



Access to Nature – Stage Two Guidance Notes

The following pages provide specific guidance on completing all sections of the Stage Two Application Form. They should be read alongside the General Guidance Notes, which give information on the type of project that will be considered for funding, the type of funding that is available, and a description of the application and payment processes.

Before completing your Stage Two Application Form you should also read our Regional Targeting Plans, which can be found on our website or you can telephone your named Adviser for paper copies. These include our priorities for each region. The General Guidance Notes explain them in more detail.

This is the second stage in applying for an Access to Nature grant. Your project will be assessed on the basis of the information you give in this form and any additional supporting information we ask for. Competition for funding is expected to be high and your project will be judged against other projects, so you should take every care in providing all the information we ask for.

You must post the Declaration Form to us, with original signatures. We will not accept a photocopy of this form. We will not begin our assessment until we receive this signed declaration and all supporting information.

The closing date for Stage 1 applications is 1st February 2010, with Stage 2 applications to be received by 4th May 2010. The Access to Nature Project Board will meet every two months to make decisions on grant awards under £250,000. The Access to Nature Independent Grants Panel will meet three times a year to make decisions on grant awards over £250,000.

If you have any questions about the application process, or have specific communication needs and would like to receive this document in a different format, please contact your named Adviser in the first instance. If you have any technical questions specifically regarding the online application system, please telephone 0300 060 0624 or 0300 060 1309.

Some of the details you supplied in your Stage One Application Form should appear automatically in your Stage Two Application Form. However, if any of these have changed, please amend the details accordingly.

Starting your Stage Two Application Form

Once your Adviser has contacted you regarding your Stage One Application Form, they will let you know whether or not your organisation is eligible to apply for a grant and whether your project

proposal is something that we could support. If your application is eligible, your Adviser will ask you

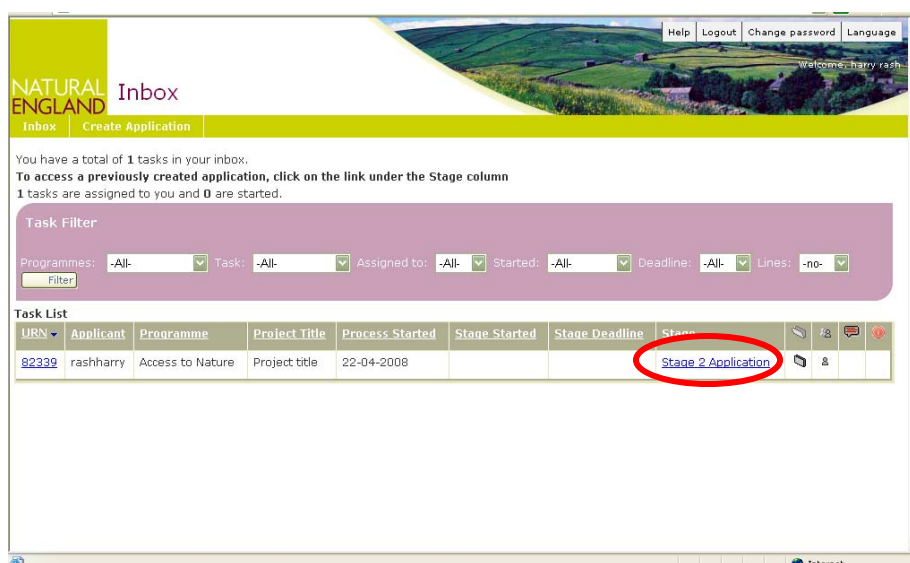
to complete a Stage Two Application Form.

You should log back into the Access to Nature online application system, using the same link that is shown on our website. You should enter the same email address and password details that you used to complete your Stage One Application Form. Clicking on the 'Log In' button will bring you to the Inbox screen. If you have forgotten your login details, please click on the 'Forgot your password' link and follow the instructions. You will then be emailed a link, where you can enter a new password.



Opening your Stage Two Application Form

You should now see a Stage Two Application Form in your Inbox. You should click on the 'Stage Two Application' link for that application. Please note that if you have submitted more than one Stage One Application Form and you have been asked to submit a Stage Two Application Form for each application, then you will have multiple applications appearing in your Inbox. You may also have a Stage One Application that you have not yet submitted, which will also appear in your Inbox. You should look at the URN for each application to make sure you are opening the correct application.

