



Inner Forth Landscape Initiative Management & Maintenance Fund

Guidance on completing the IFLI Management & Maintenance Application Form V3 (updated May 2021 to reflect change to application deadlines)

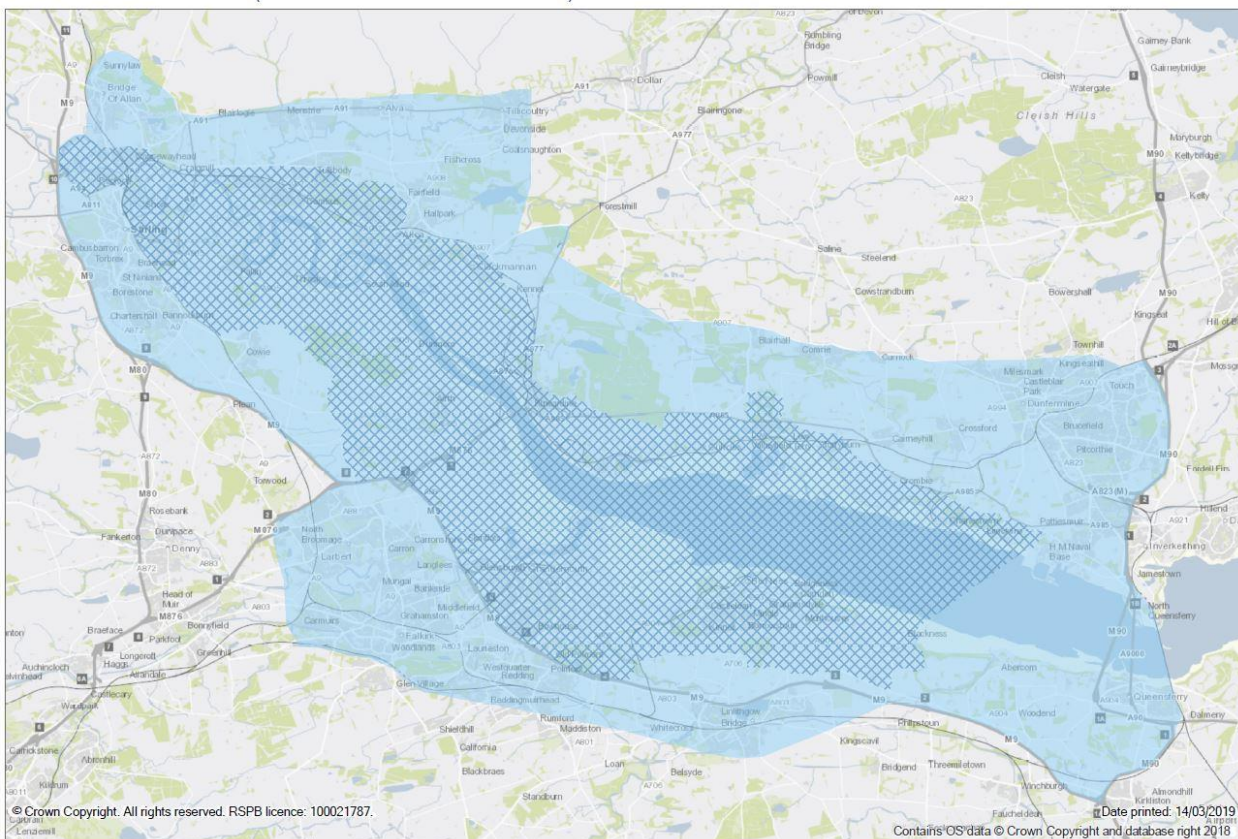
As part of the legacy arrangements of the National Lottery Heritage funded Inner Forth Landscape Initiative that ran between 2014 and 2018, the Inner Forth Futures partnership¹ administers a small fund to provide one-off grants between 2018 and 2023². This guidance note should be read before completing an application for funding as it outlines: the criteria that your organisation and project/activity must meet to be eligible for applying; the deadlines for submission and; how applications will be reviewed. We also advise you read the separate ‘requirements for funding recipients’ document available on the IFF website.

Should you have any queries about the fund or an application please contact Kate Fuller, Inner Forth Futures Project Manager by emailing info@innerforthlandscape.co.uk or calling 07860 592 061. Thank you.

Where can funding be spent?

Funding can be spent on projects, activities or sites located within the Inner Forth Futures area (shown in blue/hatched blue) in Stirling, Clackmannanshire, Falkirk or Fife local authority areas as shown on the map.

