HERITAGE FUND

National Lottery Grants for Heritage
£10,000 to £250,000

Application Form Information

Throughout this application form you will notice icons next to a number of questions and statements. If you click on the icon you will be provided with more information about what to include in your answer or an explanation about how a certain part of the form works.

- **Please note that the overall word limit of this form is 6,000 words. You will not be able to submit your application if you exceed this limit. Please note that dashes in the text count as whole words. If you decide to copy and paste text directly into your application, please review your application before submission and make changes where necessary to ensure you do not exceed the stated word count limit.**

- **Don't forget to save the progress of your application as you work on it.**

- **We will not assess your application if you have not supplied the correct supporting documents (please do not send more than we ask for) or have not answered all of the questions.**

- **The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused a grant or loan. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found by contacting fair.processing@heritagefund.org.uk.**

Section One: Your project

Name of your organisation
Gifford Community Land Company

Project Reference Number
OM-19-05492

Project Title

Please note this will be published on our website and seen by our decision takers.
Caring for, learning from and sharing our Gifford Woods

1a. Have you received any advice from us before making your application?
Yes

Tell us who you received advice from

Annie Mottisfont

1b. Is this your organisation's first application to us?

Yes

1c. Describe your project

In no more than 200 words please provide a summary of your project, if necessary use bullet points. Please note the summary you provide is the only part of your application form which is seen by decision takers. This is presented alongside our Officer's assessment of your application.

Gifford Community Woodland consists of 55 acres of ancient woodland with flora that suggest continuity since post glacial primeval forest. Largely unmanaged for the last 30 years we've brought this natural heritage site in to community ownership and created an all ability access path around the site. Our vision is to see all members of our community, irrespective of age or ability, able to access the exceptional natural resource on their doorstep and benefit from it.

Our project involves running 186 events over 3 years, to engage around 1000 people per year. Based on our pilot work and community consultation these events will be:
60 volunteer days
60 school trips
24 youth groups
18 adult learning events
15 events with local community groups
9 whole community events
These events not only engage the community with our historic woodland, but as they engage they will be caring for our woods, conserving it and enhancing it's biodiversity and sustainability. They will be learning from our woodland too as they take part in educational experiences and connecting with others in our community.
This will be achieved through our management team of community volunteers supported by 2 part-time employees.

You must also submit a Project Plan as part of your application.

1d. Where will your project take place?

 If your project will take place across different locations, please use the postcode where most of the project will take place.

Address line 1	Fawn and Speedy Woods
Address line 2	Station Road
Address line 3	Gifford
Town/City	HADDINGTON
County	East Lothian

Post code   EH41 4QL

Local Authority within which the project will take place
East Lothian

Constituency within which the project will take place
East Lothian

For landscape projects, please provide an Ordnance Survey grid reference for your landscape
NT52836/68322

1e. When are you planning to start and finish your project?

Project start date:

Month   May   **Year**   2020

Project finish date:

Month   May   **Year**   2023

1f. Why does your project need to happen now?

In 2017 we brought our natural heritage site in to community ownership and since then have worked to make the site safer and more accessible to the public. With successfully completed pilot activities, a recent community consultation and an all ability access path just completed now is the moment to launch the program of community engagement outlined in this proposal.

If we're unable to take this work forward now we will loose momentum in this community initiative and essential links would be lost including our current volunteer team and the high level of community buy in. Our organisation would suffer a great loss of moral if the last few years of hard work getting us to this stage was not built upon. A delay to delivering the next phase of our project would also mean that the recent community consultation that has taken place could become invalid.

There would also be implications for the woodland itself - our great efforts to get on top of non-native invasive species would be undone, our newly established all ability paths would not be maintained. The newly planted trees which should add to the health and diversity of our heritage site may also fail to flourish.

1g. Tell us what advice you have received in planning your project and from whom.

We've had input from a variety of sources on each aspect of our project.

In terms of conserving and improving our site we've had advice on the safety and health of the woods from a community volunteer who is a retired council tree officer for Cornwall. We've also been advised by the Trust for Conservation Volunteers on tree planting, rhododendron clearance as well as how to train and manage volunteers.

Our path network was designed in conjunction with Paths for All. The Agri-envioronemnt climate change scheme, improving public access fund, funded and prescribed measures to ensure accessible paths. Further to this, our Local Council Access Officer (Nick Morgan) provided support with ensuring our path networked with others in the surrounding area.

Our management team is made up of community volunteers and provides a wealth of expertise across finance, fundraising, HR, and of course woodland management.

Finally, all of our plans have come from within our community and then been consulted on with the whole community using a mix of on-line and in person opportunities, using questionnaires and open discussions to ensure that everyone local to our woodland has had the opportunity to contribute to our plans.

1h. Tell us about the people who will benefit from your project.

Our project is designed to benefit our whole community, from cradle to grave and be inclusive of anyone's needs. We envisage 940 people per year to visit our site and engage with natural heritage.

Specifically we'll ensure we engage with the young people in the village through our relationships with the local primary school and other local youth groups. Our project will benefit older members of the community who we'll engage with via already established groups for this demographic e.g. the lunch club. We've also plans to engage volunteers to support older members of the community and those with mobility issues in to the woods and are considering transport solutions e.g. offering a shuttle bus at specific times to bring the elderly in to the heart of our woodland. We also engage with other clubs that are predominately attended by retired/older members of the community e.g. WI, Gifford Society.

The other specific group we aim to benefit from our project are those with mobility issues. This is something we seek to develop across life of the project and are currently negotiating with local residents near our heritage site about establishing a drop off point to further increase accessibility. Once we have the woodland as accessible as possible, linking with local organisations who support people with disabilities will begin.
By making our woodland accessible and providing a program of events there will be new opportunities for people of all ages in our community to engage with the natural heritage on their doorstep.

1i. Does your project involve heritage that attracts visitors?
Yes

How many visitors did you receive in the last financial year?
600

How many visitors a year do you expect on completion of your project?
1000

1j. Tell us what will happen after your project ends.

Think about: Where the things you will produce will go after your project has finished, how the outcomes will be maintained and how you will manage your heritage in the future.

Through our proposed activities this project will have consolidated a volunteer team and structure for the future. The regular giving scheme we're going to set up will provide some financial security for our organisation - at least ensuring essential costs such as insurance and safety work can be maintained. The level of on-going activity and indeed the legacy of this project will then depend on and be shaped by the community. We plan further consultation with community at the end of this project to build on what we learn during it. The next steps for our woodland will be determined by this and what the ongoing needs of the community are found to be.

1k. As well as acknowledging your grant as set out in our requirements, we also ask you to provide special access and/or offers for National Lottery players. Please tell us how you would do this.

We would be delighted to acknowledge the grant on both our entrance sign, on any leaflets/publicity for our woodland or our events and could also include logos and relevant hashtags within our social media, regularly including #NationalLottery to make clear to all those engaging in our heritage site that we are supported by people playing the Lottery.

Our local shop sells Lottery tickets and we already have a positive relationship with this local business who have made donations of refreshments for events at times. If we were lucky enough to receive Lottery Funding we would speak to the branch manager about ways to let people buying their tickets there know that they are contributing to this local project and resource.

Section two: The heritage

2a. Tell us about the heritage in your project and why it is important to your organisation and community.

Our woods extend to 22 hectares (55 acres) in 4 major sections and 11 compartments. The woods have a wide range of tree species and ages. They are mainly broadleaved and have high nature conservation values. All areas were identified as native woodland in the Native Woodland Survey of Scotland and are broadly representational of NVC W18 except a single compartment in the northern part of Fawn Wood which is dominated by mature conifers, mainly Scots pine with some Douglas fir, hybrid larch and the occasional oak. The Ancient Woodland Inventory indicates that Fawn Wood and the part of Speedy Wood south of the Speedy Burn are ancient woodland of plantation origin, whereas the rest of Speedy Wood is recognised as ancient woodland of semi-natural origin. Priority Species of fungi, flowering plants and mammals are recorded within the woodland. Our woods benefit from a recently created All Ability Access path network covering 2.5 km.

Ancient woodland indicator plants and evidence from fungi associated with the mature oak component of the woodland suggest continuity since post glacial primeval forest. Expert surveys of bryophytes, lichens, fungi, invertibrates and birds suggest that the woods support a rich biodiversity.

The woods are so valued by our community that in 2016 we coordinated its purchase. It had been owned by a trust distant from our village and the woods were poorly cared for with only essential safety work carried out for the past 30 years. Large areas were overrun with invasive species and parts of the woods entirely inaccessible.

Our community has also raised the funds and coordinated the work to create an all ability access path around the site. We've removed non-native conifers and have restocked with native broadleaf trees. Our achievements to date were recognised by the Scotland's Finest Woods Awards as the Best Large Community Woodland 2019.

2b. Select the heritage type that is the main focus of your project:

Please note you can only select one option.

Landscapes and Nature

Please select one of the following:
Semi-natural and natural landscapes, habitats and species

2c. Is the heritage considered to be at risk?

Yes

Explain why you consider the heritage to be at risk and how.
The woods have become exposed to invasive alien species due to lack of management over the last 30 years. Much of the ash component within the woodland is now affected by Chalara dieback. If the invasion of Rhododendron ponticum is not reversed and areas of the woodland not replanted as ash trees succumb to disease, the native broad leaf woodland would be lost to sycamore and rhododendron, as has occurred in many other woodlands around East Lothian. This would have a negative impact on species richness and would be detrimental to the visitor experience for members of the community.

