



## Plain Action

### Rural Development Programme England (RDPE)

#### Guidance notes accompanying application form for grant of £10,000 +

#### General guidance

- Please do read these notes, the Project Manager's Guide and other supporting documents in full before starting your application so that you have a full understanding of what is involved in Local Action / RDPE funding.
- It is particularly important to address Section D – Plain Action Objectives – when developing your project/activity.
- Do address the issues raised in response to your Expression of Interest and raised in any discussions with us.
- Feel free to discuss the development of your proposals at any stage us. Development of your activity/project should be a joint process.
- Do not hesitate to contact us on technical issues to do with the EU regulations, financial questions etc.
- When you have first completed the form in draft submit it electronically for discussion.
- In designing your project/activity address the objectives, themes and intended outcomes of Plain Action.
- Do not exceed the indicated word limits and 15 pages overall.
- Be aware that applications for over £40,000 require a separate stand-alone project proposal/business plan in addition to the application form.

#### Guidance re specific questions

**A 11** Your organisation's purpose and main activities are required, 100 words max.

**B 1, 2 Grant** Complete these after you have completed the finance section. Details of % grant rates and a suggestion of amount to request will be provided in response to your expression of interest.

**B 3 Project description** Please describe in simple terms your proposed project/activity in max 500 words. Limit this to what you will actually do. The following questions and sections effectively ask you to map out the detail, the needs and issues, the timetable, and the intended results

**B 4, 5 Needs and evidence** Please describe these in your own terms and based on your own experience. There should correspond with one of the identified Plain Action identified needs and issues, but a local take or interpretation is welcomed.

**C 1 Timings** The question allows for the fact that you are not to know when, assuming success, your project/activity will be approved. If there is a critical start date (ie after a certain time it will be too late and you could not proceed) please indicate this.

**C 2 Milestones** Extend the rows as necessary. For a revenue project running over three years 8-12 'milestones' will be reasonable to show here, and the project proposal/business plan (for grant applications of more than £40,000) will set out a more comprehensive project plan.

**C 4 Management and control** Please explain the relevant reporting lines within your organisation, and details of any project/steering/consultation type group. Please also describe how the financial check and reporting requirements set out in the project manager's guide will be satisfied.

**C 5 Other organisations** The preference is for simplicity. Where other organisations are delivering part of the activity/project a straightforward contractor type relationship with the lead is preferred. If other organisations are making cash or in kind contributions mention that here and include the figures in the financial section. Some organisations may take part in a steering/consultation group (see C 19) and not be involved in the main delivery.

**D 1, 2, 3 Plain Action Objectives, Themes and Indicative Activities** Your project/activity must directly contribute to meeting a Plain Action objective. It may correspond closely with one or more of the indicative activities which indicate how Plain Action expects its objectives to be achieved. The objectives, themes and indicative activities are attached to this guidance note. There is a sustainability (one of the themes) checklist at the back of the form.

**D 5 RDPE Outputs** These are EU/RDPE/defra outputs for the 'measure'/EU cost category under which your proposed project/activity is eligible for funding. Assistance and advice available over definitions and interpretation.

**D 6 Other outputs** This is just for you! Choose outputs appropriate to your particular project/activity. Outputs are what you will actually do (eg numbers of events, courses held, individuals supported, etc)\_In selecting and setting outputs consider how you will record them, - you will be reporting on them in your quarterly claims/progress reports and in a final evaluation.

**D 8 Plain Action outcomes** These have not yet (26 June 2009) been determined – until indicated otherwise you do not need to complete this question.

**E Finance General** The tables effectively comprise both a summary budget and cash flow forecast.

**Yr 1 etc:** These refer to complete years from the start of your project/activity, not calendar years – because, assuming your dependence on Plain Action funding, your start date will be subject to when you have a contract for Plain Action funding. At that point you will be asked to recast into calendar years, with a quarterly breakdown for the first year.

**'In kind':** In kind refers to the value of resources provided free of charge to the project/activity – eg volunteer time, materials, office provision. There are detailed regulations covering 'in kind.' If you decide to include some 'in kind' consider how you would subsequently evidence this in your claims. 'In kind' needs to feature to the same value both as a project cost and as an income item. You may not need or choose to include an 'in kind' element in your application. Comprehensive advice is available from the Programme management Team on 'in kind'. If you can provide an appropriate % of 'match' without using 'in kind' (especially volunteer time) it simplifies

considerably the subsequent claims and evidence process. You can always strengthen the application with any 'in kind' type input described in your narrative.

**E 1 Cost categories and budgets:** on the form the categories are limited and effectively a summary. If successful your funding contract will be based on these, and so will your claims. You are required to submit a more detailed budget with the application – this can be included in your separate project proposal / business plan (required if your application to Plain Action is for more than £40,000), or it can be on a separate sheet. You should show on your more detailed budget how your items have been grouped to correlate with the summary on the application form.

**E 4 After Plain Action funding ceases:** We need to be satisfied that your project/activity will have lasting impact. This may be achieved in one of a variety of ways including:

- Lessons learned – it is approved as a one-off pilot trial-type or research project, for subsequent and more permanent replication and/or to inform development of the Plain Action programme.
- The project/activity becomes self supporting during its life and continues without the need for further support.
- The project/activity becomes effectively 'mainstreamed' and attracts permanent support elsewhere.