



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

Green Infrastructure Fund Application Guidance 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 (ESIF) 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, its contribution to GIF outcomes and our assessment of deliverability against the National Rules and GIF timescales.

More information about the projects we are already funding can be found at www.greeninfrastructurescotland.scot.

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Section A: Applying to the Green Infrastructure Fund

The 2014-2020 European Regional Development Fund (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. £6.4m has been distributed in the ERDF Lowlands and Uplands (LUPS) area to date with £7.6m remaining to be allocated in LUPS and £0.5m in Highlands and Islands (H&I).

The [ERDF Operational Programme](#) for Scotland states 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. More information on the thinking behind the Green Infrastructure Fund can be found on our website: <http://www.greeninfrastructurescotland.scot>.

We can contribute up to 40% of the costs of each project in the Lowland & Upland Scotland area, and 70% in the Highlands & Islands. The balance of funding (usually referred to as match funding) must be found by applicants from other sources, which must not include any other EU funding.

To apply for funding from the Green Infrastructure Fund, you will need to complete the Green Infrastructure Fund Application Form. You can download a non-writeable version of the form on our [website](#) for information but if you want to apply you will need to ask for a form to be set up for you by sending an email to GREENINFRASTRUCTURE@nature.scot. Before you do this, please read this guidance document thoroughly.

The information you provide on the application form will be used to assess and score your application for funding. Your answers should tell us about your Project and how it will contribute towards achieving the objectives of the Green Infrastructure Fund. We will use the information you provide to assess the eligibility, deliverability, financial robustness and overall quality of your application.

We have asked that applications meet **RIBA (Royal Institute of British Architects) Stage 3**. This means that projects should be at a well-developed stage and costs justified. For clarity, here is a more technical description extracted from the [RIBA Plan of Work 2013](#):

The [RIBA](#) describe the activities carried out during the stage as preparing the '**developed design**, including co-ordinated and updated proposals for structural design, [building services](#) systems, [outline specifications](#), cost information and project strategies in accordance with the [design programme](#).' Spatial coordination should be completed and [change control procedures](#) introduced, and typically [landscape designs](#) will be prepared and [planning applications](#) made. This stage may involve input from specialist [sub-contractors](#) and [suppliers](#).

You are also asked to supply a list of supporting documents. Some of these documents are mandatory – if you do not enclose them all your application will be deemed ineligible and is likely to be rejected. If you believe that any of the documents requested are not

applicable to you or cannot be provided at this time, please tell us why when you submit. Please number your supporting documents and use the following naming convention to allow us to check and use these efficiently and easily.

<GIAPP-XXX-XX – applicant name – project name – document name – date>

You can submit any additional supporting documents which you consider necessary for us to assess your application but you should explain why you are sending them, use the naming convention and cross-reference to them from the appropriate part of the application form.

To submit your application, please upload it to Objective Connect by midnight on **28 January 2019** and email greeninfrastructure@nature.scot to confirm submission. Any applications received after this deadline will be rejected. Your Support Officer will be able to advise you on how to use the Objective Connect facility.

General Data Protection Regulation (GDPR)

Information explaining how SNH uses and maintains personal data, can be found [here](#). We can only use data about people if we also protect people's privacy and follow data protection law.

We will use the information you provide 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 aspects of your application with other partners. If you do not want us to pass your personal details to others, please let us know by emailing greeninfrastructure@nature.scot.

Eligibility

Who can apply to the Green Infrastructure Fund?

The following types of organisations are eligible for Green Infrastructure Fund funding:

Public Sector - This group includes Central Government and Non-Departmental Public Bodies; local authorities and related agencies (e.g., local initiatives); Scottish Enterprise; Highlands and Islands Enterprise; VisitScotland; Further and Higher Education Institutions; Forest Enterprise.

Voluntary or Charitable Organisations¹ - This group includes: registered/recognised charities, trusts, co-operatives and "not for profit" organisations; organisations that directly or indirectly receive over 50% of core funding (excluding European Funds) from the public sector, or from levies raised by Industrial Training Organisations for training purposes.

