



EUROPE & SCOTLAND
European Regional Development Fund
Investing in a Smart, Sustainable and Inclusive Future

Application Form

Green Infrastructure Fund

Round 2

July 2016



Application Form

For guidance on completing this form, please refer to the [Green Infrastructure Fund Application Form Guidance](#) which explains in detail the information required to complete each section of the form.

Further guidance can be found in the [Green Infrastructure Fund Application Handbook](#) and the [Scottish Government ERDF 2014-2020 National Rules on Eligibility of Expenditure](#).

The Regulations governing the overall use of European Structural Funds for the 2014-2020 Programme are available from the [Official Journal L 347/2013h](#).

The information you provide on this form will be used to assess and score your application. We will use the information gathered through the answers to these questions to assess the eligibility, deliverability, financial robustness and overall quality of your application. We will recommend the projects that score most highly to the SNH's CEO for final approval for award of ERDF funding. The codes that have been used to mark some of the section headings (e.g. OA page 1) are for office use only.

Answers are limited to approximately 250 words, **unless otherwise stated**. This is to enable us to complete the application process on the Government's EUMIS system if your application is recommended for approval. Questions must be answered in font size 10 throughout.

All fields relevant to your application must be completed. You should complete the application form as fully as possible as failure to provide the required information could result in your application being rejected without being scored. If you feel that a particular question is not relevant to your application please explain why on the form.

Ensure that you complete the checklist on the final page to confirm that you have enclosed the mandatory supporting documents when submitting the application form and make sure that you follow the instructions in the Application Form Guidance with respect to numbering these documents, using appropriate naming conventions and cross-referencing between documents and the application form as necessary. Failure to do this may result in your application being rejected at the screening stage.

To submit your application, please email it to greeninfrastructure@snh.gov.uk by midnight on **Monday 31 October 2016**. Any applications received after this deadline will be rejected.

Application Reference Number

Click here to enter text.

SECTION A: Application Details

Part 1: Lead Partner Details [OA page 1]

1.1	Strategic Intervention Title	Green Infrastructure
1.2	Strategic Intervention Lead Partner	Scottish Natural Heritage
1.3	Name of SI Manager that the Project will report to	Zoe Kemp

Part 2: Applicant Details [OA page 1]

2.1	Organisation Name	Click here to enter text.
2.2	Project Manager Name	Click here to enter text.
2.3	Project Manager Address	Click here to enter text.
2.4	Project Manager Email Address	Click here to enter text.
2.5	Project Manager Telephone Number:	Click here to enter text.

Please confirm registration with Scottish Government as an eligible body to apply for ERDF

Choose an item.

Part 3: Project Details [OA page 1]

Project Title	Click here to enter text.	
Programme	ERDF	
Programme Area	Choose an item.	
Fund Type	Revenue	
Thematic Objective	06 - Preserving and protecting the environment and promoting resource efficiency	
Investment Priority	6d - Protecting and restoring biodiversity and soil and promoting ecosystem services, including through Natura 2000, and green infrastructure	
Intervention Field	85 - Protection and enhancement of biodiversity, nature protection and green infrastructure	Indicative Pro-Rata Share 100%
Europe 2020	Reduce the number of people at risk of poverty or social exclusion by 20 million (EU wide)	
Form of Finance	Non-repayable grant	
Territory Type	(select one)	Choose an item.
Economic Activity	Activities linked to the environment and to climate change	
Project Location	Choose an item.	
Contract Let date	Click here to enter a date.	
Physical Start Date	Click here to enter a date.	
Physical End Date	Click here to enter a date.	
Financial End Date	Click here to enter a date.	
Date final results to be achieved by	Click here to enter a date.	