Although some areas of wet woodland support a broad suite of biodiversity, many tree species function poorly in wet soils. Drainage needs to be maintained to preserve tree health and to protect access paths from flooding and erosion.

If the woodland is not managed, thinned along with new planting to maintain a diverse age structure, the trees will be of poor quality and will mature, ultimately falling, simultaneously. If tree safety work is not carried out the woods would become dangerous to visitors and access not maintained.

2d. Does the heritage have any formal designation?

Please select the options that apply.

☐ Accredited Museum, Gallery or Archive

☐ Designated or Significant (Scotland) Collection

☐ DCMS funded Museum, Library, Gallery or Archive

☐ World Heritage Site

☐ Grade I or Grade A listed building

☐ Grade II* or Grade B listed building

☐ Grade II, Grade C or Grade C(S) listed building

☐ Local list

☐ Scheduled Ancient Monument

☐ Registered historic ship

✕ Conservation Area

☐ Registered Battlefield

☐ Area of Outstanding Natural Beauty (AONB) or National Scenic Area (NSA)

☐ National Park

☐ National Nature Reserve

☐ Ramsar site

☐ Regionally Important Geological and Geomorphological Site (RIGS)

☐ Special Area of Conservation (SAC) or e-SAC

☐ Special Protection Areas (SPA)

☐ Registered Park or Garden

☐ Protected Wreck Site

☐ National Historic Organ Register

☐ Site of Special Scientific Interest

☐ Local Nature Reserve

✕ Other

Please specify

Ancient Woodland Inventory

2e. Will you be undertaking any capital work as part of your project?

No

2f. If you are undertaking any capital work (including repair, refurbishment etc.) to land, buildings or heritage items, tell us who owns it.

Please select the option that applies.

N/A

2g. Does your project involve the acquisition of a building, land or heritage items?

No

Section three: Managing your project

3a. Will your project be delivered by a partnership?

No

3b. How will your project be managed?

Gifford Community Land Company is run by 6 directors who combine skills in project management, human resources, risk management, volunteer management, media and fundraising. These directors sit on the management team which also incorporates other members with specific skills in community fundraising, marketing and communication. We have also developed 2 sub-groups: one focused on community engagement and communication and the other on community fundraising, made up of long standing members of the community with extensive experience in organising fundraising events. There are also other volunteers within the community who have offered specific skills/services such as providing legal advice. We have also made links with other professionals who we can seek advice from as required. We therefore have a wide range of skills relevant to the project at our disposal and sufficient numbers involved that we are confident that over time our project will be sustainable and avoid the risk of volunteer burnout. We have also established links with other similar projects; Wooplaw Woods and Lochend Woods. We plan to further develop a relationship with these projects to benefit from their experience.

In addition to these volunteer roles, one of the paid posts is that of a Project Manager. They will have responsibility for delivering the project activities and will report to management team. This will take place quarterly at our management meetings but there will be more frequent contact at the Project Manager draws on the expertise of different community volunteers in relation to the specific tasks at hand.

3c. Tell us about any jobs and / or apprenticeships that you will create to deliver your project.

2 part-time roles are required to deliver the project.

The first role is a Project Manager post and we plan to move the Project Manager (Neville Kilkenny) who has successfully managed our last project in to this role. Nev has demonstrated that he has the specific mix of skills required for this post. In addition to an excellent working knowledge of the woodland itself and connections to relevant experts and contractors Nev has demonstrated highly effective project management skills, delivering our pathworks plan within budget and on time. This has required the management of both anticipated and unexpected challenges. Nev has also excelled at the people management required in this role, communicating effectively with local stakeholders such as neighboring landowners right through to the nursery children taking part in their first outdoor learning experience. Nev has a commitment and passion for this project which also match his skills and experience.

We also plan to create an Administrator role in this new project. With plans to expand our program of events as well as launch a regular giving scheme to build the financial resilience of our organisation we need to engage someone in paid employment to take on the additional administrative tasks this will create. We've a very committed body of volunteers dedicating a large amount of time to our woodland, but we want to ensure that we maintain this level of engagement and volunteers aren't overwhelmed but admin tasks. Also, as we engage with a wider range of people, we need to ensure that we are able to provide a service that is consistent and timely which can be challenging if overly reliant on volunteers.

In terms of our recruitment process, we will advertise the vacancy through a variety of channels to attract a range of candidates with the skills and interest in the charity. Once we have developed a short-list by assessing each candidate against essential and desirable criteria we will carry out competency based interviews for the highest scoring candidates. The interviews will be conducted by at least two members of our management committee or Board of Trustees. References will be sought for the successful candidate.

3d. Tell us about any problems your project could encounter and how you will manage these.