¹ Please note that in certain circumstances, voluntary or charitable organisations may require a 'sponsor' to vouch for the applicant, accept contingent liability for the grant and to ensure proper implementation, reporting and accounting in line with the National Rules.

Private sector or commercial organisations cannot apply for ERDF funding so are not eligible for the Green Infrastructure Fund. In this context, private sector or commercial refers to organisations established and operating for profit where these profits accrue to shareholders, partners or sole traders. This definition includes companies acting in the public interest (e.g. privatised former public utilities, private companies such as Abellio and Network Rail).

Partnerships can apply provided they are legally constituted and there is no private sector or commercial involvement. The partnership must be capable of handling all transactions, payments and audit requirements. If your application will be coming from a partnership, please contact the Green Infrastructure Fund team to discuss eligibility at an early stage.

Before an application form is issued to an applicant organisation, the Green Infrastructure team will check with the Scottish Government whether the organisation is registered as eligible to apply for ERDF funding. All local authorities are automatically eligible as applicants.

Applicant organisations are responsible for all aspects of implementation, monitoring and reporting on projects, including:

- submission of accurate information as part of the application;
- acceptance of grant, including any standard or special conditions;
- delivery of the approved project including cash-flow management, submission of claims, monitoring and reporting progress, monitoring and verification visits in line with the grant offer and any associated legal contract; and
- the retention of projects documentation for the prescribed period to 2030 - including records confirming that any procurement complied with the Regulations and maintaining a full audit trail vouching expenditure incurred and defrayed.

Applicant organisations need to be able to demonstrate that they have sufficient capacity (skills, expertise and relevant experience) to deliver and manage the project and have sufficient cash flow to support any delay in receiving Green Infrastructure Fund payments.

Eligible Projects

Green Infrastructure Fund projects must benefit one or more urban settlements in Scotland with a population of 10,000 or more. We will refer to the most up to date 6-fold Urban-Rural classification from the Scottish Government. At the time of writing this is the 2016 data.

For more information on urban/ rural classification please refer to:

<http://www.gov.scot/Topics/Statistics/About/Methodology/UrbanRuralClassification> ²

For further information please see: <https://www.gov.scot/Publications/2018/03/6040/2>

Applications outwith the urban boundary may be considered but will have to clearly demonstrate a significant impact and benefits for the urban population.

Green Infrastructure Fund projects must clearly benefit areas of multiple deprivation – with priority given to the 20% most deprived areas of Scotland, as defined by the Scottish Government's Scottish Index of Multiple Deprivation 2016 (SIMD)

<http://www.gov.scot/Topics/Statistics/SIMD> . Priority will also be given to projects which benefit communities living in close proximity to vacant and derelict land.

Projects can take place on any type of publicly accessible greenspace or involve greening of the public realm or buildings. Private spaces such as residential gardens, privately managed housing estates or schools where access by the general public is restricted are not eligible for inclusion.

We have a target to fund one project from a Transitional Area – in Scotland, this means from within the Highlands and Islands area as defined by ERDF

http://ec.europa.eu/regional_policy/images/map/eligible2014/uk.pdf. We would welcome applications from H&I which meet the population, urban and SIMD criteria for the Fund as described above.

Applicant organisations must demonstrate that they have appropriate control over the land where the projects will take place. They will need to confirm that they either own the site and retain the right to undertake the project or, if the land is not owned, demonstrate that they have a legal right to undertake the project works and to manage and maintain it for the duration of the auditable period of the Green Infrastructure Strategic Intervention to 2030, or to have a binding legal agreement that ongoing management will take place for the auditable period.

Land purchase is not eligible except in exceptional cases. Only if the land purchase is a small element of a wider green infrastructure project and you can demonstrate that it is essential to the delivery of the project's outcomes might it be eligible. Please discuss any potential land purchase with your support officer before applying.