Section B: Deliverability

Part 4: Financial Information [OA page 4]

4.1 Financial Summary and Expenditure Profile

Please complete the financial summary and expenditure profile tables below and populate the Financial Annex which has been provided separately as an Excel workbook. Please note that all underlying assumptions regarding expenditure and its profile must be made clear. Please provide any relevant evidence to support your costs as a supporting document e.g. quantity surveyor's reports, quotes

Financial Summary Table

	H&I (£)	LUPS (£)	Total (£)
Total Project Cost	Click here to enter text.	Click here to enter text.	Click here to enter text.
Total Income	Click here to enter text.	Click here to enter text.	Click here to enter text.
Total Net Revenue	Click here to enter text.	Click here to enter text.	Click here to enter text.
Net Eligible Costs	Click here to enter text.	Click here to enter text.	Click here to enter text.
Total Match Funding	Click here to enter text.	Click here to enter text.	Click here to enter text.
Total Grant Requested	Click here to enter text.	Click here to enter text.	Click here to enter text.
Intervention Rate (%)	Click here to enter text.	Click here to enter text.	Click here to enter text.

Expenditure Profile Table

Year	H&I Expenditure (£)	LUPS Expenditure (£)	Total Expenditure (£)
2014	Click here to enter text.	Click here to enter text.	Click here to enter text.
2015	Click here to enter text.	Click here to enter text.	Click here to enter text.
2016	Click here to enter text.	Click here to enter text.	Click here to enter text.
2017	Click here to enter text.	Click here to enter text.	Click here to enter text.
2018	Click here to enter text.	Click here to enter text.	Click here to enter text.
2019	Click here to enter text.	Click here to enter text.	Click here to enter text.
Total	Click here to enter text.	Click here to enter text.	Click here to enter text.

4.2 Cost Models

Please indicate the cost model your Project will use. **Please refer to the National Rules for further information.** If you intend to use a Cost Model other than Procurement or Flat Rate, please contact us as early as possible.

Procurement	Choose an item.
Flat Rate Direct Staff Costs +15%	Choose an item.

4.3 Justification of Cost Model(s) Selected

Enter text here

4.4 Match Funding

Match Funders

Please state in the table below who will provide the match funding for your project and how much they are providing.

Name of Organisation	H&I or LUPS	Total (£)
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.

4.5 Status of match funding

Has your match funding been confirmed? If not when do you expect it to be confirmed? Please provide supporting evidence. Please provide confirmations that match funding is clean e.g. match has not originated from a European source and has no other outputs linked to it.

Enter text here



Part 5: Details of Project Site

5.1 Location of Activities

Please tell us about the area where your project will be delivered. Please also attach two maps. One should be in pdf format at a scale of 1:25,000, and one should be an ESRI shape file at a scale of 1:2,500 using the template and instructions provided with this application form. The maps should clearly show a boundary marking the smallest area where your project's activities will take place. Also indicate on the maps the location of the communities that will benefit from your project, and any other relevant features.

Description of area.

Enter text here

Please confirm you have attached an A4 PDF format map and Esri shape file.

5.2 What is the area (hectares) of the site(s) where your project will take place? How many hectares of green infrastructure will you create or improve?

Enter text here



5.3 Who owns the land where your project will take place? If you do not own it, do you have a legal right to undertake the works and on-going maintenance of the project?

Please confirm you have included evidence of land ownership or permission to work on the land as a supporting document.

Choose an item.

Enter text here

5.4 What statutory permissions will be required for your project to be carried out? Have these been confirmed? If not, what is the timescale for their consideration?

Enter text here



5.5 Is any, or all, of the land where your project will take place classified as vacant and derelict land? If so, is it on the Vacant and Derelict Land Register? Please give details.

Enter text here

5.6 Is any of the land where your project will take place classed as contaminated land? What are the implications of this for your project?

Enter text here



5.7 Are there any known risks from subsidence to the land on which your project will take place?

Enter text here

5.8 What are your plans for the on-going management and maintenance of the green infrastructure created by your project? How will you ensure that the site continues to be used for the approved purposes of your project beyond the auditable period (10 years after the ERDF 2014-2020 programme has closed)?

Enter text here



Part 6: Rationale

6.1 Overview of Proposed Activity[OA page 7]

Please provide a **summary** of your project outlining the proposed **aims, objectives and benefits** of the Project (**word limit 500**)

Enter text here

6.2 Please describe in more detail the main **activities** that your project will deliver (**word limit 500**)

Enter text here



6.3 Please tell us in detail about the main **outputs** of your activities (**word limit 500**)

Enter text here



7.1 Management Structure and Reporting (Programme Compliance)

Describe the management and reporting structure in place which enables you to comply with European Regulations and specific National Rules.