Severe weather event or fire: Good woodland management will minimise the damage such an event could cause. We've already taken out non native conifers and non native deadwood and are working to improve the woodland age structure. We're taking a responsive approach, understanding the woods and drawing on expertise from community volunteers and engaging professionals where required. We hold sufficient reserves to pay for such eventualities.

Loss of key management: Our constitution ensures regular turnover of trustees and the investment in a paid admin role proposed in this project will reduce the burden on skilled volunteers taking on administrative tasks. This will help keep engagement high and spread responsibilities for the organisation across a number of people.

Not securing match funding: We are developing our fundraising strategy and have specific fundraising skills within the management team both in relation to community fundraising and grant applications. We're also working on generating our own income streams via regular giving so that over time we can be less grant dependent. We're also exploring other options for income generation e.g. sale of wood fuel.

3e. What measures will you take to increase positive environmental impacts and reduce negative environmental impacts?

We aim to eradicate all rhododendron from the woodland. The original coverage of the invasive was circa. 4.5 ha and has been reduced to 3 ha over the last 3 years. Through our volunteering programme, and working with schools to deliver the John Muir Award, the Scout Association and DofE Achievers we will manually remove all rhododendron from our woods. Any regeneration will be chemically treated and all large stumps will be treated with Ecoplugs. We will avoid all other use of chemicals within the woodland.

Replanting of native broadleaf trees in areas of rhododendron clearance, tree safety work and where ash trees succumb to Chalara infection will be carried out promptly to avoid the establishment of sycamore seedlings. We will replant with robust species such as aspen to make our woods more resilient for the future.

We will transition to a Continuous Canopy Forestry (CCF) silvaculture system to encourage a broad age structure within the woodland. Structurally complex forests are more resilient and robust in response to climate change and forest health threats, are more efficient at carbon sequestration and offer a wide range of social and environmental benefits. Current clear fell systems are less compatible with biodiversity and recreational use. We will thin areas dominated by pole stage trees and identify individual mature trees with neighbouring canopy replacements for felling to avoid stand vulnerability to wind blow. Most native deadwood will be retained to encourage diversity of invertebrates and fungi but felled sycamore from tree safety work will be sold as wood fuel to generate income.

We will create a wildlife pond and retain some areas of wet woodland to promote species richness. We will reinstate and maintain existing forestry ditches to improve tree condition and productivity. We will maintain a mosaic of microhabitats to promote biodiversity.

We will continue with surveys of all taxon groups and management will be led by expert advice and protection of species of conservation concern.

We will encourage visitors to use our path network by regular maintenance which will minimise disturbance to wildlife and ecosystems between paths.

3f. How will you evaluate your project?

We plan to build on the measures we've been developing when we have piloted the activities we're proposing in this project.

In order to measure the number of people accessing our heritage site we use attendance sheets. Through these we also capture basic information to allow us to profile those engaging in our events. We plan to revise these to ensure we're capturing all the information we need in order to see if we're reaching those in our community that we aim to and achieve our desired outcome of making our woodland more accessible and inclusive.

We have gathered informal feedback at pilot events and plan to review this ahead of this new project so we can develop some more formal methods of gathering feedback e.g. short questionnaires after adult learning events etc.

We also plan to continue to regularly consult with the community to allow for ongoing feedback on our activities. Our quarterly management meetings are open public meetings and in addition to these we host more informal drop in sessions at the local cafe. We also use our facebook group and periodically issue questionnaires to the community for their feedback. Due to the mixed population we use a mixed approach with both online questionnaires and dropping paper copies through letterboxes.

We would also plan to carry out a more formal and externally provided evaluation of our project in the second half of year 3 in order to both evaluate our success, help us capture project learning and identify the needs of the community at that point in order to plan the next phase of our project.

Section four: Project outcomes

4. Select the outcomes your project will achieve and explain how you will do this:

Achieving the outcome 'A wider range of people will be involved in heritage' is a mandatory requirement.

Please note:
- **We do not expect you to achieve all of the outcomes listed;**
- **If your application is successful you will be expected to report against the outcomes you select.**

✕ a. A wider range of people will be involved in heritage

We will actively engage target groups and provide the opportunities the community has asked for in our recent consultation, attracting more people to the woodland.
Specifically we will build on the links we have already with education. We piloted our outdoor learning events with Yester Primary but plan to engage with other primary schools, secondary and private nurseries/playgroups. Young people in our community will regularly access our natural heritage site. They will learn about heritage through the education opportunities led by our Project Manager as well as local Rangers and Forest School Leaders.
The other specific groups we aim to engage in our natural heritage site are older people and those with mobility issues. First we will further improve access before making links with local organisations who already have networks of people with mobility issues including those with additional support needs. People with mobility issues will be supported to get to our woods and then explore them using our all ability access paths.
By hosting 3 community events per year, our entire community will be more likely to visit our site. This will then increase the likelihood of them using the woodland at other times.

