



Application for LEADER Funding:

Prospective LEADER Local Action Groups

Please return your completed form to your local Defra RDPE Delivery Team before close of business on 14th March 2014. You must also consult with your local Defra RDPE Delivery Team in preparation of this application. Contact details are provided in the guidance that supports this form.

Section 1

1.1 Contact details

Name of potential LAG:

Lead contact details:

This named lead contact will be the individual that your local Defra RDPE Delivery Team will contact for any discussion regarding the application.

Address:

Telephone:

Email:

1.2 Funding request

Start date of funding to commence:

Requested RDPE funds £:

Please note all RDPE funded work must be completed and paid for by 31st December 2014 with a final claim date no later than 15th January 2015.

Section 2

2. Supporting financial arrangements and contractual responsibility

Accountable Body

The Accountable Body agrees to bank roll the expenditure and to provide the required supporting evidence with the claim on agreed dates. The supporting evidence that will be required with claims is invoices and evidence of payment of those invoices. Evidence of payment should take the form of certified bank statements, or for Local Authority Accountable Bodies only, printouts or screenshots verifying expenditure from accounts payable from a recognised finance system demonstrating that the expenditure has been legitimately incurred.

Name:	Mandy Ramm
Contact details:	Corporate Strategy, PPCS, Nottinghamshire County Council, County Hall
	West Bridgford, Nottinghamshire, NG2 7QP
Telephone:	0115 9772685
Email:	Mandy.Ramm@nottsc.gov.uk

2.1 Additional contributions

If you have any additional funding or support, please let us know. This funding could be from the Accountable Body, local business, local community etc. The funding or support could be in cash or kind. Please include any letters of support in your application.

1. It is intended that a contribution from the North Notts LAG Transitional award will be made available to help develop shared back office functions that support a) wider LEADER coverage in the county of Nottinghamshire b) fit for purpose administration and project animation with adequate resources and expertise and c) enhanced but VFM capacity to meet quality, audit and claim requirements. See attached email from Rob Crowder, Chair of the North Notts LEADER LAG which makes a commitment of **£500/new Nottinghamshire LAG** to a maximum of £2000 (based on 4 new LAGs) from their £40k Transitional award. As this is RDPE funding it cannot be used as match but the commitment is noted.
2. NCC **Contribution in kind** – Officer Time based on 1x Economic Development Officer SCP 41 (2 days a week commencing 1st April 14 for 15 weeks to cover up to 4 new LAGS total cost £5150.25 plus up to 1% pay award uplift) pro rata est. £1287.56. Further Finance Officer/support time has not been calculated in the timeframe
3. ADC - £1,000 **Cash under consideration** – ADC is extremely supportive of the bid but in the timeframe could not reasonably get formal approval. Further it is likely that a similar Contribution in Kind to NCC (eg 0.25 days/week over circa 15 weeks to this LAG) will be available from District Officer input – this has yet to be confirmed
4. Other in kind input through LAG and expertise – to be considered

TOTAL **POTENTIAL** CONTRIBUTIONS(cash and in kind) - £4,075.12

Total amount £: See above

Section 3

3. Description and detail of proposed new LEADER area (limit of one side of A4 Arial 11 point font).

[Please find the response attached as Appendix 1](#)

Please provide details about the planned geographical coverage of your area, referring to the guidance notes. Also, please detail whether you are aware if your proposed area overlaps with any existing LEADER groups and please provide details about what discussions you have had or plan to have with all interested parties in those overlapping areas, including the relevant LEPs and Local Authorities, in order to avoid conflicting LDS bids being submitted in late summer 2014. If you feel that there is an issue here you should speak to your local RDPE Delivery Team in the first instance. PLEASE NOTE: The National Panel cannot select geographically overlapping Local Action Groups in autumn 2014.

Section 4

4. Proposal description

Please refer to the guidance notes.

4.1 Detail any work that has already been undertaken to develop the proposed LEADER Local Action Group (limit of one side of A4 Arial 11 point font).

[Please find the response attached as Appendix 2](#)

4.2 Detail proposed activity and expected outcomes (limit of two sides of A4 Arial 11 point font).

[Please find the response attached as Appendix 3](#)

Section 5

5. Project Costing

Please provide a breakdown of the costs and timescales associated with your activities.

Note – the cash contribution

Item/activity	Rationale for this expenditure	RDPE funds allocated to task (£)	Target date for completion of all tasks
Consultancy	To provide statistical analysis of economic needs, priorities and opportunities to support LDS development and to test and inform the proposed geography/functional economic area of the proposed LAG	£1,000 est	15 th May 14
Consultancy	To support the development and engagement of the core LAG	£2,500 est ↓	15 th May 14 (initial work and thereafter on going)
Consultancy	To engage and expand LAG membership to deliver a sustainable partnership that brings together appropriate expertise and commitment to inform the LDS and place the LAG in the optimum position to deliver its LDS – includes workshops and facilitation with existing and		31st May 14

	potential stakeholders			
Consultancy	Training – baseline skills assessment and gap analysis – after which commence the development of the LAG member skills and understanding to enable contributions, leadership and ownership of LDS development, budgeting, Project evaluation/selection and monitoring requirements, performance management and governance.			30 th June 14 (and ongoing through self-generated LAG activity)
Consultancy	Consultation – to gather business and community input through workshop and other events to help add local weight, interest and ownership to research and delivery priorities			15 th June 14
Consultancy	Development of pipeline project interest to ensure “delivery ready” from 1 st Jan 15		↓	July 14 – and if LDS successful up to 31 st Dec 14
Publicity	To underpin the development of the LAG and LDS by engaging the wider community and seeking to develop	£500		15 th June 14

