Application Form Guidance

Green Infrastructure Community Engagement Fund

Round 1

Guidance for Applicants

January 2017

Disclaimer

Applicants should be aware that as the Green Infrastructure Community Engagement 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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21/12/16	V4	Final	FS	IR

Contents

Introduction

European Structural and Investment Funds provide European Union Member States with financial assistance to deliver the EU2020 strategy of Smart, Sustainable and Inclusive Growth, increasing economic activity and employment across the EU.

European Structural and Investment Funds comprises:

- European Regional Development Fund
- European Social Fund
- Cohesion Fund*
- European Agricultural Fund for Rural Development (Scottish Rural Development Programme)
- European Maritime and Fisheries Fund

*Scotland does not currently receive Cohesion Fund assistance.

The 2014-2020 ERDF programme is structured around specific themes known as Strategic Interventions, administered by Lead Partners. SNH has been selected to administer the Green Infrastructure Strategic Intervention. Our mechanism for delivery is the Green Infrastructure Fund – a Challenge Fund which will distribute £15m of ERDF funding to Projects in urban Scotland on a competitive basis.

The ERDF Operational Programme for Scotland identifies that the Green Infrastructure Strategic Intervention will help to make Scotland's cities more attractive and environmentally sound places in which to live and invest. It contributes to Thematic Objective 06 "preserving and protecting the environment and promoting resource efficiency". The Green Infrastructure Strategic Intervention is being delivered by Scottish Natural Heritage via three Challenge Funds. This is the application form guidance for the Green Infrastructure Community Engagement Fund.

To apply for funding from the Green Infrastructure Community Engagement Challenge Fund, you will need to complete the Green Infrastructure Community Engagement Fund Application Form. Before you do this, please read the Green Infrastructure Community Engagement Fund Application Handbook thoroughly.

The information you provide on this form will be used to assess and score your application for funding from the Green Infrastructure Community Engagement Fund. Further information on exactly how this will be done can be found in the Green Infrastructure Community Engagement Fund Assessment and Selection Procedure and the Green Infrastructure Community Engagement Fund Assessment and Scoring Form. Answering the questions on the Green Infrastructure Community Engagement Fund Application Form will enable you to tell us more about your Project and how it will contribute towards achieving the objectives of the Green Infrastructure Fund. We will use the information gathered through your answers to assess the eligibility, deliverability, financial robustness and overall quality of your application.

Answers are limited to approximately 250 words, **unless otherwise stated**. Questions must be answered in font size 10 throughout.

You are also asked to supply a list of supporting documents. Some of these documents are mandatory – if you do not enclose all the mandatory documents, your application will be deemed ineligible and will be rejected. If you believe that any of the documents requested are not applicable to you, then you must tell us why. Please number your supporting documents and use the naming convention specified to allow us to check and use these efficiently and easily. You can submit supplementary documents but you must justify why you're sending them, use the naming convention and cross-reference to them from the appropriate part of the application form.

To submit your application, please email it to greeninfrastructure@snh.gov.uk by midnight on **Monday 17 April 2017**. Any applications received after this deadline will be rejected. The Objective Connect facility will be made available for documents over 10 megabytes – your Support Officer will supply you directly with the instructions for using this.

Data Protection Act (Scotland) 1998

We will use the information you have provided to us on the Green Infrastructure Fund Application form and supporting documents when we assess your application, and to keep accurate records of our work. To do this we may need to discuss applications with other partners. If you do not want us to pass your personal details to others, please let us know.

Completing the Application Form

Application Reference Number

This field will be completed before you are issued with your application form. Please quote this number whenever you contact us regarding your application and make sure that you include it on the supporting documents that you send to us with your completed application form.

SECTION A: Application Details

Part 1 – Lead Partner Details

This section will be completed and locked before the form is issued to you.

Part 2 – Applicant Details

This section will be completed and locked before the form is issued to you. Please let us know immediately if you notice any errors or omissions.

