

South Downs Visitor Economy Recovery

Small Grant Scheme

Guidance Notes

Our grants scheme recognises the need for organisations to be able to deliver crucial pieces of work during this difficult time, particularly small grants to cover adaptation, innovation and to revisit business plans and strategies in light of Covid-19 impacts and opportunities.

The South Downs is a loved and valued place to live and visit and the quality of the experience of this landscape is enhanced by the diversity of independent businesses, tourist offers and cultural destinations – from its fantastic food and drink and beautiful places to stay to its cultural experiences. It is the vibrant businesses and destinations within the South Downs that add to it being such a special place to visit, and we know for each of you, Covid-19 has hit hard and ongoing support is needed to navigate changing circumstances and build a recovery plan that works for you.

The aims of these small grants is to:

- Provide ‘kick starter’ seed funding to adaptations or initiatives that help you to deliver new or enhanced business models.
- Provide funding to review, reassess or revise strategic / business plans, mapping out a new future for your business or organisation in light of emerging opportunities and challenges.
- Support opportunities to test viability and the potential for new ways of working, including staff training.
- Provide a source of small scale funding to enable businesses and organisations to deliver initiatives or reviews without having to utilise their own reserves.

What is available?

We are launching a small grants scheme, awarding funding of between **£500 - £2000** to eligible businesses and organisations within the South Downs National Park.

We want to ensure our resources can support as many organisations as possible, so would urge applicants to consider carefully the financial ask they would like to submit to the Fund. You are not required to have match funding to apply to this fund, but if your application is for a project with match funding, please specify this on the application form.

We know organisations need funding now to support initiatives to adapt and react to opportunities and challenges. We will therefore be paying the full grant as an up-front payment to successful applicants. However, we will require all applicants to comply with Terms and Conditions, and a failure to do so may result in SDNPA requesting the return of awarded funds.

What are the timescales and deadlines?

The Fund will open on 4th August 2020, and will operate in two rounds with the following deadlines:

- Round 1: 31 August 2020 (12 noon)
- Round 2: 30 September 2020 (12 noon)

Successful applicants will be notified of their grant award by the following dates:

- Round 1: w/c 21 September
- Round 2: w/c 26 October



Funding will be split equally between the two rounds. Applicants who are not successful in Round 1 will be able to submit a revised application for Round 2, should they wish to.

Awarded grants must be spent by 31 March 2020.

We recognise that businesses and organisations are facing unprecedented demands on their time due to ongoing impacts from Covid-19, and therefore will provide an extended period for successful applicants to deliver proof of expenditure and final reporting. The deadline for receipt of final reports and proof of expenditure will be:

- 16th April 2021

Am I eligible?

The following organisations are eligible to apply:

1. Cultural heritage organisations (both local authority and independent) who are either within the South Downs National Park, or within 4 miles of its boarder and holding collections relevant to story of the South Downs.
2. Visitor Economy businesses or organisations such as, accommodation providers, visitor's attractions, food and drink providers, retail – independent businesses only.

How do I apply?

- You will find an application form at the end of this guidance document that you can complete and submit to SDNPA.
- Applications forms should be sent to enterprise@southdowns.gov.uk by the given application deadlines.
- Incomplete application forms will not be assessed.

What should be included in an application?

All applications should include:

- A description of the activity you want to undertake or deliver, outlining how it will support Covid-19 recovery for your business or organisation.
- Provide details of the activity, outlining in particular the actions you intend to take and provide a timescale for delivery or completion.
- Whether this activity is something new for your business or organisation, or if it is adapting your existing offer.
- The long term impact the activity will have on your business or organisation.
- A budget proposal with a breakdown of costs and supporting evidence (i.e. quotes for supplies / consultancy / equipment etc.)

If your application is to cover consultancy costs as a single tender, please also outline why you have chosen the specified consultant (i.e. why you have not secured more than one quote). It may be, for example, that the stated consultant is a leading specialist in a particular area of concern for your business / organisation, but please make the reasoning for a single tender clear.