Inner Forth Futures Area (Core and Wider Influence Zones)



¹ The Inner Forth Futures partnership is led by RSPB Scotland and includes Green Action Trust, Clackmannanshire Council, Falkirk Council, Fife Council, Historic Environment Scotland, NatureScot, Stirling Council and Sustrans. RSPB Scotland administer the IFLI Management & Maintenance Fund on behalf of the Inner Forth Futures Partnership. Find out more about our work online at www.innerforthlandscape.co.uk

² The Inner Forth Landscape Initiative Management & Maintenance Fund is administered by RSPB Scotland on behalf of the Inner Forth Futures partnership. The IFF partnership Project Manager can be contacted by emailing info@innerforthlandscape.co.uk or calling 07860 592 061.

Who can apply?

Applications can be made by any organisation or group that seeks to benefit the natural, cultural or built heritage of the Inner Forth area or Inner Forth people and communities. Community groups and organisations who worked closely with and benefitted from IFLI projects are encouraged to apply.

i All applicants must fully complete section A of the application form to tell us about your organisation³.

What activities are eligible for funding?

Activity that you seek funding for must benefit the natural, cultural or built heritage of the Inner Forth and Inner Forth people and communities. We cannot fund projects or activity that have already taken place or projects/activity that do not have necessary landowner consents or other necessary permissions.

The IFLI Management and Maintenance Fund is divided into two discrete pots, each with their own criteria.

Pot 1, Access, natural and built heritage management and maintenance funding: Actions and activity that will directly manage, maintain or enhance a project that was delivered as part of IFLI (when work required falls outside partnership agreements). This pot has three tiers, tier 1 is for emergency or urgent repairs.

- Tier 1: Urgent repairs to project sites –
 - Vandalism
 - Extreme weather damage
 - Severe deterioration of materials not covered by warranty
- Tier 2: Required maintenance to IFLI project sites/outputs, outwith partnership agreements –
 - Website hosting costs
 - Replacement of tools for Community Groups to maintain project sites
 - Reprints of Go Forth booklet
 - Cleaning of interpretation
 - Help with ongoing project costs that have increased the financial pressure on an organisation
 - Other requirement(s) not detailed above
- Tier 3: Desirable actions to fund if budget allows (this will only become available during 2022/23) –
 - Support repairs across access projects so they are in excellent condition beyond 2023
 - Re-refresh of damaged/faded information panels if needed
 - Replacement planting where needed
 - Other requirement(s) not detailed above

i Are you applying to Pot 1? If so, please complete sections A, B and D of the application form. You can apply to Pot 1, tier 1 at any time.

Pot 2, Training and support legacy funding: Projects or activity that will support or maintain ongoing formal and/or informal training within the Inner Forth area for individuals or groups of any age. For example, but not limited to: apprentice or training schemes; costs to run educational sessions or workshops using IFLI project sites (including production of learning materials); training costs for community groups working on or expanding IFLI projects (eg habitat management, species identification, heritage research/archaeology skills, or specialist equipment training).

i Are you applying to Pot 2? If so, please also complete sections A, C and E of the application form.

³ Any of your personal data collected by the Inner Forth Futures Partnership will only be used by the Royal Society for the Protection of Birds (as lead Partner of Inner Forth Futures) to inform you about the work of Inner Forth Futures and future community events and for no other purpose. To be removed from our contacts list please write to info@innerforthlandscape.co.uk with UNSUBSCRIBE in the title of the email. For more information about your data protection rights, please see RSPB's Privacy Policy available at www.rspb.org.uk/help/privacy-policy

What is the total Fund value?

The IFLI Management and Maintenance Fund has a total cash value of £123,000. The proposed amount that will be allocated annually is shown below. The Inner Forth Futures Steering Group may decide to allocate a higher or lower amount of funding in any financial year.

Spend Description / Financial Year	2018/19	2019/20	2020/21	2021/22	2022/23	Total
Pot 1 – Access, natural and built heritage management and maintenance	£3,650	£18,250	£18,250	£18,250	£14,600	£73,000
Pot 2 – Training and support project legacy funding	£0	£15,000	£15,000	£10,000	£10,000	£50,000

What level of funding can I apply for?

You can apply to the IFLI Management and Maintenance Fund for the full value of your project/activity, or a lower value if you are applying for match funding elsewhere. There is no minimum or maximum value of funding that you can apply for, but please bear in mind the Fund value when making your application.