Part 3 – Project Details

Project Title - Enter the name of the Project.

Programme - The Green Infrastructure Strategic Intervention is funded by ERDF, so this field has been locked to ERDF.

Programme Area - This field will be completed and locked as either Highlands and Islands or Lowlands and Uplands as appropriate before the form is issued to you.

Fund Type - All activities will sit under Revenue so this has been pre-selected.

Thematic Objective, Investment Priority, Intervention Field, Europe 2020, Form of Finance - Green Infrastructure sits under **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*, and **Intervention Field 85** - *Protection and enhancement of biodiversity, nature protection and green infrastructure*. The **Europe 2020** target is *Reduce the number of people at risk of poverty or social exclusion by 20 million* (Europe wide) and the Form of Finance is a non-repayable grant. These fields will be selected and locked before the form is issued to you.

Territory type - Please select Large Urban (>50,000) or Small Urban (10,000 – 50,000) by checking the appropriate box.

Project Location (NUTS) - Select the most appropriate answer from the following options contained in the drop-down list on the application. This should be the lowest applicable area e.g. if the Project is undertaking activity in Dundee and Fife, the correct NUTS area is 'UKM2 – Eastern Scotland'. However, if the Project is undertaking activity in Fife only, the correct NUTS is 'UKM22 – Clackmannanshire and Fife'.

Contract Let Date - If you are using the procurement model of delivery, this should be the date when the main contract is let.

Project Start Date - This should be the date when Project activity is due to commence - this date should not be earlier than June 2017, when we expect to be able to issue Approval to Start to successful GICEF Round 1 Projects. All dates should be within the lifetime of the Strategic Intervention.

Please note that if the Project has already started or complete it is not eligible for Structural Funds support.

Project End Date - This should be the date when Project activity is due to finish - this date should be **no later than 31 December 2018**. All dates should be within the lifetime of the Strategic Intervention.

Financial End Date - This is the date when all Project expenditure must be defrayed by - this date should be no later than 6 months after the Physical End Date. All dates should be within the lifetime of the Strategic Intervention.

Final Results to be achieved by - Estimate of date that final results will be achieved by. By final results we mean the measurable impact that your Project will have made. This should be no later than 31 December 2023.

SECTION B: Deliverability

Part 4 – Financial Information

The Financial Annex provided must be completed in order to complete Part 4 of the Application Form.

The Financial Annex provides an overview, which should be supported by the completed supported workings. Please include clear explanations of forecasted eligible expenditure and any associated income.

Give clear explanations of the expenditure profile of your project, giving detail for any significant peaks and troughs. Please use the expenditure headings which are given within the ESIF 2014-2020 Programme – National Rules on Eligibility of Expenditure.

Examples of Project Expenditure Forecast assumptions that are to be included if applicable:

- Staff Costs – Pay Band, Inflationary Rises and Pay Awards, Employer's National Insurance contributions & Pension Contributions
- Non-Pay Inflationary Rate on Goods, Works and Services;
- VAT;
- Any Contingencies – these need to relate to specific activity.

All headings which are included in the Financial Annex are aligned with those contained within the National Rules. Please ensure the level of expenditure within the headings is robust to avoid possible future virement between headings as this may require justification to and approval by the Managing Authority.

4.1 Financial Summary and Expenditure Profile

Please complete the Financial Summary Table and the Expenditure Profile Table so that it corresponds with the Application Summary provided in the Financial Annex

- Total Project Cost (£)
- Total Income (£)
- Total Net Revenue (£)
- Net Eligible Costs (£)
- Total Match Funding (£)
- Total Grant Requested (£)
- Intervention Rate (%)

Applicants should refer to the National Rules section of the Programme Guidance for a definition of Income, and attach supporting documentation if appropriate. Explanations of the financial headings are provided below and are calculated as part of the process for completing the Financial Annex.

Total Net Revenue - Applicants should refer to the National Rules section of the Programme Guidance for a definition of Net Revenue, and attach supporting documentation if appropriate.

