



Scottish Borders LEADER

Developing Enterprising Communities

HOW TO APPLY TO LEADER

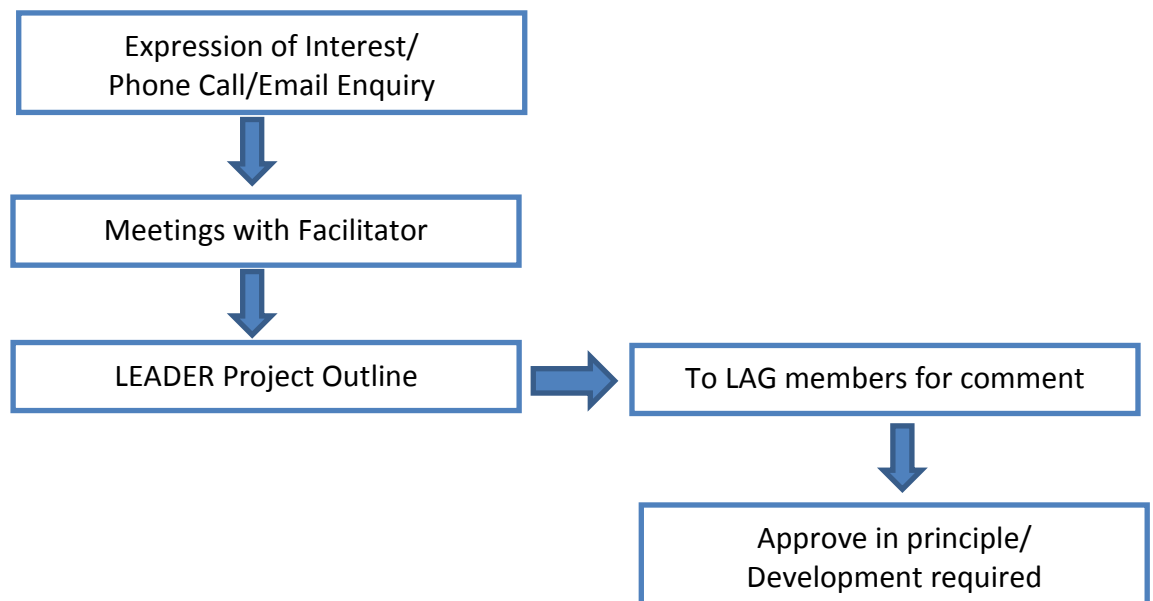
Application Process

There is a two-step application process to apply for LEADER funding:

Step 1 – Expression of Interest

Any organisation wishing to apply for funding should first submit an online [Expression of Interest](#) to the **Scottish Rural Network** providing a brief outline of the project proposal.

Once submitted the LEADER Facilitator will be in touch to discuss your project proposal and provide support to develop the project idea. You will be asked to develop a Project Outline with Facilitator support which will be sent to the Local Action Group (LAG) for their consideration. Once the project has been checked for initial eligibility, feedback will be provided and, if approved in principle, the formal online application process (step 2) can begin.



Step 2 – Full Application

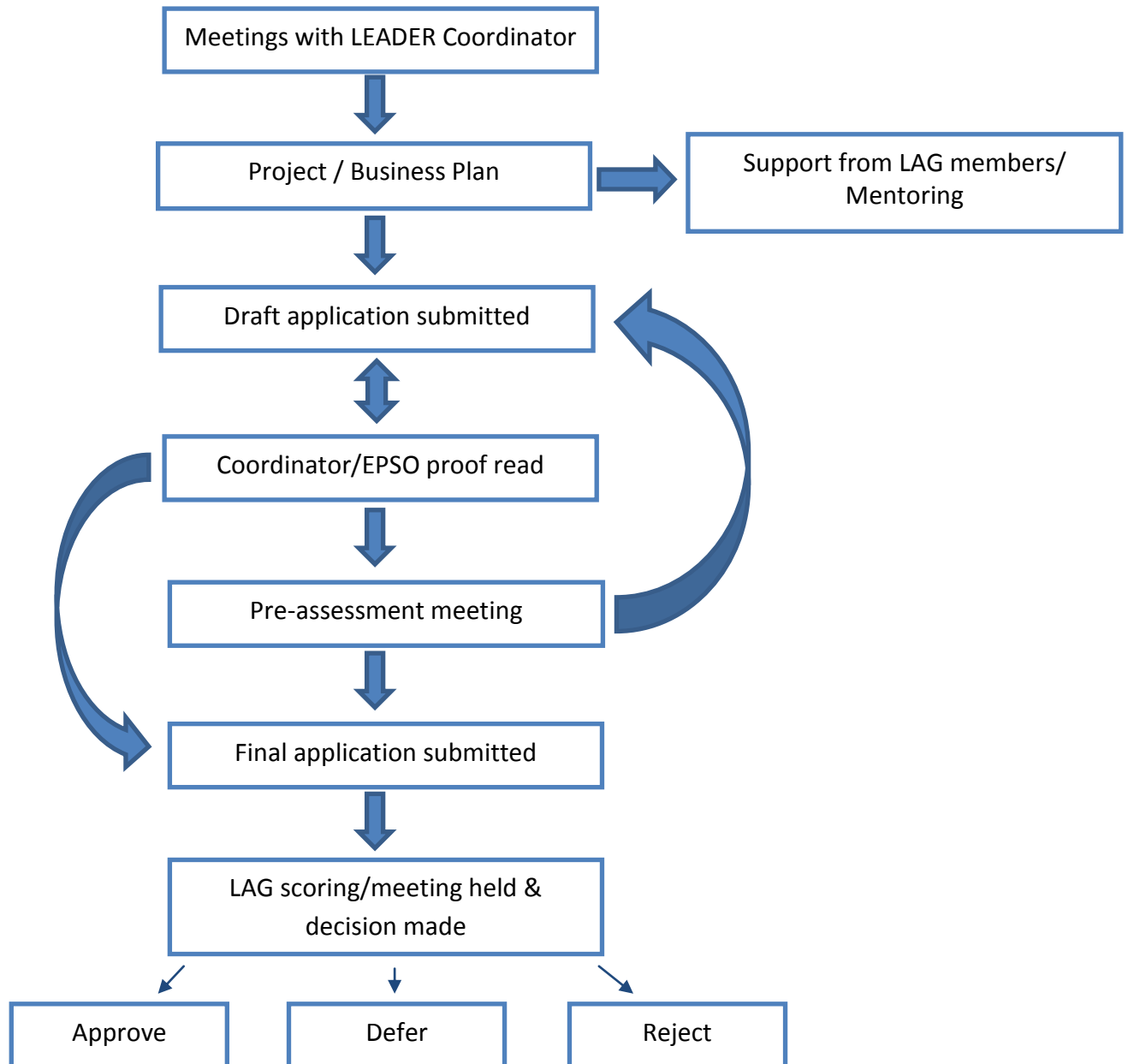
Once the project has been approved in principle the full online application with supporting documentation (including Business Plan or Project Plan, financial projections and two-three years accounts) can be completed. The LEADER Coordinator will provide support to develop the application, ensure the project fits with the strategy, that all relevant information is provided and complete a Technical Assessment of the project before full LAG assessment.



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Prior to LAG assessment the European Programme Support Officer will arrange a pre-assessment meeting to discuss key requirements of LEADER funding including proposed activities, project costs and to consider procedures in relation to grant claims. If at this stage any issues are raised these will be discussed and resolved before LAG assessment. Once the Coordinator is satisfied that your project is eligible it will be presented to the next meeting of the LEADER Local Action Group (LAG) for scoring and discussion.



All completed application forms should be signed and returned to the LEADER Co-ordinator (see contact details below).

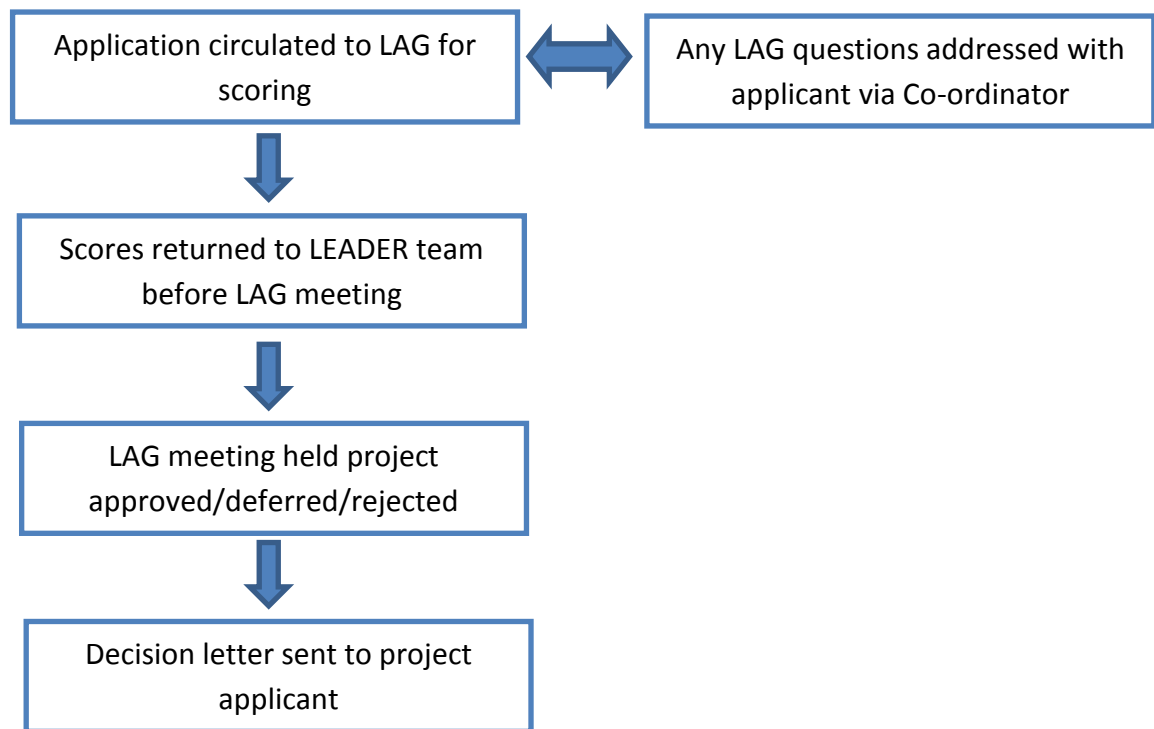


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Assessment Process

The LAG meets up to four times per year to assess applications and review project progress. Members receive application documentation in advance of the meeting and score the applications against selection criteria prior to the meeting. The group discusses each application at the meeting and decisions are made to approve, reject or defer the application. They may also choose to approve an application subject to conditions.



Successful Applications

For successful applicants formal offer letters with conditions of grant will be sent out by the LEADER team as soon as possible after the LAG has met. The formal offer letter is a legal contract to grant fund projects, subject to the conditions of the grant scheme. On receipt of the signed grant acceptance form, a project start date will be issued along with grant claim forms and guidance notes.

Deferred Applications

The LEADER Co-ordinator may, in the case of deferred applications, request further information to support a revised application.

Rejected Applications

Where projects are refused, the LEADER Co-ordinator will write to unsuccessful applicants outlining the reasons for refusal and where appropriate make suggestions as to how the project may be adapted to make it more likely to be approved.

(Version 1 – 15/01/16)