✕ b. Heritage will be in better condition

Through volunteering activities, the woodland will be clear of the threat of rhododendron, providing the opportunity for native species to flourish.

The woodland will have a better age and species structure and will be brought under a Continuous Canopy Forestry system making this ancient woodland more robust and resilient in response to climate change and tree health threats as well as more efficient at carbon sequestration.

A greater diversity of microhabitats will created which will increase species richness.

Drainage will have been improved which will increase tree health and resilience.

Species of conservation concern will have been identified, protected and promoted.

Dead, dangerous and diseased trees will have been identified and dealt with, resulting in the woodland being a safer recreational environment.

☐ c. Heritage will be identified and better explained

✕ d. People will have developed skills

Volunteers will have developed woodland management skills such as:

- recognising invasive species and how to deal with them.
- how to plant trees to ensure their future potential.
- tree thinning and the importance of woodland age structure
- the importance and implementation of path and drainage maintenance
- safe wood fuel production and storage

Volunteer leaders will have developed leadership, health and safety and risk assessment skills.

Some volunteers will be trained and certificated in first aid, food hygiene,back pack spraying and chain saw cross cutting and maintenance.

Led by community demand, visitors will learn skills such as coppicing, hedge laying, charcoal burning, foraging, bushcraft and orienteering.

✕ e. People will have learnt about heritage, leading to change in ideas and actions

As well as conducting surveys, species experts will have led workshops and trained visitors how to survey and identify species. This would include taxon groups such as bats, plants, fungi and moths.

Visitors will have learnt about the local geology through talks and workshops and understand the ecosystems that this geology supports.

Through our education programme children and adults will have learnt about conservation, carbon sequestration, woodland management, management conflicts and the importance of our green spaces.

This will encourage to a wider sense of ownership and understanding of our woods and of broader conservation.

☐ f. People will have greater well-being

✕ g. The funded organisation will be more resilient

Firstly we will have a more established volunteering network with more people from within our community with the skills, confidence and support to lead volunteer work within the woodland.

Secondly, with the establishment of a regular giving scheme we will have a predictable and sustainable income stream to ensure essential running costs will be covered.

☐ h. The local area will be a better place to live, work or visit

☐ i. The local economy will be boosted

Section five: Project costs

5a. Project Costs

Tell us how much it will cost to deliver your project.

Cost Heading	Description	How much (£)	VAT (£)	Total (£)
New staff	Project Manager and Admin	51840	10,800	62,640
Professional fees				
Recruitment				
Purchase price of heritage items				
Repair and conservation work	Woodland management by external contractors	7500	1,500	9,000
New build work				
Digital outputs				
Equipment and materials including learning materials	Tools and materials for volunteer work and education, laptop for admin, transport	4000	1,000	5,000
Training for staff				
Training for volunteers	Courses relating to woodland and volunteer management	3300	300	3,600
Travel for staff				
Travel for volunteers				
Expenses for staff				
Expenses for volunteers	Welfare	5900		5,900
Event costs	Education session leaders	9450		9,450
Community grants				
Other	Insurance	500		500
Publicity and promotion				
Evaluation	External provider	1250	250	1,500
Full Cost Recovery				
Contingency		9759		9,759
Inflation				
Total project costs		93499	13,850	107,349

5b. Project Income

Tell us about any project income from other sources of funding that you expect to receive to help you carry out the project.

Please note: All grant requests are automatically rounded down to the nearest £100. With this in mind, please make sure that the total project income exactly matches the total of costs or the system will not allow you to proceed.

Income type	Source of Funding	Secured?	If No, anticipated date income will be secured	Value (£)
Cash	Haddington and Lammermuir Area Partnership	No	May 2020	5460
Cash	Community Fundraising	No	Throughout the project	6069
Cash	Regular giving scheme	No	Throughout the project	6000
Cash	Haddington and Lammermuir Area Partnership	No	March 2021	5460
Cash	Haddington and Lammermuir Area Partnership	No	March 2022	5460
Cash	Fallago Environment Fund	No	November 2020	25000
Grant request				53900
Total				107349

Grant %   50%

5c. Non-Cash Contributions

Tell us about any non-cash contributions that you expect to receive to help you carry out the project.

Description of non-cash contributions	Estimated Value (£)
Total	

5d. Volunteer Contribution

Tell us about any volunteer contribution that you expect to receive to help you carry out the project.

Description of volunteers' task	Skill level of volunteers' task	Number of volunteers	Total number of volunteer hours	Value of volunteer contribution (£)
Community Fundraising Events	Volunteer (for example, clearing a site or working as a steward at an event)	5	100	1,000
Communications	Skilled labour (for example - administrative work, carpentry or leading a guided walk)	3	75	1,500
Management team	Skilled labour (for example - administrative work, carpentry or leading a guided walk)	14	250	5,000
Preparing accounts	Professional labour (for example - accountancy or teaching)	1	120	6,000
Grant funding bids	Professional labour (for example - accountancy or teaching)	1	12	600
Total				14,100

Section six: Your organisation

6a. Address of your organisation.

