



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

# Green Infrastructure Fund Application Form

## Round 3 (LUPS)

September 2018



## Disclaimer

Applicants should be aware that the Green Infrastructure Fund's (GIF) eligibility criteria, guidance and application process are reviewed periodically and therefore may be subject to change. Make sure that you refer to the most up to date guidance at the time of application. This is available on: <http://www.greeninfrastructurescotland.scot>.

The rules governing the European Structural and Investment Funds programme are set out within the [National Rules](#) on Eligibility of Expenditure. The European Union and The Scottish Government reserve the right to amend these National Rules and SNH reserves the right to amend the published eligibility guidance in line with any changes during the period of the programme.

Decisions to fund projects will be based on the availability of funding, how well the project matches the GIF 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.scot](http://www.greeninfrastructurescotland.scot).

## Version Control

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# Green Infrastructure Fund – Round 3

## Application Form

*Application Number*

### 1. Your Organisation

*1.1. Name of your organisation*

*1.2 Address*

*1.3. Lead contact name & role/position*

*1.4. Email address and phone number(s)*

*1.5. Contact address if different from above*

*1.6. Is your organisation a:*

- Local authority
- Other public sector organisation
- Community or voluntary group
- Third sector organisation

*1.7. If your organisation is a registered charity<sup>1</sup>, please provide your registered charity number here:*

*1.8. Is your organisation VAT registered?*       YES       NO  
*If yes, please give your registration details here:*

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<sup>1</sup> Registered either with the Office of the Scottish Charity Regulator or the Charity Commission.



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

- Please tick this box to indicate that your organisation is eligible to apply to the Green Infrastructure Fund

*1.9 Brief description of your organisation and what it does (word limit 250)*

## 2. Your Project

*2.1 Project name*

*2.2 Project summary*

*Use the following headings to provide a succinct summary of your project (600 word limit).*

**What we are going to do**

  

**Where the idea for the project came from**

  

**How the community has helped us develop our ideas**

  

**How our project fits into the bigger picture**

  

**How our project will make a difference in the long-term**

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

*2.4 Total eligible project costs:*

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



*2.6 Planned Project Start Date:*

*2.7 Planned Project End Date:*

### 3 About Your Project

*3.1 What will your project do?*

*Please summarise the main **outputs** of your project (you will be asked about **outcomes** later). You should provide further detail in your Activity Plan using the template provided or your own preferred format.*

*3.2 What is innovative about your project?*

*3.3 Tell us about the added value of the project and quantify it as precisely as possible (word limit: 400 words)*



*3.4 Please confirm that your project will benefit an urban area with population >10,000 and tell us about the area, including its area in ha and the area of green infrastructure that you will create or improve.*

*3.5 Please tell us more about the SIMD 2016 deprivation statistics for the project area including ranking of the relevant datazones and local share.*

*3.6 Who owns the land where your project will take place? If your organisation does not own all of it, do you have a legal right to undertake the works and ongoing maintenance of the project outputs?*



*3.7 What are your plans for the ongoing management and maintenance of the green infrastructure your project will create?*

*3.8 How will you ensure that the site continues to be used for the approved purposes of the project until at least 2030?*

*3.9 What statutory permissions will be required for your project to be carried out? Have these been confirmed? If not, when do you expect them to be confirmed?*





*3.10 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.*

*3.11 Is any of the land where your project will take place contaminated? What are the implications of this for your project?*

*3.12 Are there any known risks from subsidence on the land where your project will take place?*



## 4. Evidence of Need

*4.1 What are the issues, problems and/or gaps in outcomes that your project will address?*

*4.2 What evidence do you have of strategic support for your project?*

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

*4.4 ERDF is a fund of last resort. Please explain why grant assistance is needed for your project to proceed. Include details of other funding sources you have considered or applied to, including those where you have been unsuccessful or ineligible.*



## 5. Outcomes and Horizontal Themes

In this section, please tell us how your project will address the Green Infrastructure Fund's Outcomes. Whilst we recognise that not all projects can contribute towards all five outcomes, we are looking for projects that deliver multiple benefits so please do consider fully how your project might contribute to each. Please also demonstrate how you will be address the three **ERDF Horizontal Themes (HT) – Sustainable Development, Equal Opportunities and non-discrimination** and **Equality between men and women**.

### *5.1 Nature, biodiversity and ecosystems*

### *5.2 Involving communities and increasing participation*

### *5.3 Environmental quality, flooding and climate change*



*5.4 Increasing place attractiveness and competitiveness*

*5.5 Improving health and wellbeing*

*5.6 Horizontal themes: Sustainable development (word limit 250)*

*5.7 Horizontal themes: Equal opportunities and Non-Discrimination (word limit 250)*

*Please tell us how you will ensure that the opportunities presented by your project will be open to all. Also tell us about any particular target groups you will specifically working with, including those with protected characteristics.*



*5.8 Horizontal themes: Equality between men and women (word limit 250)*

*5.9 What will the legacy of your project be? How are you going to ensure that the benefits of the project persist to the end of the auditable period in 2030 and beyond?*

## 6 Project Management and Deliverability

### *6.1 Key Project Milestones*

*Please outline your key project milestones. These should also be included in your Activity Plan and Financial summary and if successful will be used to monitor the progress of your project.*



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

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

*6.4 Please tell us how you will manage risk. Highlight key risks areas here and include further details of your project's key risks in your Risk Register. If you prefer we can provide you with a template – please contact your GIF Project & Funding Officer to request a copy.*

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



6.6 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. If your project is successful, you will be required to provide a detailed Communications Plan before your project proceeds.

## 7 Project Costs

7.1 Why do you need this grant?

7.2 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.



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

*If yes, please list the relevant elements of your project and outline the procurement process which will be used for the project. Please also provide tender briefs as supporting documents if these are available. Please refer to the National Rules regarding the use of the Procurement Model.*

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

*7.4 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:	£		





## 8 Audit and Compliance

### *8.1 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://gov.scot/Topics/Government/State-Aid>

*Please consider the four key tests for State Aid, and tell us whether or not your project constitutes State Aid and why.*

*8.2 Please tell us how the project will meet the regulatory obligations on: a) Publicity and b) Data Retention Requirements, as specified in the National Rules.*



## 9 Declarations

- 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 for which costs are being sought 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 June 2022.
- 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.
- I confirm that we will comply with all the EU regulations relating to any procurement.

### *Declaration and Date*

Name:

Signature:

Role:

Date:

## 10 Supporting Documents Checklist

### *Mandatory supporting documents*

- Financial summary (using Excel sheet provided)
- Confirmation of VAT status (letter)
- Activity Plan (incl. milestones, M&E, Communications)
- Risk Register
- Map (pdf 1:25000)
- Job description and person specification for any staff posts
- Recruitment Policy (if any staff posts are included in the application)
- Procurement Policy (not required for local authorities)
- Contract Information sheet for each contract to be let
- Briefs for any commissioned works
- Organisational chart
- Design drawings to RIBA Stage 3

### *Pre contract supporting documents*

These documents will be required before a contract is issued. If you are able to provide them at the time of application, please do so.

- Monitoring and Evaluation Plan
- Communications Plan
- Letters from confirmed match funders (confirming amount and purpose)
- Equalities Impact Assessment and Equalities Action Plan

### *Optional supporting documents*

- 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):



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Scottish Natural Heritage  
Great Glen House  
Leachkin Road  
Inverness IV3 8NW

01463 725000

[nature.scot](http://nature.scot)



Scottish Natural Heritage  
Dualchas Nàdair na h-Alba

**nature.scot**