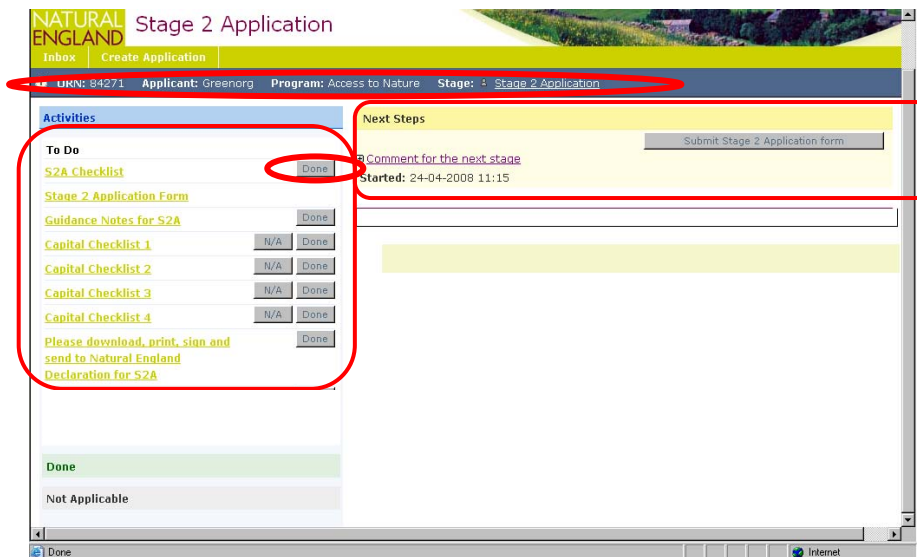


Main Stage 2 Application screen

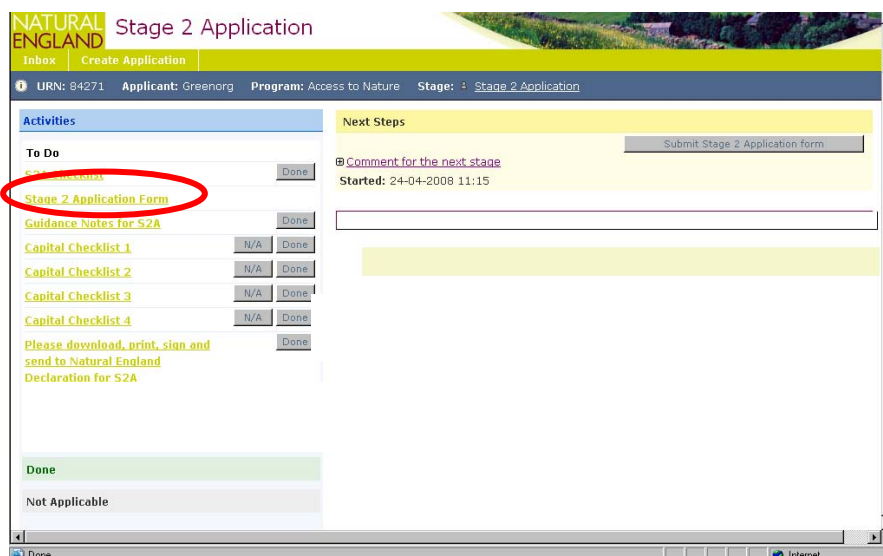
You will then be taken to the main 'Stage 2 Application' screen.

At the top of the screen you can see the Unique Reference Number (URN) for your application, your Applicant name, Access to Nature Programme and current task name. There are two other sections on the screen:

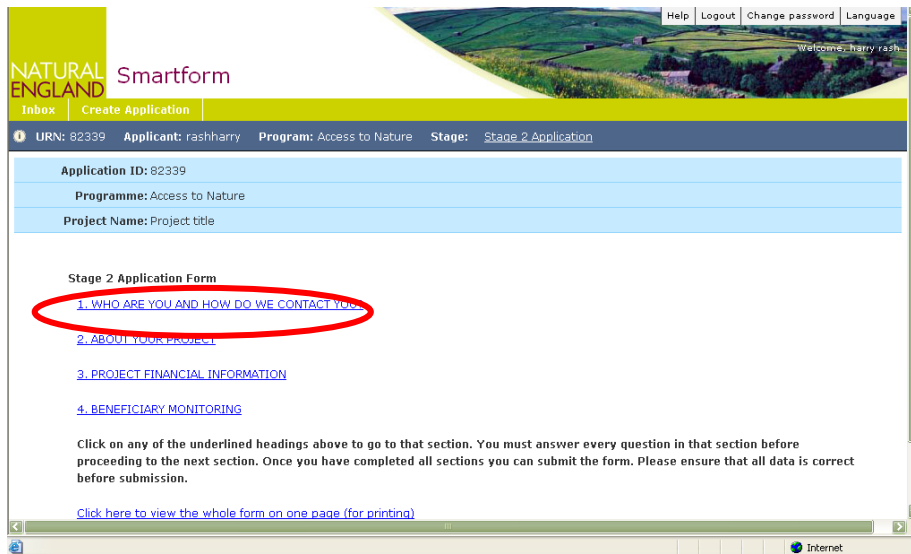
- Activities 'To do' list (top left section)– These activities must all be moved to the 'Done' or 'Not Applicable' lists before your Stage Two Application Form can be submitted. To move an item to the 'Done' or 'Not Applicable' list you need to click on the 'Done' or 'N/A' button next to the relevant item. If you need to reset the 'Done' or 'N/A' buttons you can click on the 'To do' button to return it to the 'To do' list
- Next Steps (top right section) – This is where you can submit your Stage Two Application Form. Once all the 'To do' items have been marked 'Done' or N/A, you should click on the 'Submit Stage 2 Application Form' button. The 'Journal comment' section is used internally by Natural England staff and can be ignored.



To open and start completing your Stage Two Application Form, click on the 'Stage 2 Application Form' link under the 'To do' list.



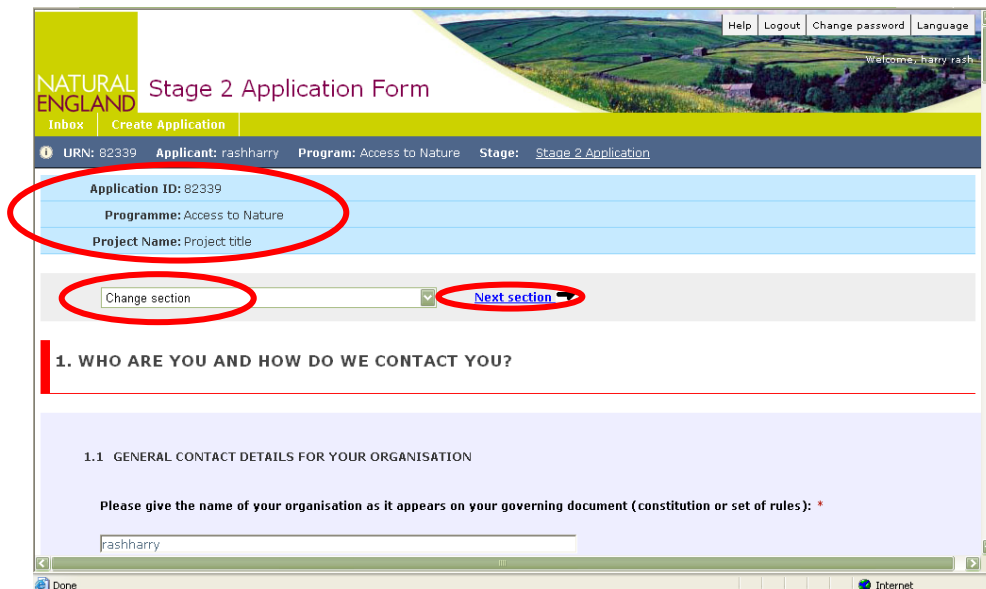
This brings you to the 'Smartform' screen. If this is the first time you have opened the form, you should click on the link for the first section '1. Who are you and how do we contact you?'. Clicking on any of the underlined headings will take you to that section of the form.