Address line 1	Highwood
Address line 2	Tweeddale Avenue
Address line 3	Gifford
Town/City	Haddington
County	
Post code	Eh41 4qn

6b. Organisation type

Please select one of the following:

Registered Charity

6c. Tell us about your organisation's main purpose and regular activities.

Our main purposes are detailed in our constitution and are consistent with furthering the achievement of sustainable development. The aims specifically relevant to this project are:
- to provide or advance the accessibility of recreational, facilities, and/or organising
recreational activities, which will be available to members of the Community and
public at large with the object of improving the conditions of life of the Community.
- advancement of citizenship or Community development
- advance the provisions for educational opportunities in the Community relating to
environment, culture, heritage and/or history
- advance environmental protection or improvement including preservation,
sustainable development and conservation of the natural environment, the
maintenance, improvement or provision of environmental amenities for the
Community

Our regular activities include providing a resource for general community use as well as volunteer opportunities, educational opportunities and community events.

A board of 6 trustees have ultimate responsibility for our organisation fulfilling it's aims. They are supported by a management team of volunteers and currently one part-time member of employed staff.

How many board members or Trustees does your organisation have?
6

How much did your organisation spend in the last financial year?
23514

What level of unrestricted funds is there in your organisation's reserves?
10712

6d. Is your organisation any of the following? If so please provide the information requested.

Registered Charity in England, Scotland or Wales - give registration number

Charity recognised by HM Revenue and Customs in Northern Ireland - give reference number

Company or Community Interest Company (CIC) - give registration number

6e. Are you VAT-registered?
No

6f. Do you consider your organisation's mission and objectives to be:

Please select the options that apply

- [ ] Black or minority ethnic-led
- [ ] Disability-led
- [ ] LGBT+-led
- [ ] Female-led
- [ ] Young people-led

And in Northern Ireland only:

(none selected)

6g. Details of main contact

Name

Roo Hardy

Date of birth

24/08/1982

Position

Trustee

Is the address of the main contact the same as the address in 6a?

No

Enter the address of the main contact.

Address line 1	Rockingstone
Address line 2	The Wynd
Address line 3	Gifford
Town/City	HADDINGTON
County	East Lothian

Post code	EH41 4QT

Daytime phone number, including area code

07866516330

Alternative phone number

Email address

Hardy.rockingstone@gmail.com

Tell us about any particular communication needs this contact has.

For projects based in Wales, which language should we use to communicate with the main contact?

☐ English
☐ Welsh
☐ Both (Bilingual)

If the main contact is not an authorised signatory for your organisation please include the details of an authorised signatory below:

Name
Kevin Hague

Position
Treasurer

Contact telephone number
07771701329

6h. Does your organisation use social media? If so, please provide us with some information (for instance, your organisation's twitter handle).

We run a website and email database, as well as a strongly supported Facebook Page and Twitter account, details of which can be seen below:

Website: http://giffordcommunitywoods.blogspot.co.uk/

This carries all of our stories and regular updates, as well as a place where we share key meeting notes etc. Subscribers receive email updates whenever a blog post is made. The website receives around 250 page views per month.

Twitter: https://twitter.com/gifford_woods

Our Twitter account has 175 followers which comprise both local people but also some key stakeholders (e.g. local Councillors) and also a number of local businesses and other community groups. We use it to share key stories and promote our various activities.

Facebook: https://www.facebook.com/giffordcommunitywoodland/

Our Facebook Page has a total of 649 followers currently, and posts regularly reach over 1,000 people through our promotion of posts to other networks active in around the local area. Due to the reach it achieves, Facebook is one of our key communication channels.

Email:

We have an email database of 139 subscribers, primarily made-up of previous financial donors and some other local residents. Key news/updates are shared by email, to ensure our most loyal supporters are fully informed of all our activities.

Section seven: Supporting documents

Below is the list of supporting documents that you are required to provide for this grant programme. If the supporting document is not relevant to the project you are proposing please select not applicable.

Please do not submit any additional documents that do not appear below.

All documents should be provided in digital format (either as an attachment to this application form or sent as an email to your local office).

1. Governing Document (e.g. constitution)

We do not need to see your governing document if:
- **You are a public organisation (e.g. a local authority)**
- **You are a private owner of heritage**
- **You are a commercial organisation**

Attached

2. Accounts

Your most recent audited or accountant verified accounts.

If you are a newly formed organisation and do not have a set of audited accounts, please submit your last 3 bank statements or a letter from your bank confirming that you have opened an account.

