



## RDPE Network: Helping to get your projects on our website.

It only takes 5 minutes to add your project to the RDPE Network projects database but this is a step by step guide to help you through the process of adding your project to the RDPE Network projects database. If you come across an issue not mentioned in this guide please get in touch - [rdpenetwork@ruralcommunities.gov.uk](mailto:rdpenetwork@ruralcommunities.gov.uk) or 01242 534054.

### RDPE Network Home Page:

Join the Rural Development Programme for England (RDPE) Network and benefit from sharing ideas, knowledge, experience and practice with others.

[Find out more](#)

**Share projects**

Our project directory contains information on projects across the regions. Submit your project to the directory and review others in your area.

[More](#)

**Discuss**

Have your say on RDPE in our discussion forums. Start your own topic or comment on those already underway.

[More](#)

**What's on**

Find out what the RDPE Network has been doing since its establishment and how you can get involved in upcoming activities.

[More](#)

[Latest news](#)

[Information from the Leader Sub-Committee on 25th November 2009](#)

26 Jan 2010 16:14

[Activities](#)

[Links between the RDPE Network and the NFU](#)

28 January 2010

[Project exchange](#)

[Fieldfare LEADER - Modernisation of a village hall](#)

[East Riding Artists](#)

[From the forum](#)

[Food & Drink - Internet & Technology](#)

[adkitd](#)

You can find the projects database by clicking on the spotlight or the projects tab at the top of the page

1. The projects database can be found at the following address [www.rdpnetwork.org.uk/projects](http://www.rdpnetwork.org.uk/projects) or by clicking the share projects button on our homepage. This will take you through to the landing page of the projects database where you will see the last five projects added.



The European Agricultural Fund for Rural Development: Europe investing in rural areas

## Projects Database Landing Page:

RDPE network

Follow us on twitter | Join our mailing list | RDPE feeds

Your Network **Projects** News & Publications Activities Discussion Forums Contact Funding Sources

Home > Projects

**Submit a project**

East of England

East Midlands

North East

North West

South East

South West

West Midlands

Yorkshire and the Humber

Transnational

### Projects

Interested in finding out how others are carrying out RDPE funded projects across England? Use our directory to search for projects in your area or for projects across the English regions. You can also search for projects across the UK and other European Member States via the UK National Rural Network website.

Find out what worked for others, what they struggled with and how they overcame the challenges they faced. Each region has different funding priorities and guidelines but people have found it useful to learn from the experiences of others and you may be able to apply this information to your own project.

Help others benefit from your practice, experience and lessons learnt. Take a few moments to fill in our simple [project submission form](#) and add details of your project to our database.

Looking for a project?

All areas

**Fieldfare LEADER - Modernisation of a village hall**  
[South East](#) LEADER and private investment LEADER offer £10,000 [0 user notes](#) 14 hours ago by Ken Brown

**East Riding Artists**  
[Yorkshire and the Humber](#) CWWW LEADER £34,697 [0 user notes](#) 2 days ago by Dee Mitchell

**Pocklington Canal**

2. In order to add your project you will need to click the '*submit a project*' button at the top of this page.

## Project Submission form (mandatory fields):

The screenshot shows the 'Submit a project' form with the following fields and callouts:

- Project name \***: Callout: "Enter the name of your project"
- Tell us about your project \***: Callout: "Add a description about the project"
- Area(s) \***: Callout: "Tell us the region where the project is happening"
- Your name \***: Callout: "Don't forget to tell us your name"
- Email \***: Callout: "Provide an e-mail or telephone number so people can get in contact"
- Telephone \***: Callout: "Provide an e-mail or telephone number so people can get in contact"
- This is also a transnational project**: Callout: "You can also indicate if your project forms part of a transnational cooperation project"

3. The submission form will now allow you to enter the details of your project. Several fields are marked with a red asterisk (\*). These fields are mandatory and you will have to enter information into these fields in order for your project to be accepted. The mandatory fields are listed below:

- Project Name;
- Description (this does not have to be the entire project plan just enough to give people an idea of what you are doing);
- Region (the region from which you received funding);
- Your name;
- E-Mail address; and
- A contact telephone number.

### Project Submission form (Optional fields):

The screenshot shows a project submission form with several optional fields. Red arrows point from callout boxes to these fields:

- How much money have you received?** points to the **Amount** field.
- You can upload other documents that might relate to your project** points to the **Upload a file (PDF)** section.
- You **have** to click this box accept you accept our [terms and conditions](#).** points to the **I accept the terms and conditions \*** checkbox.
- Completion date (DD/MM/YYYY)** points to the **Completion date (DD/MM/YYYY)** field.
- Source of funding** points to the **Source of funding** field.
- If you have a completion date in mind tell others** points to the **Completion date (DD/MM/YYYY)** field.
- Where are you getting the money from?** points to the **Source of funding** field.
- Do you have a website associated with the project?** points to the **Project's website** field.
- When you are happy with the info click the submit button** points to the **Submit the project** button.

Below the form, there are three sections: **Share projects**, **Discuss**, and **What's**, each with a **More** button.

4. You can also enhance your project submission by providing information under the following categories:

- Completion date (of the project);
- Source of funding (the organisation that the funding came from);
- Amount of funding that you received (if not all RDPE please indicate);
- The project website (if available); and
- Upload a file with further information (this will have to be a PDF file).

5. To upload a file click the browse button (this will allow you to search for the file that you wish to upload on your computer.) The file will have to have a PDF extension i.e. be in PDF format. If you are unable to do this then [Contact us](#) and we will help make the conversion for you. A project can be edited after it has been uploaded but we will have to do that for you.

6. Don't forget to tick the box to confirm that you have accepted our [T&Cs](#).

7. Once you have added your project you will be taken to a thank you page where you will be able to click through to see your project on our database.

8. If you notice a mistake after submitting your project please [e-mail](#) us to let us know what the problem is and we will try to fix it for you.

## Searching for projects:

The screenshot shows the RDPE network website's 'Projects' page. At the top, there are social media links for Twitter, a mailing list, and RDPE feeds, along with a search bar. The main navigation menu includes 'Your Network', 'Projects', 'News & Publications', 'Activities', 'Discussion Forums', 'Contact', and 'Funding Sources'. On the left, there is a 'Submit a project' section with a list of regions: East of England, East Midlands, North East, North West, South East, South West, West Midlands, Yorkshire and the Humber, and Transnational. The main content area is titled 'Projects' and contains introductory text about finding projects and a search form. The search form has a text input field, a dropdown menu set to 'All areas', and a 'Find' button. Below the search form, there are three project listings: 'Fieldfare LEADER - Modernisation of a village hall' (South East, LEADER offer £10,000, 14 hours ago by Ken Brown), 'East Riding Artists' (Yorkshire and the Humber, CWWW LEADER £34,697, 2 days ago by Dee Mitchell), and 'Pocklington Canal'.

**You can use the regional tabs to find all submitted projects in a particular region**

**You can use the drop down menu to limit your search to a particular region**

**Type in a keyword to search for a project e.g. dairy, forestry**

9. Don't forget you can also use the database as a search tool as well to find out what others have been up to. You can search using:

- A keyword;
- By region; or
- By manually viewing the full project archive.

## Adding notes to individual projects:

0 notes have been added to "Pocklington Canal"

**Add a user note**

You may contribute notes to this project if you have further information to share. The note will appear under the project.

Name \*

Email \*

Your note

Submit

Please provide your name.

Add your comment or questions in the box

Add a contact e-mail address

Click the submit button when you have finished your message.

Share projects    Discuss    What's on

10. You can also add notes to any of the projects that have been added to our database. This is a chance to ask a question of another project to see what they have done to get their project off the ground.

## Here are some helpful hints and tips if you have an issue when using the RDPE Network Projects database.

- You will not be able to view the project attachments if you do not have a PDF reader, you can download one for free from the [adobe website](#).
- If you want to upload a document to the website you will need to convert it to a PDF. Not sure what to do? Get in touch with the Network attaching the file and we will help you out.
- Every time I try to submit my project it doesn't seem to upload. Make sure that you have filled in all the fields with a red asterix (\*) these are mandatory and don't forget to accept the [terms and conditions](#).