



## LEADER Grant Application Note

This guidance note is intended to assist the applicant complete the LEADER grant application form. **Note: Applicants should also refer to the general guidance for Applicants when preparing their proposal to LEADER.**

- **Project summary**

### 1.1 Organisation name

The name of the group applying for LEADER funding. This should be the full name of the organisation that will be the lead applicant for the project. The lead applicant will be responsible for all matters associated with the LEADER grant, including project implementation, acceptance of grant, submission of claims, cash flow management, monitoring and verification visits, and the retention of project documentation.

### 1.2 Project title

This should be the name by which your project will be commonly known. Titles should be concise and precise, descriptive of the project, unique and suitable to be continued as the permanent project name.

### 1.3 Local Development Strategy target thematic objective

Refer to the Local Development Strategy (LDS) for the Local Action Group area you are applying to. Please select the most relevant target thematic objectives that your project will deliver against.

### 1.4 Project type

Indicate your project type (currently set at standard projects until further notice) and please select the project sub-type from the following options: Community, Rural Business and Farm Diversification.

### 1.5 Project costs

Indicate the total cost of the project and the eligible costs of the LEADER grant aid you are applying for. This should be the minimum required for the project to proceed.

### 1.6 - 1.8 Project start and finish dates

Indicate here the anticipated start and completion dates of your project. In order to ensure eligibility of expenditure, applicants should indicate a start date for their project no earlier than the meeting of the Local Action Group where the application will be considered for approval, although no formal expenditure can occur until the grant offer has been signed, returned and a start date agreed.

Once approved, expenditure incurred on the project can be invoiced and LEADER funding drawn down. Any expenditure incurred before the start date will not be eligible for grant funding. Please also indicate when you hope to submit your final claim after the funded project activity has finished.

- **Contact details**

The main contact must be someone from your group who can be contacted during office hours and who can talk about the application. This is the person to whom correspondence about the application will be sent. Please remember to provide a full postal address.

- **Organisation details**

### **3.1 Organisation name**

As in 1.1

### **3.2 Organisation status and date of formation**

Provide the status of your organisation.

### **3.3 Registration of your organisation with the Scottish Government**

Before your application can be formally submitted **you must register** for a Business Reference number. Information on business registration is provided on the [Rural Payments and Services website](#).

:

You can contact your [local RPID office](#) for advice.

### **3.4 Land management projects**

All land where funding is being claimed from the Scottish Rural Development Programme should be registered.

Information on land registration is provided on the [Rural Payments and Services website](#).

You can contact your [local RPID office](#) for advice.

### **3.5 - 3.9 VAT**

Quote your official VAT registration number if applicable. State whether or not you are registered for VAT and if the VAT is eligible to be reclaimed from HMRC.

### **3.10 Key project personnel**

List the key people involved in your project and the skills they bring to the project.

- **Project details**

### **4.1 Project location**

Outline the project's location and the settlements (or nearby settlements) you hope the projects will benefit.

## 4.2 Project summary

Project applications will be assessed against the information provided in this application form and additional information in the project plan.

(a) *Project summary*

Summary of the key elements of the project. Include the following:

- the rationale for the project.
- who, where, why, when and how
- the benefits it will bring to the area.
- evidence of demand / need
- description of who is engaged in the project and who supports the project

(b) *Fit with Local Development Strategy*

Explain how the project aligns with the LDS and delivers against it. Include the following

- link with themes
- links with other EU, national or local strategies
- links with other activities in the area
- brief summary of strategic outcomes the project will contribute to (indicators / results)

(c) *Project aims and objectives*

Describe the aims and objectives of the project. Include the following

- what the project is planning to achieve
- description of the legacy of the project (also mentioned in section 8 of application)
- description of who will benefit from the project
- consideration of how the project promotes equalities and benefits target groups
- description of how the project is innovative

(d) *Project activities*

outline activities for which funding is sought

Additional Information which will be contained in the project plan. This information will be used to assess the following:

- 
- added value of LEADER contribution
- organisational capacity (also mentioned in section 3.12 of application)
- robustness of delivery plans
- exit strategy
- displacement
- 

## 4.3 Planning permission / regulatory consents

Confirm whether the project requires planning permission or any other form of regulatory compliance or consent, such as listed building consent or a building warrant. If planning permission has already been approved, provide details on the type of planning permission (full, outline, conditional, unconditional) obtained and the

date it was granted. Similar details should be provided for listed building consent, building warrants etc.

- **Partnership details**

### **5.1 Partnership projects**

Confirm if your project is a partnership project. A partnership project involves two or more organisations or groups in the active delivery / management of the proposed project.