We do not need your accounts if you are a public organisation (e.g. a local authority).

Attached

3. Project plan

All projects must submit a project plan. We recommend you use the template provided on our website.

Attached

4. Partnership agreements

If you are planning on working with another organisation to carry out your project, we would like to see your partnership agreement. This document should outline both partner's roles and responsibilities and should be signed by all parties. You can find an example of a partnership agreement on our website, which you may find helpful as a starting point. This agreement should reflect the needs of your project and you may need to seek independent advice.

You do not need to provide a partnership agreement unless another organisation is delivering a significant part of your project.

Not applicable

5. Condition Survey

If your project involves the conservation of heritage, you must provide a condition survey or another appropriate document such as a draft or outline Conservation Plan. This document should tell us the current condition of the heritage and the works that are needed to return the heritage to a good condition. For example, if you plan to conserve a local war memorial, you will need to know the current condition and what repair works are needed. The survey or report should also indicate the relative priority of the suggested works i.e. what works are most critical and need to be tackled most urgently.

Attached

6. Job Descriptions

 If you plan to recruit a new member of staff to help deliver your project, including an apprentice, please submit a job description for that post.

Please note: You must openly advertise all new staff posts, unless you are extending the hours of an existing member of staff or are moving an existing member of staff into the project post.

Attached

7. Briefs for internally or externally commissioned work

 Briefs describe any work you plan to commission during your project. If you are commissioning work (e.g. from an artist or an architect) then you should submit a brief.

 The brief should describe the works, how long they will take, and how much they will cost. You can find a template brief on our website.

For fees over £10,000 you should obtain 3 competitive tenders or quotes, for fees over £50,000 we will expect you to provide proof of the competitive tendering process.

Not applicable

8. Images

If relevant, please provide images that help illustrate your project.

For example, if your project focus is a local photography archive, you may wish to provide a few images of the collection. Or, if your project involves a community garden, you may wish to provide a map.

 If you are seeking to improve a landscape or conservation area you should include a map of the area that shows the location of all the projects you will deliver.

Attached

9. Letters of support

Letters of support are a good way of showing us that you have spoken to other people and that they are interested and committed to your project.

Please submit no more than six letters of support from the people involved in your project, rather than general supportive statements. For example, if you are planning to deliver workshops at local youth clubs then a letter of support will show us that they want to take part.

If possible, letters should be on headed paper or signed.

Attached

10. Calculations of full cost recovery (if applicable)

If you are an organisation in the voluntary sector, we can cover a proportion of your organisation's overheads commensurate with the time or resources used for your project. We can also cover a proportion of the cost of an existing member of staff, as long as they are not working exclusively on the project. We expect this contribution to be calculated using Full Cost Recovery.

If you are including Full Cost Recovery in your project budget, you must include a document that outlines your calculation.

You can find a spreadsheet to help you calculate this figure on our website.

Not applicable

11. Ownership Documents (if applicable)

If you are planning any capital works, or intending to purchase land/buildings/collections, please provide copies of any relevant ownership documents (for example, Land Registry ownership documents, or a leased or heads of terms).

Not applicable

When submitting supporting documents, please use appropriate file names so our assessment team can easily identify each document.

We will confirm we have received your application when we have your online form and all supporting material.

We will not be able to assess your application if we do not receive all the required information.

Please now attach any supporting documents.

Attached documents

Number	Name
1	GCLC Mem and Arts signed Dec 2017.pdf
2	GCLC_Accounts_2019_KH_051119.pdf
3	GCLC Project Manager Job Specification v2 0220.docx
4	GCLC Administrator Job Specification v1 0220.docx
5	Woodland Management Plan NKupdate 25.02.2020.docx
6	Gifford Community Woodland Activities 2019.jpg
7	Consultation results summary 2019.docx
8	Project Plan - GCW.xlsx
9	Woodland Project Calendar.xlsx
10	Letters of Support.docx

Section eight: Additional information and declaration

An objective for our work is that by 2024 heritage will be more inclusive. We are committed to having an accurate picture of the diversity of organisations who apply to us. We will anonymise the demographic data you give us and use it to inform our policy and in our public reporting.

Please include all the information you have available (that is obtained through formal monitoring, not based on assumptions or informal knowledge). Please do not provide data if you are not sure.

1) Of the people who are employed in your organisation (both full-time and part-time staff), approximately how many are:

☐ Don't know

Male (%)

100.

Female (%)

Non-binary (%)

2) Please enter the total numbers of paid staff, volunteers and Board members in your organisation, as applicable.