Once you have completed all sections you can submit the form. Please ensure that all data is correct before submission.

Navigating and saving the Stage Two Application Form

At the top of the screen you will see your URN and Project Title. Below this are links to previous and next sections. You can also use the 'Change section' drop down menu to select a different section. Both of these navigation tools will save the details you have entered in that section, before moving onto the next section.



At the bottom of each section there are two buttons. 'Save draft and continue' button will save the details you have entered in that section, before moving onto the next section. 'Save draft and exit' button allows you to save the form and come back to it later. Once you click on this button, you will see the 'Submit form' page. If you click on the 'Exit back to Main screen' button you will be taken back to the 'Stage 2 Application' screen. You can then log off the system and come back later to finish off your application. Please note that there is a link on the 'Submit Form' page where you can

print off your partially completed form in Word format, if you want to keep a paper record of the details you have entered so far.

The screenshot shows a web form with a header section containing several input fields and a date field labeled 'dd-mm-yyyy'. Below this is a section titled '1.7 EQUAL OPPORTUNITIES AND ENVIRONMENTAL POLICIES'. It contains two questions, each with 'Yes' and 'No' radio button options. At the bottom of the form, two buttons are circled in red: 'Save Draft & continue' and 'Save Draft & exit'.

Section 1: Who are you and how do we contact you?

1.1 General contact details for your organisation

This section gives us information on who you are.

Please enter the contact details of your organisation, including your full postal address, telephone, email and website details (if applicable).

If you are a branch of a larger organisation, please give details in the box provided and confirm whether you have received their consent to submit this application. If you are applying for a grant for a national scale or Flagship project which is being managed from a regional office, you need to provide a signed letter from your Chief Executive Officer, as part of your supporting documents, confirming that your organisation supports the project proposal.

1.2 Main contact details

This section gives us information of who we can contact to discuss your application.

Please provide the name and details of the person who we should contact to discuss the content of the application. If the address you enter here is different to the main organisation address, please explain why in the box provided. Please also let us know if you have any particular communication needs. Please leave this field as 'Select One' if you do not have any particular communication needs.

1.3 About your organisation

This section gives us information on your organisation

Please select your **organisation type** from the drop down list. You can only select one box. If your organisation does not fall under one of the categories listed, please select the 'other' category and state your organisation type in the space provided. If you are not a statutory body, you will need to

provide a copy of your governing document (for example, constitution, set of rules, trust deed, memorandum and articles of association) as part of your supporting documents.

Please give a **brief description** of your organisation, detailing the activities and services that you provide, your target audience and the geographic area that you operate in.

Please enter the month and year that your **organisation started**.

If your organisation has a company or charity **registration number**, enter it in the relevant box along with the date of registration. If your organisation has any other registration number, include it and state what it refers to in the box marked 'other'. We will check your charitable status and company registration with the relevant bodies.

Please tell us your organisation's **VAT status** and give details of what VAT costs you can reclaim from HM Revenue and Custom. If you can reclaim part of the VAT, tell us how much you can reclaim in the box provided.

To enable us to complete a fraud check, give details of your **organisation's bank account** including the name of the account, the sort code, the account number and roll number (if applicable). If you are not a statutory body, you must also send us three consecutively numbered pages of an original bank or building society statement (or copies certified as true copies of the original by your bank or building society). The most recent must be no more than three months old. Please enclose these as part of your supporting documents.

If your grant application is successful, we may ask you to set up a new bank account solely for the purpose of your Access to Nature project

1.4 Management of your organisation

Tell us whether your organisation has a management committee. If 'yes' please enter the number of people on the committee. Please tell us how your organisation is managed.

1.5 Other grant applications

Please confirm whether you have applied for, intend to apply for or have received any lottery funding within the last three years. You will be asked in the next question for details of these application(s).

1.6 Previous lottery funding details

Please give details of any funding you have applied for, intend to apply for or have received any lottery funding in the last three years.

To enter each lottery application, please complete all fields and then click on the 'add' button to update the form. You need to do this every time you enter a lottery application.

1.7 Equal opportunities and environmental policies

Please state if your organisation has an equal opportunities policy. You will need to send a copy of this as part of your supporting documents.

Please state if your organisation has an environmental or green housekeeping policy. You will need to send a copy of this as part of your supporting documents.

Section 2: About your project

2.1 Title of your project

This is the name by which your project will be referred to in any correspondence. Please enter a project title that is relevant to the location and the type of work which funding is requested, for example: 'Learning about nature in Nottingham'.

Please ensure that you include your project title, organisation name and URN on any paperwork that you send to us.

2.2 Project need

Please enter a brief description of the main need (or problem or issue) that your project aims to address. Be as realistic and specific as possible. You will need to provide supporting evidence that this need exists. This can come from a combination of sources, such as:

- **asking people with experience of the need** – this is likely to involve talking to people with direct experience of the needs and those who might be in the group you want to benefit from the project (target beneficiaries)
- **the experience and knowledge of people in your organisation** – your organisation may have direct or indirect experience of the need and this can provide useful evidence
- **recent relevant research** – you may want to back up your own evidence with results from other research. Many local, regional and national organisations and groups have done research to substantiate need or decide on the direction of their work.
- **statistics** – you may want to include a small number of key statistics about the general population in your project area or the particular group of people you want to benefit.