### **5.2 Who is involved in delivering this project**

If question 5.1 is 'Yes', you should include details of all partners involved in managing the project and what role they provide.

### **5.3 Partnership agreement**

Outline what agreement exists between the partners

- **Project outputs and results**

Provide a brief outline of the core project activity and targets and how these will be achieved along with a summary of anticipated impact of the project from a social, environmental or economic perspective. Please contact your local LEADER office who will tell you how to complete this section.

## **7. Project milestones**

Identify the key targets that you will need to achieve in order for the project to be successfully completed; for example, the purchase of key equipment, implementation and delivery phases.

When planning your milestones key consideration must be made to your cash flow. Without consideration of both together your project may become unworkable. Your local LEADER Local Action Group team will be able to help you with this process.

## **8. Previous public funding, de minimis aid and state aid**

### **Previous European or public funding and any current applications for funding.**

Confirm whether your organisation has received any form of European or public funding in the last three years, and whether you have any current outstanding applications for funding. Please also confirm (where applicable) if the funding was awarded as under state aid or de minimis aid. Please contact your local LEADER office who will tell you how to complete this section.

The Commission regulation for de minimis aid in the industrial sector 1407/2013 has a ceiling of €200,000 for all de minimis aid awarded to a single undertaking over a period of three fiscal years.

The Commission regulation for de minimis aid in the agriculture sector 1408/2013 has a ceiling of €15,000 for all de minimis aid awarded to a single undertaking over a period of three fiscal years.

Note: it is essential that you identify the sector that you are seeking to obtain the LEADER grant for to establish that the appropriate de minimis or state aid cover, if required, is in place.

Any de minimis funding previously awarded to your organisation will be detailed in the funder's award letter to you. These letters must be retained for three years from the date on the letter.

- **Project costs**

### **9.1 Match funding**

Confirm all sources of match funding that are being used to make up the total funding package for your project. Match funding for LEADER projects can be sourced from public bodies, voluntary bodies, other grant making bodies, local fundraising, or local businesses.

Match funding must be in place with appropriate funders' offer letters detailing the funding amount and any conditions attached to the match funding prior to the date of the Local Action Group meeting where your proposed project will be assessed.

Applicants must ensure that no other EU funds are used to match fund the LEADER project as demarcation rules do not allow multiple EU funding of LEADER projects.

Note that LEADER grants cannot be drawn down until all your other funding is in place.

### **9.2 Project income**

Projects which generate net revenue, for example from entrance fees, sales etc, are acceptable for LEADER support. This should be detailed and calculated within your project plan. Please provide a summary of forecast income for the proposed project.

### **9.3 Cash Flow Forecast**

A cash flow forecast helps you plan and manage your project expenditure. It means you can plan in advance when you will have money in your account so that you can cover bills as they come in. The cash flow forecast will help you to identify how much additional cash is required and when. All leader projects are required to complete a cash flow forecast as part of the project plan section of the application process.

A cash flow forecast should help you to identify:

- whether you have (or will have) sufficient cash funds to get your project started and, how much you will need to raise before you can start;
- any point during your project when you may have insufficient cash to pay bills;
- how much extra cash you will need to raise or borrow in order to ensure that your project runs smoothly;

whether there are any items of expenditure for which purchase or payment could be delayed or phased in order to ease a projected cash flow shortfall. When planning your cash flow forecast, be aware that you will not be able to claim the final 10% of Leader funds until the project is finished.

The Cash flow forecast may be useful when applying for match funding for your Leader project.

### **How to prepare a cash flow forecast**

Break down your projected cash flow by month under 3 sections:

- income
- expenditure
- cash balance

Remember to factor in VAT in your cash flow

### **How to use the cash flow forecast template**

Use the spreadsheet to record your cash flow. You can change the spreadsheet to fit your project. . The following steps should help you to set up the forecast:

1. Enter your opening cash balance at the bottom left of the table.
2. Forecast your income over the period of the project and the months in which that income will be received. . Bear in mind that there will be a delay between paying for things and claiming money back through LEADER.
3. Enter details of money you expect to spend by month including any regular and one-off expenditure, such as capital purchases or other expenditure directly related to your project.

Once you have completed the income and expenditure for the project, check to see if there are any months when you will have a negative cash balance or a very small positive balance. If this happens, go back to your project plan to see if you can make changes to the activity plan to reduce the risk of a negative cash flow.

## **10. Signature**

The person named as main contact for this application should sign the document, along with the chairperson or equivalent, if this is not the same person.