We are able to fund staff costs up to a maximum value of £2,000 per application. Staff costs requested should normally be no more than 50% of the total costs requested through the Fund, except in exceptional circumstances. The application should not solely be for staff costs.

We cannot fund recoverable VAT or projects/activity that have already taken place.

i *Please tell us if you have secured or are intending to seek match funding from elsewhere to deliver your project/activity. Please also estimate any volunteer or in-kind contributions that will help to deliver your project/activity. This information helps us to understand the impact our funding is having.*

How can I apply for funding?

Applications to the IFLI Management and Maintenance Fund can only be made using the application form (v3) that is available to download at <https://www.innerforthlandscape.co.uk/about/ifli-legacy>

Please return your completed application form (v3) to the Inner Forth Futures team by emailing info@innerforthlandscape.co.uk You will receive an acknowledgement email.

Whether you are making an application for Pot 1 and/or Pot 2, remember that you need to briefly tell us:

- what the funding will deliver or achieve (numerical outputs),
- the dates of when you intend the project to start and finish,
- whether project spend will be complete by the end of the current financial year (April year end),
- whether you have secured necessary landowner consents or other permissions,
- the value of funding requested from us,
- whether you intend to use our funding to draw down additional match funding from elsewhere,
- whether volunteers or in-kind support will help to deliver activity (and a rough value of this).
- If you request funding for staff costs, please describe what this will achieve beyond their current remit.

i *You can apply to Pot 1 and Pot 2 using the same application form.*

What are the application deadlines?

Applications can be made at any time during the year up to September 2023. Applications will be reviewed by the Inner Forth Futures Steering Group at their next meeting. The group usually meets every 4-8 weeks,

so you should expect to have a response within 8 weeks of your application. Please contact the Project Manager if you wish to discuss your project or idea before making an application – we welcome this!

How are applications assessed?

All applications are reviewed on their own merit by the Inner Forth Futures Steering Group taking into account whether:

- The project / activity will take place within the Inner Forth area (see map on page 1).
- The project / activity seeking funding is eligible as previously outlined within in this guidance note.

The following criteria will be used proportionally to assist in decision making. Applications will not be scored against these criteria, but they may be used to provide feedback to project leads, and/or in the situation where the Steering Group need to choose between similar projects.

Review Criteria	Rationale for Criteria
Is there demonstrable community support for the project / activity?	Scheme staff and project partners should liaise with local communities and as far as possible build community considerations into project design. This could be demonstrated through letters of support or results of workshops / meeting with local community.
How does this project align to aims of the two IFLI Legacy funding pots?	Take into consideration alignment to the requirements of Pot 1 (Tiers 1-3) and Pot 2.
How does this project align to IFLI Legacy budget?	All projects need to fit within the budget constraints of the IFLI Legacy Plan and the annual budget agreed by the IFF Steering Group. Value for money may also be considered.
How does this project align to IFF, partner and policy priorities?	An opportunity to consider the strategic importance of individual project ideas, and alignment to policies and strategies.
How does this project improve the landscape of the Inner Forth?	The extent to which the projects respond to an identified landscape need – i.e. as set out in the IFLI Legacy Plan, IFLI Evaluation, Local Development Plans or other documents.
How far developed is the project?	Taking into consideration the extent to which projects have been developed and whether necessary permissions are in place. The IFF team can provide additional support to applicants.
How will the project continue to benefit the area after it ends?	Sustainability / legacy – do we think this project will make a lasting difference to the landscape or peoples’ abilities, skills or behaviours?
Are there opportunities for community participation?	Consider the type of participation being offered (ranging from information provision for visitors, through to upskilling and empowering communities). Also consider how the project will make efforts to ensure that socially deprived or traditionally excluded groups can participate.
Is match funding required?	Is match funding already in place or has a source been identified? What is the likelihood of funds being secured?

When will I hear the outcome of my application?

The outcome of emergency applications to Pot 1, Tier 1 will be shared with the applicant by email as soon as possible. The outcome and feedback relating to all other applications will be shared with the applicant by email following the Inner Forth Futures Steering Group meetings as detailed above.

Should your application be successful we will discuss payment of the funding with you, this is likely to be via purchase order and invoice once the activity has occurred and final costs are known.

What requirements would I need to fulfil if my application was successful?

Those awarded funding agree to four requirements around: spending your grant; acknowledging your grant; promoting your project and; reporting your project. Full details can be found in the ‘Requirements for Funding Recipients’ document available at <https://www.innerforthlandscape.co.uk/about/ifli-legacy>