As part of your supporting documents, you may wish to provide information to show all the possible solutions to the problem or need and clear reasons why you have chosen this approach.

In this section give details of social and economic and/or environmental deprivation in your project area.

2.3 Project aim

This section gives you the opportunity to briefly outline the principal aim for your project. The aim should sum up the difference that you want to make, and directly relate to the project need as identified in 2.2. The first paragraph of this section should summarise your project aim, as this will be used to present your project to the assessment panel. You should then use the rest of the space to briefly explain what you plan to spend the grant on.

2.4 Targets

This section gives us more detailed information about your project, and how it will help to address the Access to Nature outcomes.

From the list, highlight which of the Access to Nature **outcomes and targets** your project will contribute to by clicking on the relevant target. To select more than one target within an outcome, please hold down the 'control' key on your keyboard and then select the relevant targets. To deselect a target, hold down the 'control' key and then select the target again.

All projects that we fund must address target 5a, and at least one other target. In total you can select up to nine targets. In the next question you will be asked how your project will make a difference to these targets.

2.5 Project outcomes

Briefly explain what difference your project will make to our targets by listing up to five project outcomes. The outcomes should be the difference you intend to make or the change you aim to bring about for your beneficiaries, the community or the environment.

Consider what you aim to achieve and break this down into concise bullet points. These should be SMART (specific, measurable, achievable, realistic, and time-based) so you should include numerical targets, where possible. Some of your project outcomes may be achieved quickly, while others may take longer and depend on meeting other outcomes, but they must all be changes that will happen before the end of the project.

2.6 Project milestones

This section gives you the opportunity to list your project milestones and when you think they will be completed. These are the milestones that will have to take place in order for you to meet the project outcomes and the overall aim.

You should look to use words of action to describe what you will do, such as: provide, run, organise, produce, promote etc. These milestones should be SMART (specific, measurable, achievable, realistic, and time-based) so you will need to include numerical targets, where possible. All milestones must be completed before the end of your project.

To enter each milestone, please complete all fields and then click on the 'add' button to update the form. You need to do this every time you enter a milestone.

2.7 Self evaluation and monitoring

We are keen to ensure that all projects are evaluated and monitored during their lifetime. Please explain how you will assess progress towards your project outcomes and how you will evaluate the impact of your project. Please describe your assessment method and how any data collected will be made available or disseminated. You should also include details of how you will continue to monitor and evaluate your project after our funding ends. We positively encourage applicants to include an element of monitoring and evaluation in their application, to help identify best practice and lessons learnt throughout the life of the project.

2.8 Key project dates

Please enter the start and finish date for your project. When setting your start and finish dates you should allow enough time for any legal procedures (for example, buying land) or securing your match funding. Please indicate whether these dates are fixed or flexible.

For more information about project length, please refer to our General Guidance Notes.

Please note that we cannot fund projects that have already started. **All projects must be completed by the end of September 2013.**

2.9 Location of the project

This section enables us to do searches about the location and area in which your project is sited.

You can select up to nine **regions** or select the 'National' category, if your project will work throughout the country. To select more than one region, please hold down the 'control' key on your keyboard and then select the relevant regions. To deselect a region, hold down the 'control' key and then select the region again.

Using the same method, please also select the **counties** that your project covers.

2.10 Location postcode(s)

Please enter the locations where your project activities will take place, along with the relevant grid reference(s) (if applicable) and postcode(s). You should also estimate the percentage of work which will take place at each location. This will help us to understand the relative importance of each location in your project.

To enter each location, please complete all fields and then click on the 'add' button to update the form. You need to do this every time you enter a location.

2.11 Regional priorities

Please describe how your project addresses the priorities for each region in your project area (as stated in section 2.9).

These priorities can be found in the relevant Regional Targeting Plan. If your project covers more than one region, you will need to read the targeting plans for each of the appropriate regions, and explain how your project addresses these priorities. Copies of all our Regional Targeting Plans can be found on our website.

Each targeting plan includes the priorities for that region. Your project does not need to address all the priorities described in these plans. Projects not covered by the targeting plan may still receive funding. However, if the programme is oversubscribed, those applications that best deliver our priorities will stand a greater chance of being offered a grant.

For National and Flagship projects, please describe what national issues you think your project will address.

You should also use this section to describe how your project fits with any local, regional or national plans and strategies i.e. Biodiversity Action Plans.

2.12 Statutory designations

This section asks whether the site(s) included in your project are subject to any statutory designations or are a protected area. This information will help us understand what permissions you will need in order for work to start on your project. Below are some examples:

- Nature conservation
 - National Nature Reserves (NNR)
 - Local Nature Reserves (LNR)
 - Sites of Special Scientific Interest (SSSI)
 - Special Protection Areas (SPA)
 - Special Areas of Conservation (SAC) or Candidate Special Area of Conservation (cSAC)
 - Ramsar site
- Landscape conservation
 - Areas of Outstanding Natural Beauty (AONB)

- Heritage Coasts
- Natural heritage conservation
 - National Parks
 - Environmentally Sensitive Areas (ESA)
- Historic structures and landscapes
 - Schedule Ancient Monuments (SAMs)
 - Registered parks and gardens of special historic interest
 - Historic and Listed buildings
 - Historic landscapes

If your project does not include any designated sites, please enter 'none'.

2.13 Permissions and consents

This section asks you to outline the various permissions you will need to obtain for your project to go ahead. The types of permissions **may** include:

- permission from the relevant body to work on designated sites (see Section 2.12);
- permission from the landowner for work to take place or for access to the project site(s);
- planning permission from local or regional authorities;
- felling licence.

