

## **A list of the supporting documents required with your round two Landscape Partnership application**

**If you need to send them to us as a hard copy (for example, documents larger than A3 which may be difficult to print out), send two copies of each with your signed declaration and number them as shown below.**

### **Section 1: Organisation documents**

- 1) Copy of your organisation's constitution (formal rules), unless you are a public organisation. This must include:
  - a) the name and aims of your organisation
  - b) a statement which prevents your organisation from distributing income or property to its members during its lifetime
  - c) a statement which confirms that if your organisation is wound up or dissolves, the organisation's assets will be distributed to another charitable or not-for-profit organisation and not to the organisation's members
  - d) the date when the constitution was adopted
  - e) the signature of your chairperson (or other suitable person)

Tell us the reference number of the previous grant application

- 2) A copy of your organisation's accounts for the last financial year. This does not apply to public organisations.
- 3) Written confirmation that the main contact is authorised to act on your partnership's behalf
- 4) Written confirmation from a senior member of the lead partner organisation that their staff's involvement in the Landscape Partnership will be treated as a high priority.

### **Section 2: Partnership documents**

- 5) Letters of support from new partners who have joined the partnership since the first round, stating why and how they are going to support the scheme.
- 6) Partnership agreement, finalised and signed by all relevant parties

### **Section 3: Management documents**

- 7) A simple diagram which summarises the structure of the LP scheme team.
- 8) Job description and person specification for the LP scheme manager post, and any LP team posts, plus grade, salary and position in the management structure.
- 9) External consultants and contractors - specifications of services and works proposed, and skills, experience and qualifications needed; finalised procurement strategy for all contracts for works being delivered in year 1 (procurement strategies for works in years 2-5 can be in draft form).

10) Scheme timetable

11) All statutory-agency, local authority and Secretary of State approvals should be obtained. Include copies of consents and permissions for the full scheme. Submit detailed plans for extent of year one projects and include Site Conservation Statements for capital works proposed.

12) A copy of template third-party agreements if applicable.

13) Conservation Management Statements for projects involving capital works for years 2-5

#### **Section 4: Cost documents**

14) Written confirmation that the partnership funding for the first year is secured. Provide information about other funding that has been or is likely to be secured 'in principle' for years 2-5. Partnership funding will need to have been secured at the time that each annual action plan for years 2-5 is approved (on an annual rolling basis)

15) Income and spending forecasts

16) Monthly cash flow for the scheme for year 1. Projected quarterly cash flow for years 2-5.

#### **Section 5: Landscape Conservation Action Plan documents**

17) Landscape Conservation Action Plan

18) Provide copies of any research and survey reports produced in the second-round development phase that updates the information provided at the first round.

19) Copies of relevant and up-to-date strategies and frameworks, or sections thereof, not provided at the first round.

20) Relevant committee meeting minutes confirming the adoption, publication and implementation of the LCAP by the lead applicant and other key partners

#### **Section 6: Other documents**

21) A map or maps that precisely define the boundary of the LP area and that show the location of all the projects, including a map at 1:50,000 scale. The map must be colour-coded, with a key. Provide a CD-Rom with the digitised boundary using MAPinfo or ESRI formats. The projection must be British National Grid.

22) A small selection of visual aids that you consider will help illustrate your scheme, for example, photographs, designs and drawings where appropriate

23) A signed copy of the declaration