What is eligible for Green Infrastructure Funding?

Projects eligible for funding must create or improve Green Infrastructure and demonstrate fully how they meet the requirements set out in in the [National Rules](#) guidance regarding eligibility.

Green Infrastructure includes the "green" and "blue" (water environment) features of the natural and built environments that can provide benefits and contribute to the quality of life in urban areas. Projects funded under the Green Infrastructure Fund should reflect the thinking in the [Green Infrastructure: Design and Placemaking](#) guidance published by the Scottish Government.

Green Infrastructure projects must:

- create new functionality in existing or new natural and semi-natural habitats; and/or
- create or retrofit urban greening, particularly where water and urban climate management benefits are integrated and links between greenspaces are established or re-created.

The projects must contribute to a need identified through at least one of the following: local and regional plans, policies and strategies; appropriate masterplans; charette; and/or community consultation.

A principle aim of the Green Infrastructure Fund is to increase participation in greenspace. Community engagement is therefore a key component. Applicants must demonstrate how they have engaged the local community during the development of the application and how they will continue to do so during delivery of the project and beyond. The extent and quality of a project's community engagement will be a key part of assessment.

ERDF is outcomes orientated, and therefore it is not possible to be 100% specific about which activities will be eligible. However, **Appendix 1** sets out some examples of eligible and ineligible activities, and two examples are:

Would the following examples of projects be eligible for funding?

Yes - Urban nature park where there are opportunities to install water features to address off-site flooding issues, enhance habitat connectivity and create new, all-abilities access.

No - Urban nature park with water features and a circular all abilities path where the ponds need cleared out, and paths have become overgrown, the surface has deteriorated and will be replaced like for like.

The first project will create multifunctional green infrastructure with obvious additional benefits for the local community. The second, although similar and also beneficial to the community, would be regarded as maintenance and therefore ineligible for funding.

Timescales for projects delivery

We expect projects to be approved for funding by June 2019. At that stage we will issue an 'Intention to Award' letter setting out any issues identified during our assessment which need to be resolved before we issue a contract. Procured contracts can be awarded once the Intention to Award letter has been received, but any works undertaken prior to the contract being signed are at the applicant's risk.

Only works incurred and defrayed within the approved lifetime of the project can be claimed for.³ The only exceptions to this are pre-contract costs such as design costs provided these were incurred after January 2014. Please note that costs for feasibility studies are not eligible.

The following sets out the timescales for completion of projects approved in this funding round:

- Project works must be completed by no later than 30 June 2022;
- All grants must be claimed by 31 December 2022;
- Annual reporting on outcomes and results will be required until at least 2023. Reporting requirements beyond this will be agreed with each individual project;

³ National Rules Section 4.1.2

- The auditable period is until 2030 and grantees must be able to keep detailed records, suitable for local, national and EU audits up to 2030. See the [GIF Audit and Compliance Guidance](#) for more details.

Ineligible items

Only items eligible for ERDF will be funded by SNH. Where a project includes one or more ineligible item, this will be removed from the project costs and the grant award amended accordingly. If a grantee wishes to proceed with the ineligible items as part of their overall programme of work, these must be fully funded from elsewhere (i.e. with no ERDF contribution).

If significant levels (>10%) of ineligible expenditure are proposed in an application, it is likely to be rejected.

Scale of eligible projects

Individual projects should be of a scale and level of ambition to have a significant impact and achieve long term, transformational change. Our monitoring and reporting will look at projects over a longer timeframe after delivery (to 2030) to see how well the expected results have been delivered.

To ensure projects are of the required scale, SNH has determined the following minimum amounts:

- the total project eligible costs must be a minimum of £650,000
- for LUPS projects at a 40% intervention rate, this means that projects must require a minimum ERDF grant of £250,000

There is no upper financial limit but applicants should note the overall amount of funding available for this round, which is £7.6m of ERDF funding for LUPS and £500k for H&I.

There is no minimum or maximum geographic size for a project. The Green Infrastructure Fund seeks to fund projects which will make a significant impact on their local area.

