



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

Project File Plan – recommended structure

Green Infrastructure
Community Engagement Fund
Guidance for Applicants

July 2016



Disclaimer

Applicants should be aware that as the Green Infrastructure Fund is a new programme, the guidance will be reviewed as the programme evolves and therefore may be subject to change. The European Union and Scottish Ministers reserve the right to amend the National Rules and SNH reserves the right to amend the published 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 Green Infrastructure Fund priorities and its contribution to outcomes as part of the whole Strategic Intervention. These priorities may change during the course of the Strategic Intervention to take into account gaps in meeting priorities in previously funded Projects and not to fund at all. The Scottish Government reserves the right not to award any support at all under this programme.

Version Control

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1. Purpose

It will be important for submitting claims, for monitoring, evaluating and reporting purposes and for responding to audits and information requests that data and information is readily available. Reference should be made to the [Green Infrastructure Data and Information and Management Guidance](#) for advice on data and information requirements.

The following is a recommended file plan structure that should help ensure that data and information is managed and stored for ease of access. Not all files will be required for all projects and there may be additional ones required for your projects. It is not a mandatory requirement of funding that this format be followed and it is provided as an aid only.

2. Recommended File Plan Contents

Management & Administration	
Project Activity:	Management Structure:
Application forms	Organisation chart (highlighting project personnel)
Offer letter & revised offer letters (if appropriate)	HR records
Project work plans	
Evidence of recruitment process, job descriptions, staff contracts, recruitment adverts with logo (if applicable)	
Evidence of community involvement and details of volunteers	
	Valid insurance certificates:
Policy Documents:	Employer's liability
Equal opportunities	Public liability
Fair employment	Buildings & contents
Health & safety	Originals wherever possible or copies signed as copy of the original
Document retention policy	
Risk review	
IT security system statement	
Minutes of Meetings / Reports:	
Minutes of all meetings relating to the Project	
Minutes of partnership meetings (if applicable)	
Progress reports	
Case studies	

Financial	
Finance Reporting:	Staff Costs:
Policies & Procedures	Payroll Records
Authorisation Limits / Delegated Authority	A Copy of Payslips (If Possible / Appropriate)
Management Accounts	BACS / Bank Statements
Financial Reports	Management Accounts
VAT Registration Details	Originals wherever possible or copies signed as a certified true copy of the original
Evidence of Project Codes / Cost Centres	
Original Invoices & Receipts	
Equipment / Machinery:	Depreciation:
Asset Register	Depreciation Policy
Invoices (Originals)	Depreciation Methodology / Calculation
Receipts (Originals)	
Land acquisition:	Site Investigation:
Land valuations	Specialist Reports
Receipts for land on accounts summary	Consultant Invoices
	Environmental Impact Assessments (EIA)
Site Preparation / Building / Construction:	Overheads:
Tender reports from operation QS	Working Papers for 15% Calculation
Valuations from contractor QS	
Payment records	
Contractor waste tipping notes (if appropriate)	

Delivery of Outputs & Results	
Beneficiary Records:	Publicity:
Performance indicators	All press cuttings / articles / brochures / leaflets / visual presentations etc relating to Operation
Monitoring spreadsheets	Pictures of Billboards
Activity reports	Stationery with Logos
Survey reports	
Before, during & after photographs for environmental works	Horizontal Themes:
Enhancements, land serviced	Details of themes covered
Spatial data	Annual sustainable development plan
	Green travel plan
Procurement:	Sustainable procurement plan
Procurement Policy	Sustainable buildings policy
Tenders and process	
Selection criteria / scoring sheets	Equality & diversity
Quotes	Equal opportunities policy
OJEU Notices	Annual equality action plan
Correspondence	Equality Impact Assessment

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Scottish Natural Heritage
Dualchas Nàdair na h-Alba

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