Borough Council
Environment and Regeneration Service
Town Hall
Luton
LU1 2BQ



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Tel: **01582 547334**

Mobile: **07810 154856**

Fax: **01582 546971**

Email: lisa.king@luton.gov.uk



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Stage 2 – Project Proposal Form

Projects do not need to meet all of the criteria included on this form. The more that are met, however, will increase the likelihood of the project receiving funding as it will receive a higher score.

	Notes
1. Proposer details	
a. Lead organisation	
b. Contact name	
c. Contact details <i>(address, telephone, email)</i>	
d. Other partners	
2. Project details	
a. Project name	
b. Project location <i>(including postcode or grid reference)</i>	
c. Please provide a project description including aims and objectives (using the SMART system) <ul style="list-style-type: none"> ▪ Specific ▪ Measurable ▪ Achievable ▪ Realistic ▪ Time-related 	



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<p>d. Project management Who is the project lead? Please give details of how the following areas will be managed:</p> <ul style="list-style-type: none">▪ Project timing▪ Budgeting▪ Measuring success▪ Risks and issues – identification and mitigation <p>Providing examples of your track record in project delivery will help illustrate how you will deliver this project.</p>	
<p>e. Match funding</p> <ul style="list-style-type: none">▪ How much match funding does the project have?▪ Other funding/resources required to carry out this project?▪ Has the other funding/resources already been secured? <p>(Include cash and in kind separately, identifying the sources of funding/resources)</p>	
<p>f. Sustainability Please demonstrate long term sustainability of the project. What will happen to the project once the grant funding has been spent?</p>	
<p>g. Could the project be fully funded from another source?</p>	



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3. What will the project deliver?

a. Green Infrastructure benefits

Please describe how the project will meet the following requirements:

Public Open Spaces

- Does the project help to address an identified need or implement actions in the Luton and South Bedfordshire Green Space Strategy?

Access

- Does the project assist in the implementation of Outdoor Access Improvement Plan outcomes or actions in the area?

Biodiversity

- What impact (positive or negative) would the proposal have on habitats, designated sites or species protected by law (including European protected species)?

Heritage

- What historic environment assets does the project contain?
- How will the management, protection or enhancement of the historic environment assets in the project area be incorporated in the project?



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<p>Landscape</p> <ul style="list-style-type: none">▪ Does the project respond to landscape character and enhance local distinctiveness?▪ Has design advice been taken from a landscape architect, forester or landscape gardener as appropriate?	
<p>b. Community Benefits Please describe how the project will meet the priorities of the Sustainable Communities Plan?</p> <ul style="list-style-type: none">▪ Well designed, safe and accessible green space (Community Priorities)▪ Promotion of healthy living and improved access for all? (Health priorities)▪ Protection and enhancement of the natural environment? (Environment priorities)	
<p>c. Good practice and design</p> <ul style="list-style-type: none">▪ How does the project utilise good practice from other projects or best practice advice from professional bodies?▪ Does the project demonstrate innovation e.g. the use of sustainable technologies?	



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4. Project costs/funding summary tables

Please fill in the following

Costs		
Element	Cost (£)	Estimate or exact figure (£)
Total		

Funding		
Funder	Amount (£)	Status (made bid/allocated/confirmed)
Sub-total		
In-kind funding (£)		
Sub-total		
Total funding package (£)		



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5. Declaration

All information included within this request for funding is true and accurate to the best of my knowledge. I have the appropriate authority to make this application.

Signed
Date

Amount requested from Chalk Arc (£)



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1d Other partners

Please list all other organisations that will be involved in your project. It would be useful to know what their roles will be.

2b Project location

All projects within Luton and South Bedfordshire are eligible for the grant, but projects that are located within green infrastructure priority areas (see map) will be more favourably regarded.

2c Project description

Please state clearly what your project will achieve overall, and what the individual objectives of the project will be. These objectives should be 'SMART' - **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime limited.

2d Project management

Please state how the project will be managed to ensure that it is completed on time and within budget. Including proposed project milestones will be useful at this stage. All risks should be identified, and you need to show that you have assessed the risks to the project and have identified ways to manage these risks.

2e Match funding (see also section 4)

All projects should have at least 25% match funding. Projects that involve the creation of green access routes will need to have at least 40% match funding. Projects that have more match funding than this minimum will be considered favourably.

This match funding can be either cash or 'in kind' contributions. In kind contributions could include officer time, volunteer time, materials donated in kind, or services (e.g. PR, printing) donated in kind.

You should identify the source of match funding, stating whether this has already been secured. Please also identify which elements of the match funding are cash and which are in kind support.



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2f Long term sustainability

The Chalk Arc project can only fund capital projects for a limited time. Before being awarded funding, you will need to show how you will look after the project in the long term.