Net Eligible Costs - Total project costs minus potential income and/or revenue.

Total Match Funding - Total confirmed Match Funding - see Match Funding section of the form.

Total Grant Requested - Net Eligible Costs minus Total Match Funding.

Intervention Rate – The maximum intervention rate is 40% for LUPS areas and 50% for H&I areas.

Expenditure Profile - Totals should be provided per year following completion of Financial Annex and Forecast template provided further on in the form.

4.2 Cost Models

Proposed Cost Options - Please indicate the Simplified Cost Option(s) requested by ticking appropriate box. Cost Models used should be *Procurement* or *Flat Rate Direct Staff Costs + 15%.*Either or both of these models can be used within one project.

4.3 Justifications of Cost Options Selected

This section should be used to provide the rationale and justification for each of the Simplified Cost Options selected, including:

- how each cost option has been selected;
- why the chosen cost option(s) has been deemed the most appropriate for delivery;
- consideration of how the cost option(s) will work in practice.

Use of the Flat Rate Model will be limited by the requirement for a 100% allocated staff resource to the Project. The Flat Rate Model for the Green Infrastructure Community Engagement Fund will be the Direct Staff Costs + 15%.

4.4 Match Funding

Please provide information about the organisation(s) who will be providing the match funding, where in Scotland it will be spent and how much they will be providing.

4.5 Has your match funding been confirmed?

Please provide more details about your match funding. Has it been secured and confirmed? If not when do you expect it to be confirmed? Please provide supporting evidence.

You will also need to confirm that match funding is eligible as match for ERDF funding e.g. that is has not originated from a European source, has no other outputs linked to it and that it is not being used for any other purposes.

Part 5: Project Overview

5.1 The Community

Please use this section to tell us about the community you plan to work with. We will be looking for evidence that they are already interested in the project and are likely to support it and want to become involved in it. Please also tell us how you expect them to benefit from their participation in the project, and its results.

5.2 *Green Infrastructure*

It is a requirement of the GICEF that your project is linked with or inspired by green infrastructure or green space in the local area. Please tell us about your green infrastructure or green space, or your aspirations for what you would like it to become and how you feel your project will bring you closer to that goal.

5.3 *Location of Activities*

Please tell us about the local area where the project will take place and provide us with two maps in the formats requested. One should be in PDF format at a scale of 1:25,000, and one should be an Esri shapefile at a scale of 1:2,500 using the template provided with this application form. The PDF map will be used to record the location of your proposed Project. The shapefile will allow us to assess the geographic information about your Project at the scale of the whole Strategic Intervention, and to carry out checks in relation to SIMD 2016, SSSIs, Special Areas of Conservation and Special Protection Areas. Further information can be found in the Green Infrastructure Community Engagement Fund Mapping requirements and GIS Template Instructions.

For more information about how we will use and store the data you supply to us, please refer to the Green Infrastructure Community Engagement Fund Data and Information Management Guidance.

Part 6 – Rationale

The Green Infrastructure Strategic Intervention aims to create better places that enhance quality of life for urban residents by improving the quality, accessibility and quantity of green infrastructure in Scotland's major towns and cities. Before completing this section, you should familiarise yourself with the vision, objectives and outcomes of the Green Infrastructure Community Engagement Fund which are set out in the Green Infrastructure Community Engagement Fund Overview and Summary and the Blueprint for Green Infrastructure.

Please use this section of the application form to explain fully how your project will help us to deliver the outcomes of the Green Infrastructure Strategic Intervention, specifically by engaging with communities.

It is crucial that applicants fully justify all aspects of the project in the Rationale sections - the quality of the application will be assessed based on the information recorded in these sections, together with the information provided in the Horizontal Themes and Project Administration sections.

Where specific evidence is referred to, e.g. reports, studies, strategies etc., any statistical information and research should be as up-to-date and relevant as possible. Only the most appropriate summary statistics which have a direct link to the project application should be used. In addition, these documents must be retained for the auditable life of the Project as detailed in the Scottish Government Document Retention Guidance (particularly those documents accessed online). Please also refer to the Green Infrastructure Community Engagement Fund Data and Information Management Guidance. If you are referring to information included in supporting documents – mandatory or supplementary – make sure that you cross-reference to these clearly in the application.

For definitions of the terms we use e.g. activity, outcomes, results, outputs please refer to the Green Infrastructure Fund Glossary.

6.1 Overview of Proposed Activity

In this section, please summarise the proposed aims, objectives and benefits of your project. This section should provide an overview of the project that summarises what it intends to achieve. It should read as a stand-alone summary description of the project providing a compelling narrative that fully describes the project.

6.2 Outline the main activities that you are going to deliver (500 words)

Here, applicants should fully outline the proposed activities that will be delivered. These activities should be within the scope of the ERDF Operational Programme, National Rules on Eligibility of Expenditure and Green Infrastructure Community Engagement Fund Eligibility Guidance. For examples of potentially eligibile activities please see the Green Infrastructure Community Engagement Fund Eligibility Criteria and our Assessment and Selection Criteria, contained in the Green Infrastructure Fund Assessment and Selection Procedure.

6.3 Please tell us in detail about the main outputs from your activities (500 words)?

Please tell us what the outputs of your project will be. What will your activities achieve?

6.4 Summary timetable

Please complete the summary table for the delivery of your Project using the table provided, breaking your Project down into separate activities and provide us with timescales for when the activities within your project will take place. This should be easily cross-referenced with the more detailed Action Plan you have been requested to submit as a supporting document.

Part 7 – Project Administration

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.

Please refer to Article 72 of the Regulations governing the overall use of European Structural Funds for the 2014-2020 Programme.

Projects must have a robust and coherent management and reporting structure in place. Applicants should therefore provide an explanation of the proposed management structure including:

- a description of both the day-to day management arrangements and the overall organisational management structures;
- clear evidence of the capacity and expertise of the applicant to manage the Project effectively;
- an outline of the proposed reporting hierarchy and the anticipated frequency of reporting within this structure (i.e. to the Lead Partner);
- where multiple organisations are involved in the delivery of the Project, define who has the overall responsibility for the maintenance of the records of the Project and where these records will be stored.

Applicants must incorporate a flowchart illustrating the Project management structure. This can be enclosed as a supporting document if necessary. In addition, the roles and responsibilities of all Project delivery staff should be clearly defined.

7.2 Performance Compliance

Outline your strategy for the effective delivery of programme targets.

In the 2014 – 2020 Programme, Structural Funds grant will only be distributed to Strategic Interventions once agreed milestones have been achieved. It is therefore crucial for applicants to ensure that they have the capacity to monitor and report on the performance of the Project. This section should describe how the applicant will:

- ensure that all targets are realistic and appropriate;
- monitor and evaluate the performance of the Project;
- put processes in place to ensure all reported outcomes are accurate and can be evidenced appropriately;
- establish systems for the retention of all appropriate documentation.

Please refer to the Green Infrastructure Fund Audit and Compliance Guidance and the Green Infrastructure Fund Monitoring and Evaluation Framework.

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. It is essential to demonstrate that robust, credible and compliant financial structures exist within all Projects. This section should also describe how the applicant will:

- monitor, report and audit financial information;
- maintain either a separate accounting system or an adequate accounting code for all transactions relating to an Project;
- verify actual expenditure i.e. flat rate or actual cost models;
- establish reliable systems for the retention and retrieval of all appropriate documentation, for the auditable life of the Project.

7.4 Risk Management

Please describe how you will monitor and assess risk for the Project with reference to both the Green Infrastructure Risk Management Guidance and your own organisation's Risk Management Policy.

7.4.1 Please summarise the key risks for the Project from your risk register in the table below

Please provide a summary of the key risks you have identified in the format provided, using the drop down boxes to select answers. These should also be included in the Risk Register you provide as a supporting document.

7.5 Communication and Marketing Strategy

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

Applicants should outline the Communication and Marketing Strategy you will use to ensure the success of the Project.

Applicants should refer to the Publicity section of the ERDF Programme Guidance and the Green Infrastructure Fund Communications Toolkit for further details of all publicity requirements.

Part 8 – Regulatory (Legal) Compliance

Applicants must outline how the Project will comply with each of the sub headings: Delivery Method; Procurement; State Aid; Publicity; Data Retention Requirements. Applicants must refer to the relevant sections of the National Rules for further guidance. Please also refer to the Green Infrastructure Fund Audit and Compliance Guidance and the Green Infrastructure Fund Monitoring and Evaluation Framework. Where an applicant believes that they do not require to meet a regulatory requirement, they should detail the reasons behind that decision.

Please note: if a Project does constitute State Aid, this will be discussed directly with the Scottish Government.

Please complete the Contract Information Sheet provided with the application form for each proposed and/or awarded contract.

SECTION C: Impact

9.1 Contribution to the Strategic Intervention

Please explain how the project fits with the Green Infrastructure Strategic Intervention.

This section should be used to outline precisely how the project will contribute towards achieving the overall aims and objectives of the Green Infrastructure Strategic Intervention.

Please refer to the Green Infrastructure Fund Overview and Summary to help you do this.

9.2 Community Engagement

Tell us about your plans for directly engaging the community in the area where your Project will take place.

Further guidance is available in the Green Infrastructure Fund Community Engagement Guidance.

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 of the groups will be impacted by your project?

Tell us about the target groups your project will benefit, explaining how you will address the needs of protected characteristics and those who are currently marginalised or excluded

within the community. Also tell us how many people in each group you expect to benefit from your Project.

9.4 Evidence of Need – addressing identified issues

What are the issues, problems, gaps in outcomes that the activities will address?

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. Reference should be made to the Policy Background and the key policy drivers identified and policy contributions delivered.

In addition to telling us about the evidence of need for your Project, please indicate whether you are supplying copies of any of the documents you mention, clearly cross-referencing to them.

9.6 Scottish Index of Multiple Deprivation (SIMD)

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

We are most interested in creating and improving green infrastructure in Scotland's most deprived areas. Do the areas where you intend to work include data zones among the 15% most deprived? What is the local share of multiple deprivation in the areas where you intend to work? The **Local Share** is the percentage of an area's datazones that are amongst the 15% most deprived in Scotland. So, if an area was built up of 300 datazones and 30 of its datazones were in the 15% most deprived, then its local share would be 10% (30/300). Please provide the SIMD ranking of each data zone you think will be affected by your Project.

The Scottish Government has a web page dedicated to SIMD and its use. The Quick Reference Guide will be particularly useful to applicants for calculating local share.

9.7 Need for Grant/Gap

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

The application must establish precisely why Structural Funds assistance is necessary to enable the Project to proceed. Evidence must be provided to demonstrate that:

- all other sources of finance have been explored and exhausted;
- clear gaps in provision exist (in terms of other funders);
- the principle of 'gap funding' has been fully considered and applied - i.e. that the amount applied for is the minimum grant necessary to enable the Project to proceed once all other sources of funding have been taken into account.

9.8 Added Value

Tell us about the added value of the Project and quantify it as precisely as possible

The additionality (in terms of new or additional activity) of the Project should be described in this section. The following key areas must be addressed:

- differences between the baseline / core activity figures and the additional activity that will be delivered with Structural Funds support;
- clear, tangible evidence of added value e.g. additional outputs, increased number of participants, overall improvements to the quality of activity, reduction to delivery timescales etc;
- enhancing and / or complementing linked local, regional, national and EU policies and strategies;
- innovative activity or approaches;
- evidence of synergies with other EU funds (e.g. ETC, EAFRD, EMFF, Horizon 2020 etc.) or other Strategic Interventions / Projects;
- a description of improvements to the Project locality e.g. providing services currently unavailable to disadvantaged individuals to overcome their barriers to employment, education or training.

