

## Guidance for completing the form

### 1. Applicant Details

Please provide the contact name, details of your organisation/club you are submitting on behalf of and contact details including email; phone number and postal address.

### 2. Project Overview

Please provide your Project Name; Estimated total project value; the grant amount you are requesting; Project Location – include waterway to be invested in, if possible post code or Grid reference of the proposed asset. Be clear if your project is to make improvements to an existing facility or to create a new facility. Please ensure advice has been sought from your local planning authority website (and planning officer if required) before confirming whether or not planning is required.

### 3. Project Detail

**Project Description** - For the years 2018/19 the Canoe Foundation ('CF'), is focusing on smaller tactical level projects, these can be new facilities or repairs to existing installations that have deteriorated over time or by an "act of god". CF is unlikely to award any funds for routine maintenance. Larger projects will be considered on a case by case basis. Explain really clearly what your project will deliver and how it will be undertaken.

**Cost and Delivery** – Please indicate how much a project is likely to cost, how this estimate has been reached and how the work would be undertaken, with local labour (volunteer) or via a contract. A minimum of 2 quotes will be required for contracted work over £500.

All materials should be suitable for an aquatic environment and use sustainable materials which are responsibly sourced.

**Proposals and Key Outcomes** – Please ensure you clearly demonstrate how your project will improve accessibility to waterways and facilities thereby enabling greater use of them. The CF is interested in enabling enhanced participation in paddle sports for all people, please state how the project will also support our aim.

Outline how the asset will be maintained in the medium to long term,

**Key Stakeholders** – Provide letters of support from local groups that might use the facilities and support its development, the asset owner/land owner. Detail any local regulators or bodies whose approval is required for any works and explain the outcome of any initial approach made.

### 4. Other Funding and Key Milestones

Applications are likely to be in a competitive process and match funding or community/club contribution would be beneficial. If other funding sources are also being approached for funds or have indicated they will provide funds towards the same project please provide evidence. The CF are not adverse to funding 100% of a project however it would enhance an application if there is indication of local buy in and letters of support.

While CF primarily awards grants the possibility of a loan to be paid back to CF would be considered but as with all projects each decision is on a case by case basis.

**Milestones and timeline** – Enter the key milestone dates in the form and then in an attachment indicate the likely duration of the project, setting out the dates of each stage and any key constraints (e.g. water levels) to enable CF to review the project more fully and think about its program of investment.

### 5. Declaration

Please ensure the form is signed by an authorised signatory for your club/organisation