Tell us whether you have written permission for the work or what progress you have made towards obtaining these permissions.

To enter each permission, please complete all fields and then click on the 'add' button to update the form. You need to do this every time you enter a permission.

2.14 Location of your target beneficiaries

Please list the location of the people who will benefit from your project, and the postcode(s) of where they live.

To enter each location, please complete all fields and then click on the 'add' button to update the form. You need to do this every time you enter a location.

2.15 Involving your target beneficiaries

Please explain how your target beneficiaries have been involved in drawing up your project proposal and how they will take part and benefit from your project. We are keen to support projects that involve the target beneficiaries in all aspects of the project and that make a lasting change to their lives.

You should also identify if your project will benefit the Access to Nature target beneficiaries, details of which can be found in the General Guidance Notes.

2.16 Total number of people who will benefit

Please estimate the number of people you expect to benefit directly from your project throughout its lifetime, and explain in the box provided how you have calculated this figure.

2.17 Total number of organisations who will benefit

Please enter the number of organisations you expect to benefit directly from your project throughout its lifetime.

2.18 Partnership working

We are keen to see applications that develop partnerships with other organisations relevant to the project. This section is designed for you to supply us with information on the level and types of partnerships and working relations you will have with other organisations or individuals involved with your project. Depending upon the type and scale of your proposed project these relationships may be formal or informal, and may involve discussions and advice ahead of the application, or an active role in the project itself.

Please scroll across to view all fields for this section. For each partner or contact please provide contact details, a short description of the organisation and the nature of their involvement in the project. You should also state whether new partnerships will be formed as part of the project. If you have a Partnership Agreement in place, please tick the relevant box and provide a copy with your application.

To enter each partner, please complete all fields and then click on the 'add' button to update the form. You need to do this every time you enter a partner.

Please note that Natural England can only be involved as a partner in a project, when acting in an advisory or contributory capacity. Natural England cannot financially benefit from any application and any associated costs cannot be put forward as match funding.

2.19 Project management

It is important for us to establish the levels of expertise and experience that you or your organisation brings to the project, to ensure its success. You should include both project delivery skills and financial expertise. It will be especially useful to know about previous projects with which you or your organisation was involved with. Projects must show us that their proposals are realistic in terms of time and cost, and that risks have been assessed and addressed.

2.20 Value for money

Give details of how your project offers good value for money, in terms of cost and the sustainability of your project.

2.21 Sustaining the benefits of the project

We want to support projects that are most likely to continue to benefit your target beneficiaries after our funding has ended.

You must show how you plan to sustain the benefits of the project when our funding ends. You should tell us what options you have considered, which approach you have chosen and why. This is not just about continuing the project after our funding ends but might involve, for example:

- meeting the objectives of local or national strategies, making it more attractive to potential funders;
- planning to incorporate the methods used in the project into existing work, or to cover the costs of continuing the work through charging for it;

- sustaining the benefits of the project by ensuring that the organisations in the partnership share their knowledge, experience and expertise and learn from good practice;
- developing and strengthening formal and informal links between organisations across the partnership and more widely, so that working together continues after our funding ends.

The Big Lottery Fund has published some research called 'Early indications of sustainability at the Big Lottery Fund' on the factors that influence sustainability, which you may find useful. You can get hold of a copy from their website www.biglotteryfund.org.uk or the Big Advice Line 0845 4 10 20 30.

2.22 Capital land and building work

Any projects that are asking for a capital grant towards land and building work need to complete an additional Capital Grant Checklist. If this is applicable to your project, please tick the 'yes' box and complete the appropriate checklist. A link to all the Capital Grant checklists can be found on the Stage Two Application screen (see Capital Grant Checklists 1 – 4, under the Submitting your Stage Two Application Form section below)

Please refer to our Land and Buildings Guidance Notes for details of what we mean by land and building work, and for details of each of the Capital Grant Checklists. Please note that applications for land acquisitions, in particular, will take time to complete and to process and may involve a considerable amount of administration.

2.23 Paid positions and volunteer posts to be created by your project

Please provide the necessary figures for paid positions and volunteer posts.

Section 3: Project financial information

3.1 Summary project budget

In this section we ask you to provide details of the overall cost of your project, the split between capital and revenue costs, what level of grant you are seeking and the amount of match funding and in kind contributions that have or will be secured.

The total eligible project cost should include **all** the services, capital items, staff and support costs you need to carry out your project. This includes an estimate of the financial value of all in kind contributions. For more information about eligible capital and revenue costs, match funding and in kind costs, refer to the General Guidance Notes.

All figures should be rounded up to the nearest pound. You must only include VAT costs which cannot be reclaimed from HM Revenue and Customs.

All the entry fields for this section are mandatory. Therefore, if a field is not applicable to your application (for example, your project might not involve land purchase costs) please enter a zero (0).

You may find it useful to have all your project costs saved in a separate spreadsheet before you complete these financial sections of the form. Please note that you should enter amounts very carefully into the form and take time to check the figures, as this online application form does not automatically calculate any totals or make any checks against different totals.

You must make sure that the totals you enter in this section include all the capital and revenue items entered in sections 3.4 – 3.15. You may find easier to complete sections 3.4 – 3.15 before you enter any totals in this section.

3.2 Other Income

Please tell us how you will raise the other match funds that you need for your project. Both cash and in kind contributions should be entered here. Using the drop down list please select where the funding is coming from and enter the name of the provider. Please use the conditions/notes box to provide any further information that you think we should know about.

To enter each source of income, please complete all fields and then click on the 'add' button to update the form. You need to do this every time you enter an income source. If your income source will be provided over a number of years, you should enter the details for each year separately.

3.3 Statutory Authority funding

Please state whether or not the grant funding you are requesting is additional to, and does not substitute that which would normally be provided by a Statutory Authority. Please note that we cannot provide funding for work or services which is the legal responsibility of a Statutory Authority.

Capital costs

Questions 3.4 – 3.9 should be used to enter all eligible capital work items for your project, including all work items that are in kind contributions. Please refer to the Eligible expenditure section and Annex 1 of the General Guidance Notes for details of the types of activities we could fund.

Use the 'Work item' box to enter a brief description of the work item. Use the 'Notes' box to give us as much information as possible to support these costings and how they have been calculated. If the work item is an in kind contribution, please make a note of this here. Please select the financial year (covering 1 April to 31 March) that this work item covers and the total cost of the work for that financial year.

Click on the 'add' button to update the form. You need to do this every time you enter a capital work item under each question. If your capital item cost covers a number of years, you should enter the details for each year separately. Below are examples of work items for each capital work type.

Please note that you should manually total all the capital items included in this section and make sure that these totals tally across to section 3.1.

You may find it useful to have all your project costs saved in a separate spreadsheet before you complete these financial sections of the form.

3.4 Land Management costs

Example:

Work item - Scrub Clearance at Woodhill common

Notes - 10 hectares of scrub clearance – £500 per hectare

Year – 2008/09

Cost - £5000

3.5 Access costs

Example:

Work item – New footpath at Woodhill common

*Notes – 100 metres of new ‘access for all’ footpath
Year – 2008/09
Cost - £10000*

3.6 Tools & Equipment costs

Example:

Work item – 5 Chainsaws for scrub clearance

Notes – 5 chainsaws - in kind contribution (estimated £100 each)

Year – 2008/09

Cost - £500

3.7 Land & Buildings purchase

Example:

Work item – Purchase 10 hectares of land at Woodhill common

Notes – Sale price agreed with owner (see capital checklist)

Year – 2008/09

Cost - £35000

3.8 Vehicle costs

Example:

Work item – Purchase of Minibus

Notes – Purchase of minibus for school groups to visit the site

Year – 2008/09

Cost - £15000

3.9 Other Capital work costs

Example:

Work item – Architect fees

Notes – Fees associated with the building work at Woodhill common

Year – 2008/09

Cost - £5000

Revenue costs

Questions 3.10 – 3.15 should be used to enter all eligible revenue work items for your project, including all work items that are in kind contributions. Please refer to the Eligible expenditure section and Annex 1 of the General Guidance Notes for details of the types of activities we could fund.

Use the ‘Work item’ box to enter a brief description of the work item. Use the ‘Notes’ box to give us as much information as possible to support these costings and how they have been calculated. If the work item is an in kind contribution, please make a note of this here. Please select the financial year (covering 1 April to 31 March) that this work item covers and the total cost of the work for that financial year.

Click on the ‘add’ button to update the form. You need to do this every time you enter a revenue work item under each question. If your revenue item cost covers a number of years, you should enter the details for each year separately. Below are examples of work items for each revenue work type.

Please note that you should manually total all the revenue items included in this section and make sure that these totals tally across to section 3.1.

You may find it useful to have all your project costs saved in a separate spreadsheet before you complete these financial sections of the form.

3.10 Staff costs

Example:

Work item – Project Officer salary for 10 months including superannuation and employers NI

Notes – Full time Project Officer post

Year – 2008/09

Cost - £25000

3.11 Training costs

Example:

Work item – Chainsaw training

Notes – Training for 5 volunteers

Year – 2008/09

Cost - £5000

3.12 Travel costs

Example:

Work item – Project Officer travel and subsistence costs

Notes – To visit community groups etc

Year – 2008/09

Cost - £500

3.13 Interpretation, education, information and promotional materials/events

Example:

Work item – Interpretation Board at Woodhill Common

Notes – A2 size interpretation board

Year – 2008/09

Cost - £1000

3.14 Overhead costs

Example:

Work item – Project Officer accommodation costs

Notes – Based on a proportion of existing office space used by the project – evidence to be provided

Year – 2008/09

Cost - £2500

3.15 Other revenue work costs

Example:

Work item - Project Officer accommodation costs

Notes - Office costs where office space is used exclusively for the project – invoices can be provided as evidence

Year – 2009/10

Cost - £3000

Section 4: Beneficiary monitoring

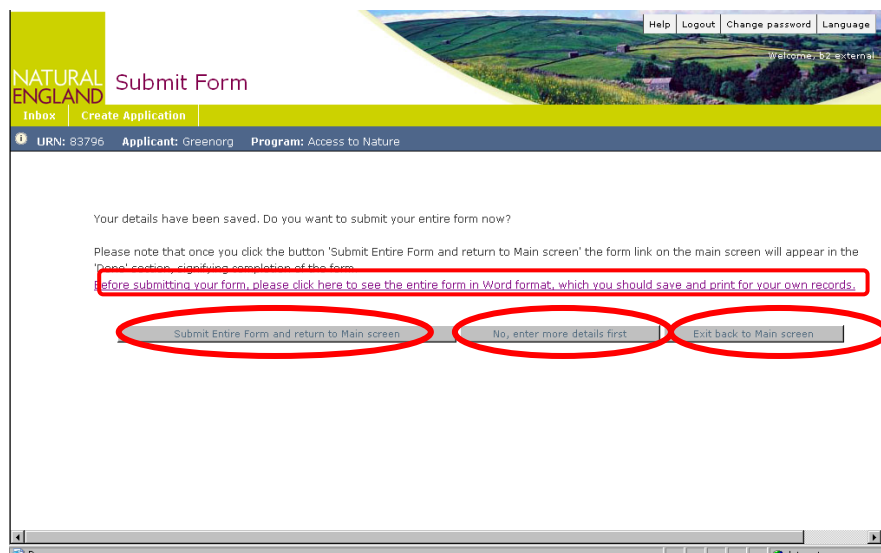
Please provide this information. It is being gathered for monitoring purposes only and will not be used to assess your application.

Submitting your Stage Two Application Form

When you are happy that the information you have entered is correct and that all sections of the form have been completed, you are ready to submit the form.

On the 'Submit Form' screen, you have three buttons to choose from:

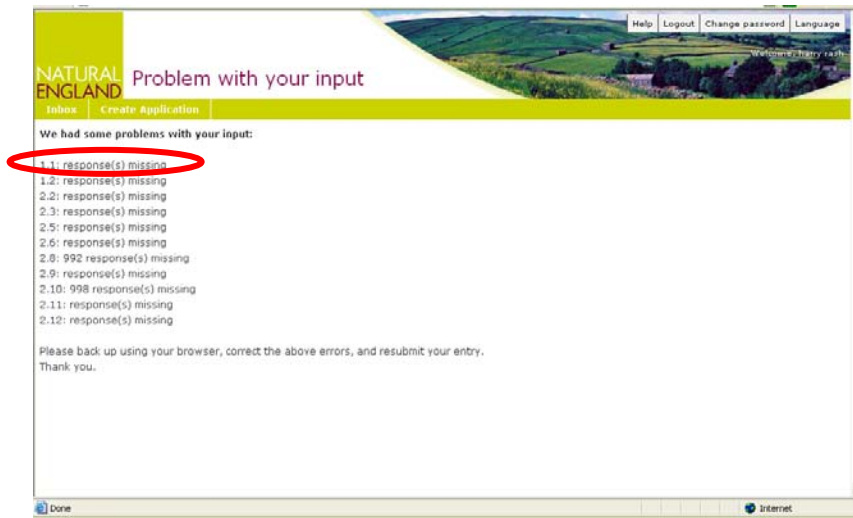
- 'Submit Entire Form and return to Main screen' - If you wish to submit the form, click on this button. Before you click here, you should click on the link above the buttons to see the entire form in Word format. **It is important that you save and print the form for your records.** Please note that once you click the button 'Submit Entire Form and return to Main screen' you will not be able to make any further changes to the details you have entered. The form link on the main screen will appear in the 'Done' section, signifying completion of the form. **Please note your application is not fully submitted until you have completed the activities in the 'To do' section of the 'Stage 2 Application' screen and clicked on the 'Submit Stage 2 Form' button (see Submission section below).**
- 'No, enter more details first' - If you wish to enter further information on the form, click on this button. You can then continue entering details on the form
- 'Exit back to Main screen' - If you wish to exit the form, saving any changes you have made, please click on this button. You will then be taken back to the 'Stage 2 Application' screen. You can log off the system and come back later to finish off your application.



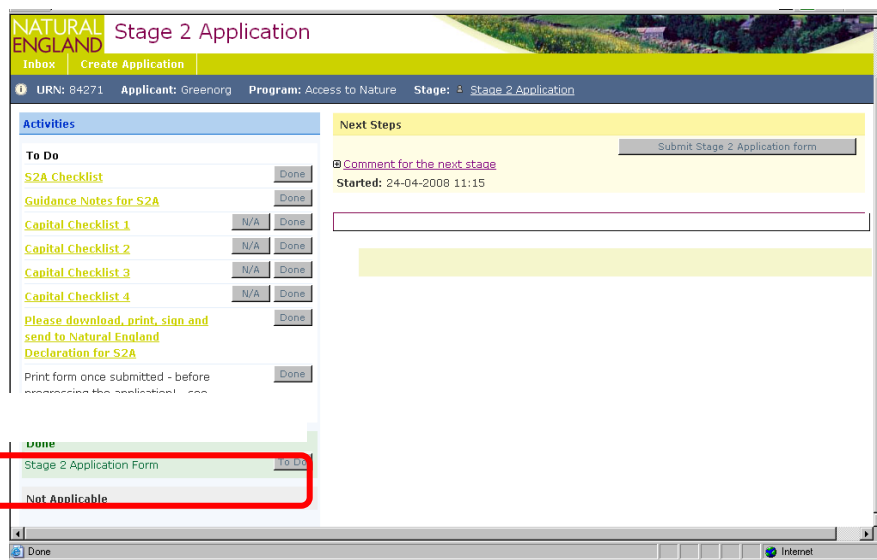
Error messages when trying to submit your form

If you have not provided all the information we have asked for, you will receive an error message advising you that a response is missing for one or more questions. You will need to back up your web browser to supply the relevant information and then follow the notes in the 'Submitting your Stage Two Application Form' section above.

Please note, where an asterisk (*) appears next to a question on the Application Form, this means this question is mandatory and you must provide an answer to the question to be able to submit the form.



After you have submitted the form, you will be taken back to the 'Stage 2 Application' screen. The 'Stage 2 Application Form' activity will have automatically moved to the 'Done' section.



You now need to complete the remaining activities in the 'To do' list before you can fully submit your Stage Two Application.

S2A Checklist

You need to right click on the 'S2A Checklist' link and choose 'Open in New Window'. You should then click on the 'enable macros' option. Please print off and complete the checklist to confirm that you have answered all the questions on the application form and that you have or will send us all the supporting documents we require. Please post this checklist to us with your signed Declaration Form.

You may email your supporting documents to us. Please email documents to AtoN@naturalengland.org.uk. If you are emailing supporting documents to us, please make sure your URN and project title are shown in the subject heading. If you use this email facility, you must still post the S2A Checklist to us – making a note on the checklist of any items you have emailed to us. If

you wish to send paper versions, please post two sets of your supporting documents to the address below and make sure they are clearly labeled with your organisation's name, URN and project title.

We will not be able to accept or assess your application unless you have answered all the questions that apply to your project, and have supplied the necessary supporting information.