Enter text here

7.2 Performance Compliance

Outline your strategy for the effective delivery of project targets.

Enter text here



7.3 Financial Compliance

Describe your track record in managing Structural Funds compliantly. If error rates have been reported against previous projects led by your organisation, please explain how the cause has been addressed and will not be repeated in the 2014-2020 programme.

Enter text here

7.4 Risk Management

Please describe how you will monitor and assess risk for the project with reference to both the [Green Infrastructure Fund Risk Assessment and Management Guidance](#) and your own organisation's Risk Management Policy.

Please provide a copy of the risk assessment for your project as a supporting document.

Enter text here



7.5 Communication and Marketing Strategy [OA page 15]

Outline the communication and marketing strategy for the project. Include details of your plans for publicity and branding.

Enter text here



8.1 Outline how the project will comply with the following:

8.1.1 Delivery Method

Explain and justify the delivery methods proposed for the project e.g. direct or procured.

Enter text here

8.1.2 Procurement

Outline the procurement process and legal steps which will be followed.

Enter text here

Please complete the Contract Information Sheet provided for every planned/completed procurement exercise relating the delivery of the project

Please confirm Contract Information Sheet is attached. Choose an item.



8.2 State Aid

There are key tests which need to be considered to establish whether a project constitutes State Aid.

It is the applicant's responsibility to ensure that the project adheres to State Aid rules. For further information see <http://www.gov.scot/Topics/Government/State-Aid>.

8.2.1 Having considered the 4 key tests for State Aid, if the project does not constitute state aid explain why.

Enter text here

8.2.2 If the project does constitute state aid, please explain why.

Enter text here



8.3 Describe how the project will meet its regulatory obligations on each of the sub-headings below

8.3.1 Publicity

Enter text here

8.3.2 Data Retention Requirements

Enter text here



SECTION C: Impact

Part 9: Impact

9.1 **Contribution to Strategic Intervention** [OA page 9]

Please explain how the project contributes to Investment Priority 6d – Protecting and restoring biodiversity and soil and promoting ecosystem services and how it fits with the Green Infrastructure Strategic Intervention.
Enter text here

9.2 **Community Engagement**

Tell us about your plans for engaging the community in the area where your project will take place.
Enter text here

9.3 What target groups do you aim to benefit through your project, and what difference will your project make to them? How many people in each group will be impacted by your project?
Enter text here

9.4 Evidence of Need – addressing identified issues
What are the issues, problems and/or gaps in outcomes that the activities will address?
Enter text here

9.5 Evidence of Need – plans, strategies and policies

Please tell us how you know there is a need for your project, referring to any strategies, plans or policies, consultations you may have done, or other data you may have collected.

Enter text here

9.6 SIMD

Please give details of the SIMD ranking and local share context of the area(s) in which you intend to work.

Enter text here



9.7 **Need for Grant/Gap** [OA page 8]

Please explain why grant assistance is needed to enable your project to proceed.
Enter text here

9.8 **Added Value** [OA page 8]

Tell us about the added value of the project and quantify it as precisely as possible.
Enter text here

9.9 How well does the applicant evidence synergy with competitive funds (e.g. ETC, EAFRD, EMFF, Horizon 2020, SRDP) or other Strategic Interventions / projects/ improvements to the project locality e.g. providing new services to disadvantaged individuals to overcome barriers to employment, education or training?
Enter text here

9.10 Tell us about any ecosystem service deficits that have been identified in your project area and how your project will help to address these.
Enter text here

9.11 Innovation

Tell us what is innovative about your project.

Enter text here

9.12 Monitoring and Evaluation

Please outline your plans for monitoring and evaluating the impact of your project. The Monitoring and Evaluation requirements for the Green Infrastructure Strategic Intervention are set out in the [Green Infrastructure Fund Monitoring and Evaluation Framework](#).

Enter text here



9.13 Please outline in more detail the key milestones in the delivery of your project. These should cross-reference with the milestones entered in the financial annex and will be used in monitoring your project's progress.
Enter text here



SECTION D: Green Infrastructure Fund Outcomes

Part 10: Outcomes

Tell us how your project will address our outcomes. It does not have to address all the outcomes, but remember priority will be given to applications that address a broad suite of needs and will create green infrastructure with multiple benefits.