We will consider applications which cover more than one location, provided there is a clear rationale for how the project meets our criteria and delivers our outcomes.

Match funding

ERDF funding is funding of last resort. The Green Infrastructure Fund contribution should be the minimum amount required to allow your project to proceed. You will need to provide evidence for this in your application.

The Green Infrastructure Fund is a 'gap' fund. This means that if you reduce the size of your project once it is underway or if your costs reduce (e.g. after work is tendered), you may not be able to draw down the full amount of money we have awarded. Also, if after approval you receive additional funding from elsewhere for the activities supported by ERDF, this could lead to a corresponding reduction in the ERDF contribution. We would recommend that any additional funding applied for post-ERDF approval should be

associated with an increase in total budget (and therefore an increase in outcomes) or for activities separate from those supported by ERDF.

The intervention rate for Green Infrastructure Fund funding is up to 40% for the Lowlands and Uplands (LUPS) area and up to 70% for the Highlands and Islands (H&I) area.

The following sources of match funding are NOT eligible:

- European Funding of any kind;
- Corporate, commercial and private sector match funding (i.e. contributions from companies that have shareholders who are paid out dividends etc. on profits or receive direct personal benefits);
- In-kind contributions; and
- Other SNH funding.

Amongst others, Lottery funding, City Deal funding and funding through Landfill Communities Tax are acceptable as match funding.

At the stage of submitting an application, the likely source of match funding must be identified but does not need to be confirmed. However, applications with confirmed match funding will score more highly during assessment for that element. It should be noted that overly complex match funding packages will be treated with caution. If your application is successful, formal confirmation of match funding must be provided before our contract with you is signed.

If the funding package is not complete at application stage, it is not acceptable for the applicant organisation to say that they will continue to seek funding for the gap but underwrite it if they are unable to secure suitable funding. This is because if your organisation can underwrite the shortfall, the case for ERDF funding as funding of last resort is weakened.

Any revenue funding generated by the project will be deducted from the projects eligible costs and the grant reduced accordingly.

Advice regarding other potential funding sources can be found on the SNH website:

<http://www.snh.gov.uk/docs/A340448.pdf>

Eligible Cost Models

Full details of ERDF cost models can be found in the [National Rules](#). Please note that for the GIF only two cost models may be used:

1. Direct Staff Cost + 15% Flat Rate;
2. Procurement.

Projects can use one of, or a combination of, these two cost models.

Only works incurred and defrayed within the approved lifetime of the project will be eligible.⁴

Grant payments are paid quarterly in arrears following submission of the quarterly grant claim form and supporting reporting documents.

Direct Staff Cost + 15% Flat Rate

The Fund can support the costs of staff directly involved in delivery of the project, provided that they spend 40% or more of their contracted time on the project. Time spent on the project will need to be evidenced in part by using timesheets supplied to us by the Scottish Government. Timesheets are not, however, required for staff who spend 100% of their contracted time on the project.

Staff costs attract an additional 15% Flat Rate as a contribution to Indirect Costs generated by the project (see examples below). In other words, staff may be funded at the rate of:

$$\text{Eligible Staff Costs} = 40\% \text{ (LUPS) or } 70\% \text{ (H\&I)} \times (\text{Staff Cost} + 15\%)$$

Example 1:

Heading	£'s
Eligible Staff Costs	20,000
15% Flat Rate	3,000
Total	23,000
LUPS Grant (40%) =	9,200

Example 2:

Heading	£'s
Eligible Staff Costs	20,000
15% Flat Rate	3,000
Total	23,000
H&I Grant (70%) =	16,100

Examples of Indirect Costs which the 15% Flat Rate is intended to contribute towards include:

- Administrative Expenses;
- Premises Costs;
- Management Costs;
- Recruitment Expenses;
- Cleaning;
- Utilities;
- Mobile Phones;
- Volunteer Expenses;
- Staff Travel & Subsistence.