If there are links with other EU funded initiatives applicants will need to demonstrate that there is no double-funding.

9.9 Innovation

Tell us what is innovative about your Project

Innovation can be widely interpreted . It may include doing something entirely new, trying a new approach in a different context, implementing a tested approach on a larger scale, testing new approaches or working with new target groups etc. There are many good examples across the UK and having a look at what others have done might help.

9.11 Monitoring and Evaluation

Please outline your plans for monitoring and evaluating the impact of your Project.

Before completing this section you should consider fully how you are going to monitor, evaluate and report on your outputs and results. The Monitoring and Evaluation requirements for the Green Infrastructure Strategic Intervention are set out in the Green Infrastructure Fund Monitoring and Evaluation Framework.

You should read the Green Infrastructure Community Engagement Fund Monitoring and Evaluation Framework and develop your own Monitoring and Evaluation Plan in support of your application. You are required to submit a full Monitoring and Evaluation Plan as a supporting document – the answer to this question should summarise that plan.

9.12 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.

Please tell us about the key milestones that will mark the completion of key stages and activities in your Project. Tell us what they are and when you expect them to occur. These milestones will help both us and you to monitor the progress of your Project.

9.14 Please tell us in detail what the **outcomes** of your project will be. What difference will it make to people in your community?

SECTION E: HORIZONTAL THEMES

11 Horizontal Themes

Please tell us how your application will address the ERDF Horizontal Themes.

The essential interplay of equal opportunities, environmental sustainability and social inclusion continues to be at the centre of European Union, United Kingdom and Scottish Government policy priorities. It is therefore important to demonstrate that these horizontal themes have been considered and integrated into all Strategic Intervention and Project structures.

Sections on all three horizontal themes must be completed.

Please refer to the Green Infrastructure Fund Horizontal Themes Guidance and the Green Infrastructure Fund Community Engagement Guidance.

11.1.1 Environmental Sustainability

This theme aims "*to ensure that Structural Funds programmes promote the sustainable use and conservation of Scottish environmental assets by enhancing the role of environmental sustainability in economic and social development policy-making.*"

As a minimum, applicants should answer the questions in this section and consider:

- resource efficiency - particularly improving the efficient procurement and use of energy, water and raw materials and increasing application and use of renewable energy;
- environmental impact – particularly the ways in which the Project contributes to the enhancement or protection of the environment and seeks to minimise negative impacts (such as pollution);
- local sourcing – particularly support for local sourcing initiatives and activities aimed at diversification within the local economy as well as the efficient use of local public transport and local community transport services

Applicants should not only consider what Environmental Sustainability policies, procedures and resources will be in place, but also explain how these will make a positive difference.

Where applicable, applicants will be required to demonstrate how their proposed projects will fully comply with the Public Bodies Duty, outlined in Part 4 of the Climate Change (Scotland) Act 2009.

Please supply a copy of the Environmental Impact Assessment for the Project. If you have not completed one, please explain why.

11.1.2 Social Inclusion

This theme aims "*to ensure that economic growth and tackling exclusion go hand in hand to help people overcome multiple barriers to employment and realise their full potential.*"

Applicants must answer the questions in this section and as a minimum should:

- demonstrate the social inclusion aspects of the Project;
- describe how the Project will reconcile a commitment to social inclusion with a focus on improving the competitiveness and economic performance of the locality;
- outline how the Project will aim to reduce inequalities between the least advantaged communities and the rest of society;
- outline any potential barriers to access to participation, how these have been identified and how the Project intends to overcome these barriers.

Applicants should not only consider what Social Inclusion policies, procedures and resources will be in place, but also explain how these will make a positive difference.