	pipeline activity should the activity progress to LDS submission and thereafter it is successful.			
Recruitment	Of key personnel to deliver the LDS 2015 onwards – enabling the LAG to hit the ground running after the LDS is approved			31 st Dec 14 (or appropriate date within funding deadlines to respond to a LEADER award and enable commencement 1 st Jan 15 onwards
Venue hire/refreshments	For various engagement activities (as identified above)			As above – to allow for on-going LAG activity between LDS submission and funding decision.
Initial website presence	Awareness raising – to be built up as LAG progresses and to provide an appropriate brand/platform from which to build should a LEADER bid be successful		↓	31 st May 14
Consultancy	Drafting of LDS based on culmination of activities above	£1,000 (plus cash and in kind contributions – values as yet to be determined)		31 st July 14 (or date TBD when the LDS submission is required)
Consultancy	To support the development of shared back office functions across all LAGs (existing and developing) in Nottinghamshire and to build an appropriate	Funded From Transitional Monies awarded to North Notts and Contribs in Kind/cash (County/District etc)		31 st July 14 (or date TBD when the LDS submission is required)

	framework with the required project animation/delivery/financial administrative capacity	This amount is not included in the total below as it has not yet been confirmed/approved	
	TOTAL	£5000 le the LEADER Preparatory Funding Request - with uplifts anticipated if cash contributions are confirmed	

If non-recoverable VAT is being included in the costs, please complete a VAT declaration form, available from your local Defra RDPE Delivery Team.

Section 6

6. Project Team

State who will deliver and manage the project, their skills and experience. Please provide justification where a specialist/external consultant role is required.

It is intended that the LAG will assume an active role from the outset but from a standing start this will realistically grow as the project is developed and engagement increases and membership expands. In acknowledgement of the need for the LAG to focus on building capacity and local needs and opportunities the bulk of the project management activity to drive delivery and progress will be taken up by Nottinghamshire County Council with support from Ashfield District Council

Nottinghamshire County Council will directly Project Manage the Defra funding on behalf of the LAG Group in terms of application/claim and performance management – including ensuring appropriate procurement processes etc. This will be undertaken by an Economic Development Officer within the Economic Development Team (Mandy Ramm – contribution in kind costs have been identified) with support from the Finance Team. Said Officer has appropriate Project Management and external funding expertise (revenue and capital across

all main European and domestic funds delivered in various areas including North Yorkshire, City of Lincoln, North East Lincolnshire etc) and will be tasked with the objective of facilitating the emergent LAG in association with district colleagues to deliver an eligible project that will (i) determine and develop the group's ability, sustainability and skills as a LAG (ii) determine the relevance and coherence and priority needs of the LAG area identified and (iii) will, if appropriate, subject to the outcomes of (i) and (ii), help support the development and submission of an LDS for consideration of Defra under the LEADER 2014-20 Programme.

It would be the intention that both District and County Officers will also provide strategic guidance on this work –ensuring that the work of the LEP (in terms of its EAFRD Growth Plan allocation and CLLD work) joins up and enhances (and vice versa) any existing or new LEADER activity in Nottinghamshire to maximise the value of the combined investments for the benefit of the rural economy of the County.

In terms of external consultancy this will be appropriately procured within Nottinghamshire County Council's Financial Regs and in line with the Public Contract Regs.

Consultancy support will be sought which harnesses appropriate knowledge of LEADER and community capacity building, and if necessary, may be split across several providers in order to build an appropriate package of support specifically tailored to the Ashfield LAG. The emphasis on consultancy is an absolute imperative given that the LEADER LAG in Ashfield is currently at a standing start and will need expert input and guidance over the next 4-5 months to grow, engage, understand, inform and own any future strategy for its area going forward into a potential LDS submission in the summer of 2014.

Section 7

7. Declaration and Signature

I confirm that to the best of my knowledge and belief, the information in this application is true and correct. I will not be seeking other EU or Defra support for the actions contained in this application.

I understand that acceptance of this application does not in any way signify that the proposal is eligible for support or that funding has been approved towards it.

I have read and understood the guidance note for Funding for prospective LEADER groups in England.

I confirm that our local Defra RDPE Delivery Team has been consulted in the preparation of this application.

I declare that all the relevant legal standards are met on the establishment, and linked establishment(s), including the possession of consents, licences, certificates and approvals.

I confirm I understand the purpose of this form and the reasons for the collection of my personal data (to the extent that this form contains information which is personal data for the purposes of the Data Protection Act 1998) and I agree to personal data being used as stated.

I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purposes of obtaining grant or for the purpose of assisting any person to obtain grant is liable to be prosecuted. A false or misleading statement will also mean that approval may be revoked and any grant may be withheld or recovered with interest.

WARNING: You should not enter into any legal contracts, including the ordering or purchasing of any equipment or services before the formal approval of your project.

Accountable Body (responsible for ensuring the delivery of the proposed plan and will have contractual/funding responsibility)

Signed:

Print Name:

Position:

Date: