

Guidelines for Environmental Recorders' Group (ERG) Fund (2024–25)

Aim of Fund

The aim and spirit of the fund is to provide scientific equipment, materials, services or events directly related to environmental recording; which enable volunteers, unpaid recorders, or associations of recorders to pursue environmental interest and understanding and ultimately generate environmental records.

Eligibility to Apply

Applications to the ERG fund can only be received from registered members of the Environmental Recorders' Group (ERG). To be considered to join as an ERG member, the membership registration form should be completed (Appendix 1). Applications from ERG members for the ERG fund must be made through the appropriate application form (Appendix 2).

Limitations on Grants

Limit of grant shall be **£1,000** for any one applicant. Only one grant per ERG member can be allocated in any financial year (1 April–31 March).

In the event of an excess of requests over grant income available, the CEDaR Management Group may offer reduced grants, or offer deferred grants, or decline support. Consideration, in deciding which members to support, may also be given to the number of grants received by an ERG member in recent previous years.

Subject to the number of applications received, there may be a cap of 50% contribution towards the cost of bird rings.

Multiple applications towards funding for an organisation will be discussed and combined where appropriate.

Types of Project

Preference will be given to applications that support the objectives of the draft Northern Ireland Environment Strategy and the associated Northern Ireland's Environmental Improvement Plan (EIP); the future Northern Ireland Biodiversity Strategy and linked targets under the Convention of Biological Diversity; and the draft Programme for Government. Preference will also be given to those applications that emphasise recording relating to Northern Ireland's Priority Species and/or Habitats.

Grants can be used for biological or geological field work, scientific field equipment, assistance with publications of newsletters, identification guides, etc. and financial support for conferences or meetings relating to biological or geological recording or training.

The recording programme or activity **must** relate to Northern Ireland.

The purchase of computer equipment and software is not available through the ERG Fund.

Lodgement of Records and Specimens

Records made during a project supported by an ERG grant or made using equipment acquired by means of an ERG grant must be submitted to CEDaR within 12 months of receipt of grant.

Specimens collected during a project supported by an ERG grant or made using equipment by means of an ERG grant must be lodged in the National Museums NI within 12 months of receipt of grant.

CEDaR Management Group

The CEDaR Management Group comprises representatives of National Museums NI and DAERA. The Management Group will assess the merit of each application in relation to the aim and spirit of the fund. Decisions to fund, part fund or reject applications, or to make additional conditions relating to grants shall be determined by the CEDaR Management Group.

Financial Management

A grant agreed in any financial year must be claimed as soon as possible. Grants are not transferrable between financial years or projects.

In addition, National Museums NI, which manages the ERG Grant Fund in partnership with DAERA, has certain additional requirements relating to financial management:

- Grants agreed by the CEDaR Management Group are subject to final approval by the management of National Museums NI
- Equipment should be retained by the recorder or recording group. If this activity ceases, the equipment should be returned to National Museums NI for redistribution to other recorders or recording groups as required
- Three quotations should normally be obtained and detailed within the application for the supply of items of equipment
- Grants will only be paid by National Museums NI on receipt of proof of expenditure.

Expenditure receipts should normally be forwarded to CEDaR within 8 weeks of an applicant receiving an approved grant award notice, otherwise the award may be rescinded and the budgeted amount reallocated.

Report

The grant claim should be supported, before the end of the financial year of spend, by a written Output and Evaluation Report which sets out the results of the project. A suggested template for the Output and Evaluation Report is provided in Appendix 3.

Exclusions from Fund

The ERG Grant Fund will not provide for the purchase of normal field clothing or protective clothing such as boots, waterproof jackets, etc.

The Fund will not provide support for the work of employees of National Museums NI or DAERA working in their professional capacity.

How to apply

Applications from ERG members for the ERG fund must be made through the application form (Appendix 2).

The Fund will currently only be open for applications received by Friday 10 May 2024. Late applications cannot be considered.

Details of applications should be submitted to:
Email: damian.mcferran@nationalmuseumsni.org

Dr Damian McFerran, CEDaR, National Museums NI, 153 Bangor Road, Cultra, Holywood, County Down BT18 0EU. Tel: 028 9039 5256.

The application should specify the purposes of the expenditure, amount requested and in what way it complies with the guidelines above. Please supply three quotes as specified.

Response to applications

Receipt of an application will normally be acknowledged within two weeks.

National Museums NI will endeavour to give its final response to the application within six weeks of receipt.

Appendix 1 - Environmental Recorders' Group Membership Registration



Please return to:

Damian McFerran, CEDaR, National Museums Northern Ireland, 153 Bangor Road, Cultra,
Holywood, Co. Down, BT18 0EU

damian.mcferran@nationalmuseumsni.org

Environmental Recorders' Group Membership Registration

Name of Individual or Organisation:	
Contact name (for organisation):	
Address:	
Telephone:	Mobile:
E-mail:	
Description of recording activities (this info will appear in the CEDaR Annual Report if you give permission for your details to be included – see below):	
I consent to my contact details being published in the CEDaR Annual Report <input type="radio"/>	
I give consent for my personal information to be managed in accordance with National Museums NI Privacy Statement. <input type="radio"/>	
Signed:	Date:

Appendix 2 - Environmental Recorders' Group Fund Application



Please return to:

Damian McFerran, CEDaR, National Museums Northern Ireland, 153 Bangor Road, Cultra, Hollywood, Co. Down, BT18 0EU

damian.mcferran@nationalmuseumsni.org

Environmental Recorders' Group Fund Application

Name of Individual or Organisation:	
Contact name (for organisation):	
Project title/ brief description:	
Address:	
Telephone:	Mobile:
E-mail:	
Please detail how application meets the requirements of the ERG funding guidelines. If your application is successful, please note a report on the results of the fund should be submitted to CEDaR before the end of the financial year of spend. This information may appear in the CEDaR Annual Report.	
Grant amount requested:	
I consent to my contact details being published in the CEDaR Annual Report:	<input type="radio"/>
I give consent for my personal information to be managed in accordance with CEDaR's Privacy Policy:	<input type="radio"/>
Signed:	Date:

Appendix 3 – Suggested Output and Evaluation Report Template



Please return to:

Damian McFerran, CEDaR, National Museums Northern Ireland, 153 Bangor Road, Cultra, Holywood, Co. Down, BT18 0EU

damian.mcferran@nationalmuseumsni.org

Environmental Recorders' Group Output and Evaluation Report

Name of Individual or Organisation:	
Contact name (for organisation):	
Project title/ brief description:	
Address:	
Telephone:	Mobile:
E-mail:	
Please detail the outputs of the grant provided. If possible and applicable, please estimate the number of records created as a result of this grant funding.	
Grant amount awarded:	
I consent to my contact details being published in the CEDaR Annual Report: <input type="radio"/>	
I give consent for my personal information to be managed in accordance with CEDaR's Privacy Policy: <input type="radio"/>	
Signed:	Date:

