Green Infrastructure Community Engagement Fund Application Form

Phase 1, Round 2

January 2018

Disclaimer

Applicants should be aware that as the Green Infrastructure Community Engagement Fund (GICEF) is new, the eligibility criteria and application process will be reviewed as the programme develops and evolves and therefore may be subject to change. Make sure that you refer to the most up to date guidance at the time of application. The most recent version is available on: http://www.greeninfrastructurescotland.org.uk/community-engagement-fund.

Scottish Natural Heritage (SNH) reserves the right not to fund any applications submitted under the Green Infrastructure Strategic Intervention. Furthermore, The Scottish Government, as Managing Authority, also has the right to decide not to fund applications, even where these have been approved by SNH.

The European Union and The Scottish Government reserve the right to amend the National Rules and SNH reserves the right to amend the published eligibility guidance during the period of the programme.

Decisions to fund projects will be based on the availability of funding, how well the project matches the GICEF priorities and its contribution to outcomes as part of the overall Green Infrastructure Strategic Intervention.

More information about our funded projects can be found at www.greeninfrastructurescotland.org.uk.

Version Control

Date	Issue	Status	Author	Authorised by
8/1/18	V1	Final	EB/FS	IR

Green Infrastructure Community Engagement Fund – Round 2

Application Form

Your Organisation

Name of your organisation

Address

Lead contact name & role/position

Email address and phone number(s)

Contact address if different from above

Brief description of your organisation and what you do (word limit 250)

Is your organisation a:

☐ Local authority

☐ Other public sector organisation

☐ Community or voluntary group

☐ Third sector organisation

If your organisation is a registered charity[1], please provide your registered charity number here:

Is your organisation VAT registered?   ☐ **YES**   ☐ **NO**

If yes, please give your registration details here:

Please also provide written confirmation from HMRC as a supporting document confirming whether your organisation is VAT registered or otherwise, and if the expenditure in relation to the project is recoverable or not.

Your Project

Project name

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[1] Registered either with the Office of the Scottish Charity Regulator or the Charity Commission.

Project summary

Use the following headings to provide a succinct summary of your project (600 word limit). This section should be written in layman's terms and suitable for publication. We will use this text to tell people about your project, e.g. on our website, if your application is successful.

What we are going to do

Where did the idea for the project come from?

How the community has helped us develop our ideas

How our project fits into the bigger picture

Where we would like our project to lead us

Within which local authority area(s) will your project be delivered?

Total eligible project costs:

GI ERDF Grant requested (£) and intervention rate (%):

Project Start Date:

Project End Date:

1. About Your Project

Why is your project needed?

Tell us what your project will do.

Please summarise the main outputs of your project. You should provide further detail in your Activity Plan using the template provided.

☐ I confirm that I have completed and attached our project Activity Plan.

Tell us about the community/communities you will work with and how they will benefit from your project.

What evidence do you have for community demand and support for your project?

Please tell us more about the SIMD deprivation statistics for the project area.

Please confirm that your project will benefit an urban area with population >10,000 and tell us about the area.

How is your project different and additional to what your organisation already does?

What is innovative about your project?

How will your project add value to existing work being undertaken? What synergies are there with other projects, work, policies and/or strategies?

What will the legacy of your project be? How are you going to continue to engage with your community once the project funding ends and ensure that the results of the project persist beyond the project lifetime?

Will your project be employing staff and claiming expenditure under the Direct Staff + 15% model? ☐ **YES** ☐ **NO**

If yes, please tell us how many staff you will be employing to deliver your project and what they will be doing. Please also ensure that you enclose person specifications and job descriptions for the relevant posts along with your recruitment policy as supporting documents.

Please refer to the National Rules for guidance on using the Direct Staff + 15% Cost Model.

Will any of your project costs be procured?   ☐ YES   ☐ NO

If yes, please list the relevant elements of your project and provide details of the Procurement Procedure to be used. Please also provide tender briefs as supporting documents, and attach your Procurement Policy.

Please refer to the National Rules regarding the use of the Procurement Model.

2. Outcomes

GICEF Outcomes

In this section, please tell us how your project will address the GICEF's Outcomes throughout delivery of your project, and beyond. Please note that addressing **Involving Communities and Increasing Participation** is essential; all other outcomes are secondary and your project may or may not address any or all of them. You also need to demonstrate how you will be addressing the three **ERDF Horizontal Themes (HT) – Social Inclusion, Equal Opportunities, and Environmental sustainability**, so please consider these and draw attention to how you will be addressing them as you describe how you'll be contributing towards our outcomes.

Involving communities and increasing participation (450 word limit)

Nature, biodiversity and ecosystems (300 word limit)

Environmental quality, flooding and climate change (300 word limit)

Increasing place attractiveness and competitiveness (300 word limit)

Improving health and wellbeing (300 word limit)

Horizontal themes: Environmental Sustainability (word limit 250)

Horizontal themes: Social Inclusion (word limit 250)

Horizontal themes: Equal Opportunities (word limit 250)

3. Project Management and Deliverability

Key Project Milestones

☐ I confirm that I have attached a completed Activity Plan

Risk Management

Please tell us how you will manage risk. Highlight key risks areas here, and include the details of your project's key risks in your Risk Register using the template provided.

☐ I confirm that I have attached a completed project Risk Register.

How will your project be managed, and what is your organisation's staffing structure?

Include any new staff and where they fit into your staffing structure (include as a supporting document).

☐ I confirm that I attached a diagram showing the management structure of our organisation

Please demonstrate that your organisation has the necessary skills and sufficient administrative and financial capacity to carry out the proposed project.

Give examples of previous funding and projects you have managed (e.g. EU, ERDF, HLF, etc.).

Please summarise how you will monitor and evaluate the success of your project.

Include details of this in your Activity Plan to illustrate how your Monitoring and Evaluation plans will work alongside the delivery of your project milestones.

Please summarise your communication plans for the project.

Include details of this in your Activity Plan to show the timing of communications activity in relation to other aspects of delivery of your project.

4. Project Costs

Why do you need this grant?

A detailed breakdown of your costs with a brief explanation of how you determined these must be included in the Financial Summary (supporting document).

☐ I confirm that I have completed and attached our project Financial Summary.

Match Funding

Please provide information about the organisation(s) who will be providing your match funding, how much they will be providing, and when confirmation of funding is expected.

Source of Match Funding	Amount of Match Funding	(Expected) Date of Confirmation	Evidence Included Y/N
TOTAL:	**£**		

5. Declarations

Audit & Compliance

☐ I confirm that I have read the National Rules and that we have adhered to these throughout our application and will continue to do so if a grant is awarded.

☐ I confirm that any staff posts will spend at least 40% of their contracted time on this EU-funded project.

☐ I confirm that all project activities will be completed by 30 September 2019.

Data Management & Retention

☐ I confirm that I have read the Data & Information Management guidance, and that the project is designed to comply with those requirements.

Communications

☐ I confirm that we will comply with all communications and branding requirements of the Green Infrastructure Strategic Intervention, as set out in the Communications Toolkit.

Procurement

☐ I confirm that we will comply with all the EU regulations relating to any procurement.

Declaration and Date

Name:

Signature:

Role:

Date:

6. Supporting Documents Checklist

Mandatory supporting documents

☐ Activity Plan (incl. milestones, M&E, Communications)

☐ Risk Register

☐ Financial Summary

☐ Map(s) of project area

☐ Recruitment Policy (if any staff posts are included in the application)

☐ Job description and person specification for any staff posts

☐ Equalities Impact Assessment and Equalities Action Plan

☐ Briefs for any commissioned works

☐ Procurement Policy

☐ Organisational chart

☐ VAT status letter

Optional supporting documents

☐ Letters from confirmed match funders (confirming amount and purpose)

☐ Letters of Support

☐ Photographs

☐ Equal Opportunities Policy (if available)

☐ Environmental Sustainability Policy

☐ Equalities Policy

☐ Social Inclusion Policy

☐ Protected and Vulnerable Groups Policy

☐ Other (please describe):