Gender

	Senior Leadership	Paid staff	Volunteers	Board/governing body members	Total
Male		1		3	4
Female				3	3
Non-binary					
They prefer not to say					
Not known					

Age

	Senior Leadership	Paid staff	Volunteers	Board/governing body members	Total
Up to 19					
20-34					
35-49				1	1
50-64		1		4	5
65+				1	1
They prefer not to say					
Not known					

Disability and Impairment

	Senior Leadership	Paid staff	Volunteers	Board/governing body members	Total
Number who identify as a deaf or disabled person					
Number of non-disabled staff					
Prefer not to say					
Not known					

Ethnicity

		Senior Leadership	Paid staff	Volunteers	Board/governing body members	Total
White	British		1		6	7
	Irish					
	Irish traveller					
	Other White background					
Mixed	Black Caribbean and White					
	Black African and White					
	Asian and White					
Asian/Asian British	Indian					
	Pakistani					
	Bangladeshi					
	Chinese					
	Any other Asian background					
Black/Black British	African					
	Caribbean					
	Any other Black background					
Other	Arab					
	Cornish					
	Any other ethnic group					
	They prefer not to say					
	Not known					

Sexual Orientation

	Senior Leadership	Paid staff	Volunteers	Board/governing body members	Total
Bisexual					
Gay man					
Gay woman/lesbian					
Heterosexual/straight					
They prefer not to say					
Not known					

Community Backgrounds (answer only if your project is in Northern Ireland)

	Senior Leadership	Paid staff	Volunteers	Board/governing body members	Total
Mainly from Catholic communities					
Mainly from Protestant communities					
From communities that are Protestant and Catholic in equal number					
Prefer not to say					
Not known					

Declaration

a) Terms of Grant

You must read the standard terms of grant for this programme on our website.

By completing this Declaration, you are confirming that your organisation accepts these terms. For partnership projects, all partners must confirm that they accept the standard terms of grant by adding a contact at the end of the declaration.

b) Freedom of Information and Data Protection

We are committed to being as open as possible. This includes being clear about how we assess and make decisions on our grants and how we will use your application form and other documents you give us. As a public organisation we have to follow all data protection laws and regulations, to include European Parliament directives and regulations that are applicable and in force from time to time (the 'Data Protection legislation'). As defined by the Data Protection legislation the Trustees of the National Heritage Memorial Fund (who administer the National Lottery Heritage Fund) is a data controller.

As part of the application process we will collect your name and position at the organisation you represent. We may share this information with one of the consultants on our Register of Support Services if they are appointed to help support you on your project. We do not transfer your data to any third parties based outside of the EU. Our Privacy Policy contains additional information including contact information for our Data Protection Officer. It can be found on the National Lottery Heritage Fund website.

When you complete the Declaration at the end of the application form, you are confirming that you understand our legal responsibilities under data protection legislation and the Freedom of Information Act 2000 and have no objection to us releasing the 'The Heritage', 'Your Project' and 'Project Outcomes' sections of the application form to anyone who asks to see them once your application has completed the assessment process. If there is any information in these sections of the form that you don't want made publicly available, please explain your reasons below:

We will take these into account when we respond to any request for access to those sections. We may also be asked to release other information that you provide to us. We will respond to these requests after taking account of your rights and expectations under Data Protection legislation. In those cases, we will always consult you first. We will not be responsible for any loss or damage you suffer as a result of our meeting these responsibilities.

When you complete the Declaration you also agree that we will use this application form and the other information you give us, including any personal information covered by Data Protection legislation for the following purposes:

- **To decide whether to give you a grant.**
- **To provide copies to other individuals or organisations who are helping us to assess, monitor and evaluate grants.**
- **To share information with organisations and individuals working with us with a legitimate interest in Lottery applications and grants or specific funding programmes.**
- **To hold in a database and use for statistical purposes.**
- **If we offer you a grant, we will publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications, and in the publications or websites of relevant Government departments and any partner organisations who have funded the activity with us.**
- **If we offer you a grant, you will support our work to demonstrate the value of heritage by contributing (when asked) to publicity activities during the period we provide funding for and participating in activities to share learning, for which we may put other grantees in contact with you.**

We may contact you from time to time to keep you informed about the work of the National Lottery Heritage Fund.

✗ Tick this box if you wish to be kept informed of our work.

I confirm that the organisation named on this application has given me the authority to complete this application on its behalf.

I confirm that the activity in the application falls within the purposes and legal powers of the organisation.

I confirm that the organisation has the power to accept and pay back the grant.

I confirm that if the organisation receives a grant, we will keep to the standard terms of grant, and any further terms or conditions as set out in the grant notification letter, or in any contract prepared specifically for the project.

I confirm that, as far as I know, the information in this application is true and correct.

✗ I confirm that I agree with the above statements.

Name	Ruth Hardy
Organisation	Gifford Community Land Company
Position	Board member
Date	05/03/2020

Are you applying on behalf of a partnership?

No

When you have completed the form click the submit button to submit the form to the server. You can view what you have entered by clicking the Create PDF button.