Outcome 1 – Nature, biodiversity and ecosystems

Enter text here

Outcome 2 – Regulating our environment and tackling climate change

Enter text here



Outcome 3 – Involving communities and increasing participation

Enter text here

Outcome 4 – Increasing place attractiveness and competitiveness

Enter text here



Outcome 5 – Improving health and wellbeing

Enter text here



SECTION E: Horizontal Themes

Part 11: Horizontal Themes

[OA page 11]

Please tell us how your project will address the ERDF Horizontal Themes. Please refer to any supporting documents you are supplying which provide more detail, and explain clearly how addressing the horizontal themes has been considered during the planning of your project and will continue to be during its delivery and beyond.

11.1.1 Environmental Sustainability

What are the current issues/barriers faced?

- How will this be addressed?
- How will this be monitored?
- How will you know there has been acceptable progress?

Has an Environmental Impact Assessment been done for the project? If so please supply a copy and if not, please briefly explain why it was not necessary.

Enter text here

11.1.2 Social Inclusion

What are the current issues/barriers faced?

- How will this be addressed?
- How will this be monitored?
- How will you know there has been acceptable progress?

Enter text here



11.1.3 Equal Opportunities

What are the current issues/barriers faced?

- How will this be addressed?
- How will this be monitored?
- How will you know there has been acceptable progress?

Please supply a copy of the Equality Impact Assessment for the project.

Enter text here



SECTION F: Applicant Declarations

Part 12: Applicant Declarations

Please confirm if any of the information you have supplied on this form is regarded as commercial in confidence.

Choose an item.

Please confirm that you have read and understood the ERDF National Rules before submitting this application

Choose an item.

Name

Click here to enter text.

**Position in Organisation
(Chief Executive or equivalent)**

Click here to enter text.

Signature

Enter e-signature picture below



Date

Click here to enter a date.



SECTION G: Supporting Documents

Part 12: Checklist of Mandatory Supporting Documents

Please ensure that you have enclosed the following supporting documents with your application. Make sure all supporting documents are clearly marked with your Application Reference Number and the name of the Project and using the required naming convention. See the [Green Infrastructure Fund Application Form Guidance](#) for full instructions on how to present supporting documents.

1.	Financial Annex	Choose an item.
2.	Detailed costings to support and input into the Financial Annex	Choose an item.
3.	Confirmation of VAT status of your organisation	Choose an item.
4.	Map - PDF	Choose an item.
5.	Map – ESRI shape file	Choose an item.
6.	Project Action Plan including timescales and milestones	Choose an item.
7.	Design drawings to RIBA stage 3	Choose an item.
8.	Risk Management Plan and Risk Register	Choose an item.
9.	Risk Assessment	Choose an item.
10.	Data and information management compliance statement	Choose an item.
11.	Monitoring, evaluation and reporting plan	Choose an item.
12.	Communications and Marketing Strategy including Communications Plan	Choose an item.
13.	Project Profile	Choose an item.
14.	Community engagement plan	Choose an item.
15.	Equalities Impact Assessment and Equalities Action Plan	Choose an item.
16.	Procurement Policy including Tender Procedures/ Policy or tender documentation	Choose an item.
17.	Evidence that match funding is in place/has been applied for	Choose an item.
18.	Evidence of all necessary permissions (planning, licences etc)	Choose an item.
19.	Equal Opportunities Policy	Choose an item.
20.	Environmental Sustainability Policy	Choose an item.
21.	Protected and Vulnerable Groups Policy	Choose an item.
22.	Social Inclusion Policy	Choose an item.
23.	Recruitment Policy (if 100% GI post holders are included in application)	Choose an item.
24.	Job Description and Person Specification. (if 100% GI post holders are included in application)	Choose an item.

Please list any other supporting documents you are supplying with your application e.g. Environmental Impact Assessment, Feasibility Study and cross-reference to the question in the application form that the document is supporting (in accordance with the [Green Infrastructure Fund Application Form Guidance](#)).

Enter text here

NB Electronic copies of all of these documents need to be filed and retained until 2030.



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www.snh.gov.uk



Scottish Natural Heritage
Dualchas Nàdair na h-Alba

All of nature for all of Scotland
Nàdar air fad airson Alba air fad