For cultural heritage organisations

- If you are a cultural heritage organisation outside the South Downs National Park boarder (but within 4 miles of it) you will be additionally asked to outline how your organisation or collections are relevant to the story of the South Downs.

What can't we fund?

- We cannot fund expenditure already accrued, or projects / initiatives that have already started.
- We cannot provide a grant to cover cash flow.
- We cannot provide a grant to cover basic running costs for your business (i.e. lease payments, utilities)

How will we assess applications?

The grant is a publicly funded, and therefore we need to ensure responsibility and transparency in the assessment process.

- Applications will be assessed against eligibility criteria by our Economic Development Officer. Applications which do not meet the stated eligibility criteria will not be assessed by the panel.
- Applications will be assessed by a panel, made up of the following specialist leads within the SDNPA:
 - Nick Heasman, Countryside and Policy Manager
 - Katharine Beer, Sustainable Tourism Lead
 - Mark Alden, Enterprise Lead
 - Anooosha Rawden, Cultural Heritage Lead
 - Lucy Howard, Planning Policy Manager/Tim Slaney, Director of Planning
- Applicants will be informed within 3 weeks of the Round 1 / Round 2 deadline confirming whether they were successful or not.

How do I claim my grant?

- You will be informed by email if your application has been successful. This will confirm the amount of the grant award and how to claim your grant.
- You will be sent a Funding Agreement by email to review and sign. This will confirm the amount of the grant award and the Terms and Conditions of the award (including any special conditions relating to your specific award).

What if I am not successful?

Applications for grant funding are, by their nature, a competitive process. There is no guarantee that an application will be successful, and the assessment process seeks to ensure parity and fairness by including a number of specialist leads and more senior staff members in the form of Countryside and Policy Managers.

In the event that the Fund is heavily subscribed, we may not be able to provide feedback on your application in the event if it being unsuccessful. We can however signpost you to other sources of funding outside the SDNPA, as and when they become available.



What are the Terms and Conditions of the grant?

Our grant is provided thanks to public funding, and therefore grants are awarded as part of a contract with you to deliver specific outcomes.

Standard Terms & Conditions

- SDNPA should be acknowledged in any public or promotional material produced in relation to the project, activity or initiative. SDNPA logos and guidance on use of branding can be supplied on request.
- The grant recipient will provide proof of expenditure must be supplied by the stated deadline. Unspent funds must be returned to the SDNPA, and can only be repurposed by mutual prior agreement with your SDNPA lead contact.
- The grant recipient must complete a grant case study template which we will provide, confirming how the grant has been used and what difference it has made to your business or organisation (a template will be provided).
- If for whatever reason you are unable to deliver the project, activity or initiative by the agreed deadline, you must inform SDNPA at the earliest opportunity.
- The grant recipient may be asked to complete an additional Case Study – Case Studies can help us to disseminate good practice and showcase positive work in the National Park. SDNPA reserves the right to publicise and utilise completed case studies for its purposes and duty.
- In the event of a request of funds to cover consultancy costs, you must demonstrate that a consultant has responded to a brief.
- Slippage in delivery timescales not adequately communicated to SDNPA or justified, or failure to provide proof of expenditure may result in the grant being reclaimed by SDNPA.
- Grants must not be used for purposes other than those stated in the successful grant application submitted to SDNPA.
- Your stated project, activity or initiative must comply with current government guidelines in relation to Covid-19, including those in relation to employment and furlough.

Additional Terms and Conditions

The grant panel reserve the right to request additional terms and conditions with regards to grant awards.

Who can I contact to ask questions?

For cultural heritage organisations contact:
Anooshka Rawden, Cultural Heritage Lead
Anooshka.Rawden@southdowns.gov.uk

For any other businesses contact:
Kat Beer and Mark Alden, Enterprise Team
Enterprise@southdowns.gov.uk