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2g Other funding

Please demonstrate why your project specifically needs Chalk Arc funding. If you have considered other funding sources, it would be useful to know why you have discounted these.

3a Green infrastructure benefits

You will need to demonstrate how your project meets identified needs, improves identified assets or delivers potential opportunities identified in the Green Infrastructure plan (<http://www.chalkarc.co.uk/downloads>), and supporting work on public open space, access, biodiversity, heritage and landscape.

If your project is located in a green infrastructure priority area (see map), use the strategic green infrastructure plan (<http://www.chalkarc.co.uk/downloads>) to find out what green infrastructure assets and opportunities have been identified for the area, and describe how your project protects and/or enhances these assets and/or delivers these opportunities.

If your project is not in a priority area, or your project does not address the identified assets and opportunities, describe how your project conserves and enhances existing assets and creates new facilities for green infrastructure.

If your project is in an area where parish or community green infrastructure plans have been carried out, (<http://www.chalkarc.co.uk/downloads>) describe how your project relates to aspirations identified in the plan.

Public Open Space

Referring to the South Bedfordshire and Luton Green Space Strategy, (<http://www.chalkarc.co.uk/downloads>) discuss (if appropriate) how your project helps to address identified needs or delivers elements of the implementation plan.

Access

Referring to the access section of the green infrastructure plan, explain (if appropriate) how your project will deliver identified objectives for the area. Also, look at the Outdoor Access Improvement Plan (<http://www.chalkarc.co.uk/downloads>) and describe how your project delivers identified outcomes or actions in the area.



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Biodiversity

Contact the Biodiversity Recording and Monitoring Centre to identify what species or habitats your project will affect. Outline how your project will (if appropriate) benefit these species or habitats. If your project could damage important species or habitats, describe how you will avoid or mitigate these negative effects.

Heritage

Identify the historic environment assets in the project area by contacting the Historic Environment Record or, if your project includes features that are not listed, but you know exist, identify this information from any other appropriate sources and find out how your project might affect historic environment assets. If your project will have an impact, describe how your project will manage, protect or enhance the historic environment.

Landscape

Referring to the Landscape Character Assessment, (<http://www.chalkarc.co.uk/downloads>) outline how your project considers the local character and reinforces the local distinctiveness of the area. If your project will have a significant impact on the landscape, you should consider taking advice from a landscape architect, forester or landscape gardener as appropriate.

3b. Community Benefits

Sustainable Communities plans (or strategies) are documents setting out the collective vision for the local area, developed by a partnership of the local councils and other public and voluntary sector groups. Depending on where your project is located, you will need to look at the plans for Bedfordshire or Luton and show how your project contributes to the priorities identified in these plans.

3c. Good practice and design

Show how you have incorporated best practice (for example in building or landscape design, land management) into your project. This could include the use of sustainable technologies. You may wish to consult professional bodies (e.g. the Commission for Architecture and the Built Environment, the Institute of Ecology and Environmental Management, the Chartered Institute for Water and Environmental Management, the Landscape Institute, the Countryside Management Association, or the Institute of Chartered Foresters).



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Useful sources of information or advice

Chalk Arc project www.chalkarc.org

Bedfordshire and Luton Green Infrastructure Consortium www.bedsandlutongreeninfrastructure.org.uk

Luton Borough Council www.luton.gov.uk

South Bedfordshire District Council www.southbeds.gov.uk

Bedfordshire and Luton Biodiversity Recording and Monitoring Centre www.bedsbionet.org.uk

Historic Environment Record for Bedfordshire

www.bedfordshire.gov.uk/EnvironmentAndPlanning/HeritageAndEnvironment/HistoricEnvironmentRecord.aspx

Useful documents

Bedfordshire and Luton Green Infrastructure Plan

http://www.bedsandlutongreeninfrastructure.org.uk/downloads/Beds_and_Luton_Strategic_Green_Infrastructure_Plan.pdf

Luton and South Bedfordshire Green Space Strategy

<http://www.shapeyourfuture.org.uk/GreenSpaceStrategy.html>

Bedfordshire and Luton Biodiversity Action Plan

<http://www.wildlifebcnp.org/bedsbap/blibap.htm>

Chalk Arc Landscape Character Assessment

<http://www.chalkarc.co.uk/downloads>

Outdoor Access Improvement Plan

<http://www.bedfordshire.gov.uk/EnvironmentAndPlanning/ExploringBedfordshiresCountryside/RightsOfWay/Improvement%20Plan%202006-2011Chapters.aspx>

Luton Sustainable Communities Strategy

http://www.luton.gov.uk/internet/references/a_z/s/sustainable%20community%20strategy_2



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Bedfordshire Sustainable Communities Strategy

<http://www.bedfordshire.gov.uk/Resources/PDF/CouncilAndDemocracy/LAA/Sustainable%20Community%20Strategy.pdf>