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BIOSPHERE RESERVE

GALLOWAY AND SOUTHERN AYRSHIRE

Building Opportunity in the Biosphere

The principal focus of the Building Opportunity in the Biosphere project is to;

- To raise awareness and develop understanding of the candidate Galloway and Southern Ayrshire Biosphere Reserve
- To encourage engagement in the development of the candidate Galloway and Southern Ayrshire Biosphere Reserve

The project seeks to work with the people, communities and businesses of the area to unlock the potential of the natural and cultural environment through tourism; arts and crafts; renewable energy; food related businesses; carbon trading; river basin management planning, woodland and other habitat creation or enhancement.

The ultimate goal being to work towards a model for regional development in South West Scotland which fully integrates people, communities, jobs, culture and nature in a way which is economically, socially and environmentally sustainable.

Projects

A key part of the project is a small grants program designed to enable communities and businesses to develop projects that will;

- Contribute towards greater understanding of the biosphere reserve
- Create partnerships between communities and / or businesses
- Encourage participation and involvement in the biosphere reserve

The grants program has a limited 'pot' and will be administered by the Building Opportunity in the Biosphere officers under the directions of Biosphere Working Group.

Project Eligibility

- Projects submitted should contribute to two out of three of the aims outlined above.
- The project grant must be for between £1,000 and £5,000.
- Projects grants can only be for a maximum of 50% of the total eligible cost
- All projects will have to contribute at least 50% 'in kind' or cash contributions
- Your submission may be part of a larger project that brings the 'Biosphere Reserve' into it.
- If your project is already in receipt of SRDP or LEADER funding then this submission must be a new aspect bringing additional benefits

Timescales

Project completion and final submittal of invoices for grant – December 30th 2012



Building Opportunity in the Biosphere is managed by Southern Upland Partnership on behalf of the Galloway and Southern Ayrshire Biosphere Partnership and is being part financed by the Scottish Government and the European Community Ayrshire and Dumfries and Galloway LEADER 2007-2013 Programmes; Dumfries and Galloway Council; East Ayrshire Council; South Ayrshire Council; Scottish Natural Heritage; Forestry Commission Scotland; Scottish Environmental Protection Agency; Southern Uplands Partnership and Ayrshire Joint Planning Unit.

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Part A – Applicant Details

Applicant:	
Contact name:	
Address:	
Phone number:	
E-mail address:	

PART B – Project Details

Please outline in the space below your project and how it fulfils the Building Opportunity in the Biosphere Reserve objectives of;

- Contribute towards greater understanding of the biosphere reserve
- Create partnerships between communities and / or businesses
- Encourage participation and involvement in the biosphere reserve

Project Outline (continue on separate sheet if required)



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If your project involves privately owned land who is the legal landowner?

Please enter the details below;

Landowner:	
Contact name:	
Address:	
Phone number:	
E-mail address:	

What is the arrangement between the legal landowner and the applicant (e.g. tenant)?

.....

Agreement of landowner that the applicant may proceed with this planned work on your behalf:

Printed name

.....

Signature **Date**

Will the work you are proposing affect any sites or objects with legal designation and protection (e.g. Sites of Special Scientific Interest, Special Protected Areas, Special Areas of Conservation, Scheduled Ancient Monuments, Tree Preservation Orders, etc)? Please provide details.



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Project Costs and Funding

Please give a full breakdown of the costs your Building Opportunity in the Biosphere project will incur, including project aspects funded by other sources.

Project Name		
Please provide a breakdown of eligible costs for your project in the space below:		
Item / Activity	Description	Cost
		£
		£
		£
		£
		£
		£
		£
Total Cost – (please indicate Inclusive / Exclusive of VAT @20%)		£
Funding		
Building Opportunity in the Biosphere Request	%	£
'In Kind' contribution	%	£
Other Funding (please name organisation)		
	%	£
	%	£
Sub Total Other Funding	%	£
Total Funding	100 %	£

Please see note at end of application re value of 'in kind'

Please note: that the all project expenditure will have to be determined using three or more competitive quotes from contractors to ensure best value for money – if you wish to complete the work yourself, please provide one of the quotes yourself.



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Please provide a copy of each of the quotes found, with a full breakdown of the costs.

Estimated Start Date of Project.....

Estimated Completion Date of Project.....

What will the effect be of only receiving part-payment from the Building Opportunity in the Biosphere small grant awards or if your application is unsuccessful?

Declaration:

I certify that the information contained in this application is correct and I understand that decisions made by the Building Opportunity in the Biosphere project are final.

Applicant name

On behalf of

Applicant signature

Date



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Information Sheet 1 - In Kind Contributions

All in-kind contributions must be costed in some way, using either an accepted market value for materials or goods, or a notional salary for individuals' time

In the case of volunteer time spent directly relating to projects, the relevant individuals should be unpaid. This means assistance given by support organisations i.e. agency staff, local government officers and so on cannot be included as 'in kind'.

Only the notional costs of individuals *directly* involved in the delivery of the project should be included.

Suggested notional salary levels are provided below.

Role	Suggested notional full-time salary	Suggested notional hourly rate
Project Manager	£30,000	£16.00
Project co-ordinator /animateur	£22,000	£14.00
Project researcher	£22,000	£14.00
Project administrator	£15,000	£8.50
Manual worker (skilled)	£22,000	£14.00
Manual worker (unskilled)	£12,000	£6.00

Contributions by way of property should be valued by a qualified valuer.

Contributions by means of goods or services should be quantified and signed as correct by a suitably qualified person. These should be checked wherever possible against costs for similar goods or services and against standard costs wherever possible.

It is essential that in-kind contributions can be accurately verified and clearly relate to project costs as detailed in the application form.

Records which accurately demonstrate the actual time or costs involved e.g. signed time sheets, signed valuations and so must be kept and submitted during the claim process. These records must clearly relate to project costs as detailed in the application form. Claims that do not include the correct documentation will not be accepted.

