

## **ADVICE FOR COMPLETING THE APPLICATION FORM**

The Angling Improvement Fund, which is administered by the Angling Trust, is funded by the Environment Agency from the sale of fishing licences. Offers of match funding are very important as it allows the money to go further.

To have the best chance of your application being successful, it is important that you ensure the answers you provide are relevant and accurate. The judging panel will be scoring more applications than there is money to award. Therefore, it is unavoidable that some applicants will be unsuccessful.

Once registered, you will be able to open a new application. Keep a note of your login and password.

Make sure that every box is filled out and that you pay attention to what is being asked of you. You will not be able to move on to the next section until you have clicked 'save and continue'. Remember you can still come back to questions to complete them at a later stage, up to the closing date.

When you are finished and happy with your answers, click submit. You can still login to update and amend your answers right up to the closing date. Any application that has not been submitted by the closing date will be deleted and not considered.

### **Section 1: Address and details of your project venue**

This section gives us information about your organisation and the venue(s) where you plan to spend the money (if awarded). Ensure that you fill out all parts accurately. Some of the information may not be immediately available to you, but remember you have until the closing date to source the answers.

### **Section 2: Project details**

This is a chance for you to convey what your project is aiming to achieve and the benefits that it will bring to your organisation. The Angling Trust needs to ensure the money is being spent wisely so you need to demonstrate there is a genuine need. We suggest you try to use at least 100 words in your description. Be concise but give enough detail that the decision makers can understand why your project merits an award from fishing licence income.

### **Section 3 Expert advice**

The Fishery Support Officers (FSO's) will be very busy when the fund is open. They will need to have carried out a site visit in order for you to apply. Contact them as soon as possible rather than ringing them in the last week and expecting them to be available to visit, as many do. If you are having difficulty making contact with any of them please ring 07945 433626.

### **Section 4 Delivery Management and Maintenance**

It is essential that you have permission to carry out the project. You may be required to provide proof of this before an award is made.

Every year, several projects are cancelled, delayed, or fail to deliver what is described on their application and money must be returned. We want to hear about well-developed projects that are ready to go, approvals are in place, quotes for materials or contractors have been received. An idea in your head that hasn't been discussed or approved by the committee is little more than a pipedream. Does the project form part of your organisation's approved fisheries development plan?

Therefore, this section is closely scrutinised by the judges and accounts for a large proportion of the overall score. Do not assume that the reader will know your previous experience or that they recognise you will be able to manage such project factors as installation and ongoing maintenance.

## Section 6 Budget

The Angling Improvement Fund is funded from anglers buying a licence. It is therefore expected that every penny is spent prudently. This section is very important and scores highly as a result. Do your figures add up? Have you asked for more than the maximum amount? (as many applicants do each year) Page 4 of the Guidance Document for Applicants shows how you can calculate the value of volunteer time.

The table below gives an example of a completed budget summary.

Project Costs (A) *				
Item Description	Net cost (£)		VAT payable (£)	
	Amount	£	Amount	£
Training for PA1, PA6 and PA6w	3000	£	600	£
Backpack Sprayer x 3	600	£	120	£
Personal Protective Equipment	500	£	0.00	£
		£		£
<b>Total net cost of Items (£)</b>			<b>4100.00</b>	£
<b>Total VAT payable (£)</b>			<b>720.00</b>	£
<b>(A) Total project costs including VAT (£)</b>			<b>4820.00</b>	£

Please list separately ALL major items or services that you need to purchase (with an AIF grant and any other funds) to deliver this project

Cash or other financial contributions (B)			
Sources of other funding	Amount (£)	Confirmed (Y/N)	
Applicants own cash contribution	2410	£	<input checked="" type="checkbox"/>
		£	<input type="checkbox"/>
<b>(B) Total other funding</b>	<b>2410.00</b>	£	

Please list your own cash contribution and/or other external grants that will be used towards this project

Total grant requested from the Angling Improvement Fund (C)
2410.00

The maximum grant you can be awarded is £6000, therefore please ensure this figure is equal to or below this figure. Any applications requesting above £6000 will not be considered for funding.  
Please note this figure is calculated automatically, please do not attempt to over type.

Any non-financial support (voluntary time) (D) \*

Description of non-financial support	Days	
General / Unskilled Labour	6.5	days
Skilled / Trained Labour	2	days
Specialist Services	1	days
Professional Services	0.5	days
Is this organisation you are claiming for VAT registered?	<input type="checkbox"/>	
<b>Net total</b>	<b>1592.00</b>	£

Use the drop down boxes to select different types of voluntary labour, then enter the number of days (part days can be added e.g. 0.5). The table will automatically calculate the amount using the most recent rates as found on the guidance for applicants document.

Total value of the project
6412.00

Please note this figure is automatically calculated, please do not attempt to over type or change this figure.

If a quote has been obtained for the works or materials please provide a copy as an attachment here  
Choose File No file chosen

If you have a further quote please attach here  
Choose File No file chosen

### Points to remember

- Ensure that you have uploaded all the documentation requested
- The judges can only judge the information you provide on your application form
- You must click submit for your application to be considered