Once you have printed off and completed this checklist, you can close the window and return to the 'Stage 2 Application' screen (Please note that if you did not open the Checklist in a new window, you should instead back up your web browser to go back to the 'Stage 2 Application' screen)

Guidance Notes for S2A

Once you have printed and read the 'Guidance Notes for S2A' (these guidance notes) they can be moved to the 'Done' section by clicking on the 'Done' button.

Capital Grant Checklists 1 – 4

If you are asking for a grant for capital land and building work, you need to right click on the relevant checklist and choose 'Open in New Window'. Please print off the relevant checklist(s), complete all the sections and post this to us with your signed Declaration Form.

Once you have printed off and completed the checklist(s), you can close the window and return to the 'Stage 2 Application' screen (Please note that if you did not open the checklist in a new window, you should instead back up your web browser to go back to the 'Stage 2 Application' screen)

If the checklists are not relevant for your application, they can be moved to the 'N/A' section by clicking on the 'N/A' button.

Declaration form

You need to right click on the 'Declaration Form' link and 'Open in New Window'. You should then click on the 'enable macros' option.

You should then print off the Declaration Form and read the Data Protection and Freedom of Information statements. A senior officer in your organisation must complete and sign this Declaration Form. It must be a different person to the main contact given in section 1.2 of the application form. Your signature on this Declaration Form will be taken as confirmation of your understanding of our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000.

You should send your completed Declaration Form to:

Access to Nature
Natural England
Northminster House
Peterborough
PE1 1UA

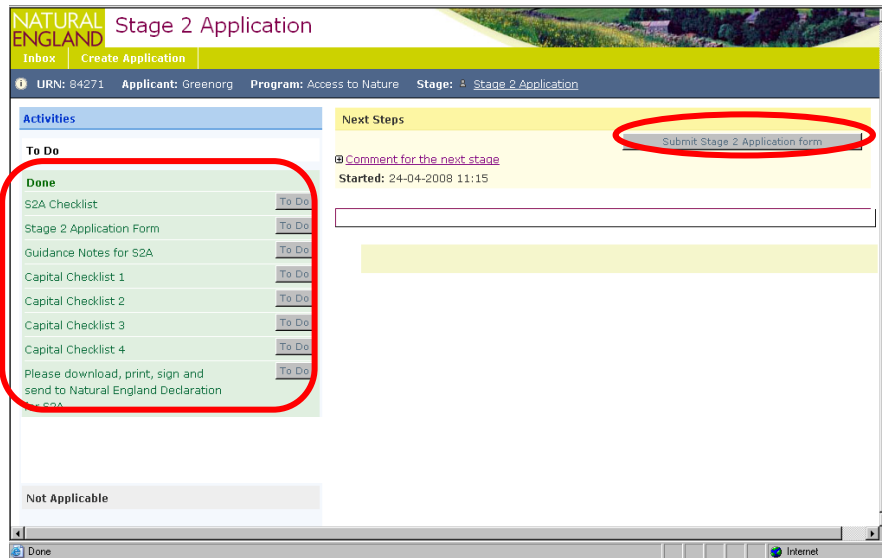
You must send the original Declaration Form to us. We will not accept a photocopy or fax of this Declaration Form. We will not begin our assessment until we receive this signed declaration.

Once you have printed off and completed this form, you can close the window and return to the 'Stage 2 Application' screen (Please note that if you did not open the Declaration Form in a new window, you should instead back up your web browser to go back to the 'Stage 2 Application' screen)

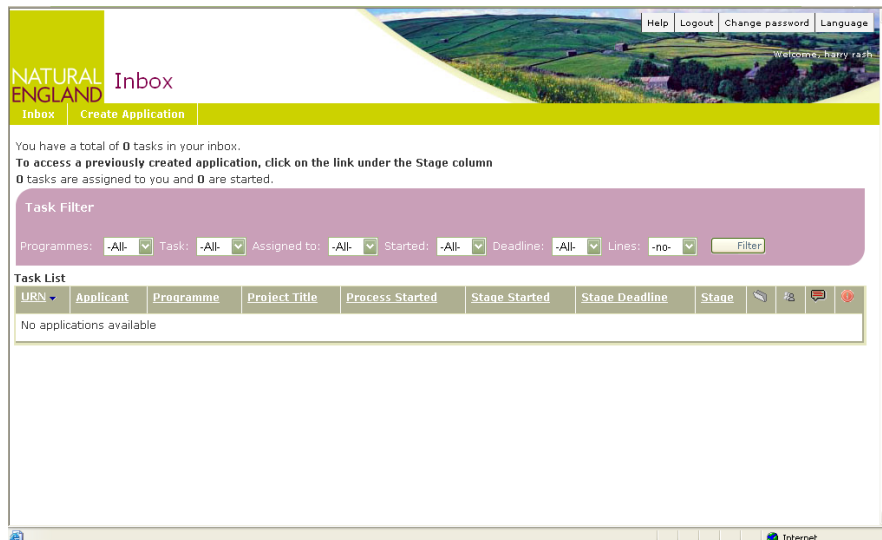
The 'Declaration Form' activity can now be moved to the 'Done' section by clicking on the 'Done' button.

Final submission of your Stage Two Application Form

Once all the activities have been completed and moved to the 'Done' section you can click on the 'Submit Stage 2 Form' button in the 'Next steps' section. **Please note that your Stage Two Application Form will not be submitted until you have clicked on this button.**



You will then be taken back to the 'Inbox' screen, and you will notice that your Application has disappeared from your Inbox as this has now been submitted to us.



Well done – you have successfully submitted your Stage Two Application Form!

We will acknowledge receipt of your Stage Two Application Form within five working days. However, we will not start to assess your Stage Two Application Form until we have received the signed Declaration Form in the post, along with any supporting information and Capital Checklist(s), if required. We estimate that it could take up to 120 working days for us to reach a decision after you submit the Stage Two Application. This assumes that you have provided all the information we need to assess your project (that is all the information asked for on the application form, and any supporting information).