11.1.3 Equal Opportunities

This aims "*to increase the opportunities within the Programme for all and to prioritise and adapt support for those facing particular disadvantages to participation.*"

Applicants must answer the questions in this section and should, as a minimum:

- clarify precisely how the Project has taken account of, and reflected, the diverse needs of the target group(s) in the development and delivery of all activity;
- describe any particular focus given to one or more of the nine key equality strands: (i) age (ii) disability (iii) gender (iv) sexual orientation (v) transgender (vi) race and ethnicity (vii) religion and beliefs (viii) marriage and civil partnership or (ix) pregnancy and maternity;
- outline any potential barriers to access to participation, how these have been identified and how the Project intends to overcome these barriers;
- consider how possible discrimination (including unconscious discrimination) will be addressed. In addition, how will the planned activity, and the way it is to be delivered, contribute to eliminating discrimination? Specifically, what processes are in place to tackle discrimination if it occurs?
- how will the project reduce gender stereotyping and attract a more diverse range of participants during the 2014-2020 Programmes?

It will not be sufficient to assume that by not creating new barriers, barriers and discrimination will be avoided. Projects should be proactive in ensuring that positive action is taken to secure inclusion of all sectors within the communities. Projects should work with relevant third sector and other intermediary bodies who can help ensure that target groups are fully engaged in the planning, design, development, management and use of the new or improved green infrastructure. As well as addressing physical barriers, cultural, language and perceptual barriers should be identified and tackled explicitly to ensure maximum benefit to all members of the community.

Applicants should not only consider what Equal Opportunities policies, procedures and resources will be in place, but also explain how these will make a positive difference.

SECTION F: Applicant Declarations

Part 9 – Applicant Declarations

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

This is a classification that identifies information that, if disclosed, may result in damage to a party's commercial interests, intellectual property or trade secrets. SNH has an obligation under FOI and EIR. We ask anyone supplying us with information if they consider anything to be Commercial in Confidence so that we can take this into consideration if we receive a request from FOI and/or EIR. We will ask applicants to let us know if they consider that any of the information they have supplied is commercially confidential, by confirming that they have identified those particular sections by marking them as Commercial in Confidence.

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

It is your responsibility to ensure that you have read and understood the most up to date version of the ERDF National Rules before you submit your application.

The declaration should be signed by the Chief Executive or equivalent – if it is not, it will be rejected.

SECTION G: Supporting Documents

Part 10 - Checklist of mandatory supporting documents

Please select 'yes' in each row to indicate that you have enclosed all the required documents in support of your application. If you feel that it is not relevant for you to enclose any of the supporting documents then please let us know why in the text box. Make sure that you use the following naming convention to label each document:

Application reference – applicant name – project name. – supporting document number and name (e.g. 2. Detailed costings) – date

In addition to the mandatory supporting documents, please name and number any supplementary supporting documents using the same naming convention. It is vital that you follow these instructions to allow your application to be screened and assessed efficiently. If you do not, your application may be rejected at the screening stage.

The Objective Connect facility has been set up to allow you to provide us with large files that might overload our email system. Please refer to our Data and Information Management Guidance for more information on using this facility.

1. *Financial Annex*

Applicants should ensure that the Financial Annex is completed to show an overview of the project costs, income/revenue and match funding.

a. *Financial Annex Summary*

User guidance is provided within the Financial Annex. Input tabs should be populated with expenditure workings which will automatically populate the Summary Tab needed to complete the Summary Section of Part 4.

Applicants should review the other information to ensure that it is accurate prior to submission and complete part 3 of the application with the totals calculated here.

The Structural Funds grant request is calculated on the basis of gap funding as the Total Costs minus projected Income or Net Revenue and Match Funding. The Intervention Rate is calculated from the Structural Funds grant requested as a proportion of the Net Eligible Project Costs.

b. Flat Rates

The Financial Annex will calculate the required Flat Rate which is triggered by the inclusion of Direct Staff Costs. The Flat Rate is 15% for the Green Infrastructure Community Engagement Challenge Fund.

c. Income-Revenue

Please contact your Green Infrastructure Fund Support Officer if the project is to include Income or Revenue.

2. *Detailed Costings* The Detailed Costings document should list your costings and be clearly referenced to the appropriate ERDF expenditure heading. They should provide a clear breakdown of the work you are planning to do, the materials you are planning to use and should be supported by clear evidence e.g. quantity surveyor reports and/or quotes from suppliers. Estimates based on previous projects may also be appropriate in some cases e.g. costs for events or similar.

Further definitions and explanations of financial related terms used in the Financial Annex:

- Intervention Rate – LUPS Challenge Fund – 40% and H&I Challenge Fund – 50%;
- Match Funding will be calculated automatically within the Financial Annex as a total value. This must then be detailed out by funder within Section 4.4 of the Application Form;
- Defrayed Eligible Expenditure – Expenditure must have been paid in order to claim, not the Invoice Date. The profile within the Financial Annex must be based upon this;
- ERDF Expenditure Headings – Per National Rules and is how the Financial Annex is and should be presented for efficient assessment;
- ERDF Cost Models – Either Procurement, Direct Staff Time + 15% Flat Rate or both;
- Profiled Expenditure – Timing of the defrayed expenditure;
- Expenditure Milestones – Expenditure must be linked to Project Milestones so that project progress can be monitored.

Please refer to the User Guidance Notes within the Financial Annex.

3. *Confirmation of VAT status of your organisation*

Please provide a letter from an HMRC confirming whether your organisation is VAT registered or otherwise and if the expenditure in relation to the project is recoverable for ERDF purposes or not.

4. *Map-pdf*

Please refer to the Green Infrastructure Fund Mapping requirements and GIS template instructions.

5. *Map – esri shapefile*

As above.

6. *Project Action Plan including timescales and milestones*

This Action Plan (preferably in table format) should set out the main activities that your project will undertake and by when. It should also specify measurable milestones for these activities.

7. *Risk Management Plan*

Please tell us about your approach to managing risk.

8. *Risk Assessment and Risk Register*

This should be the risk assessment that you have conducted for your project and include the risk register which you have compiled for your project. Please refer to the Green Infrastructure Fund Risk Management Guidance

9. *Data and Information Management compliance statement*

Please provide confirmation that you will comply with data and information management requirements, and give details of how you will do this.

10. *Project Profile*

This document should be written in layman's terms and should be suitable for publication on our website if your project is awarded funding. It should be structured using the following headings and should be no longer than 600 words.

- **What are we going to do?**
- **Where did the idea for the project come from?**
- **How communities have helped us develop our ideas**
- **How our project fits into the bigger picture**
- **Where we would like our project to lead us**

11. *Equalities Impact Assessment and Equalities Action Plan*

Please tell us about the impact you expect your project to have on equalities and the steps you will be taking to ensure the benefits your project creates are open to all. Whilst you can

refer to your organisation's Equalities policies, this document should be specific to your own project.

    12. Procurement Policy including Tender Procedures/ Policy

Please provide us with your organisation's procurement policy, including your policies in relation to tendering.

    13. Evidence that match funding is in place/has been applied for

Please enclose either a letter confirming your plans for match funding from the appropriate person within your organisation or evidence that match funding has been applied for elsewhere e.g. a completed application form.

    14. Recruitment Policy

Only include these if your application includes one or more 100% dedicated posts.

    15. Job Description and Person Specification.

Only include these if your application includes one or more 100% dedicated posts.

Optional supporting documents

The following documents are not mandatory, but if your organisation has them and you consider them relevant to your application, please enclose them with your application and refer to them in the relevant section of the application form.

    16. Equal Opportunities Policy

    17. Environmental Sustainability Policy

    18. Protected and Vulnerable Groups Policy

    19. Social Inclusion Policy

Scottish Natural Heritage
Dualchas Nàdair na h-Alba
All of nature for all of Scotland
Nàdar air fad airson Alba air fad