⁴ National Rules, Section 4.1.2

When you submit a claim for Staff costs you will be required to submit the following as evidence with your claim form:

- Finance System Report showing payroll transactions costed to the assigned project code;
- Payroll Record for the post concerned;
- Payslip;
- Payroll BACS Report which contains the staff member's Net Pay for that period;
- Bank Statement which show the Total of the Payroll BACS leaving the Grantee's bank account;
- Timesheets (supplied to us by the Scottish Government and available for download on our Grantee Resources webpage).

Procurement

Information regarding procurement can be found in the [National Rules](#), Section 1.8.

All items purchased for use in the project must be procured following the applicant's own procurement policy and should be supported with a full audit trail for the appropriate procedure.

When submitting a claim for items purchased through procurement you will need to supply the following as evidence with your claim form:

- Finance System Report showing procured transactions costed to the assigned project code;
- Supplier Record from the Payables Ledger;
- Copy of all procurement records relating to the transaction – should align to the Application. Please use the Scottish Government's Procurement Checklist if applicable;
- An Invoice showing Net, VAT and Total, Invoice Dates etc and Description of Goods / Services provided;
- Supplier BACS Report which contains the particular Supplier being paid;
- Bank Statement which show the Total of the Supplier BACS leaving the Grantee's bank account;
- A Managing Authority Procurement Checklist

Grantees must ensure they comply with the requirements of ERDF funding, meeting the European Union Directives, Scottish public sector legislation and the regulatory framework and any internal procedures and policy regarding procurement in force at the time of tender. As such, they are required to follow procurement principles (Open or Restricted tender or suitable Framework Agreement) for all elements of the work including the provision of works, materials and/or services. Procured contracts below the EU thresholds must adhere to the principles of the Treaty of Rome, ensuring that they are advertised and are fairly and equally treated.

Using another public body to do the work is acceptable as long as the competition was held in a fair and open manner. Similarly, delivery of elements by the grantee is acceptable as long as all work is again tendered in a fair and open manner using fully costed market rates. However, please note that internal invoicing is not acceptable.

Please refer to the Green Infrastructure Fund Claims Guidance and the Scottish Government websites for further guidance on procurement:

1. [Public Procurement Guidance for Practitioners](#)
2. [Public Procurement Scotland](#)
3. [Procurement Journey Routes](#)

Eligibility Assessment

The following checklist is used to assess the eligibility of proposed projects. For an application to be successful it must score positively for each of these eligibility questions. Applications scoring full marks for eligibility will then go on to be scored for quality.

We strongly recommend that you ensure you can answer **YES** to all of the questions below before completing the rest of the application form.

1	Are the total eligible project costs greater than £650,000?
2	Is the grant requested greater than £250,000?
3	Is the intervention rate requested greater than 10% of the total eligible budget and no more than 40% of eligible costs for LUPS and 70% for H&I?
4	Can you confirm that your project is new and will not have started prior to offer of funding?
5	Will project activities be complete by 30 June 2022?
6	Can you provide evidence that there is a local demand for the project?
7	Will the project activities take place within or benefit areas within the lower ranked 20% of SIMD (Scottish Index of Multiple Deprivation)?
8	Does the application benefit an urban settlement in Scotland with a population of more than 10,000?
9	Can you demonstrate the added value of your project?
10	Can you demonstrate that you have the necessary skills and sufficient administrative and financial capacity to carry out the proposed project?
11	Can you confirm that all staff for whom you wish to claim costs will be committed to spending at least 40% of their time on the project?
12	Are all the activities and costs (including staff costs and procured costs) for which you are requesting funding eligible?
13	Can you demonstrate that monitoring and evaluation requirements will be complied with?
14	Can you demonstrate that branding and publicity requirements will be complied with?
15	Can you demonstrate that all other funding options have been explored and convinced us that the project cannot and will not proceed without the funding

	requested from us?
16	Are all match funding sources eligible? (i.e. do not include other EU or in-kind contributions or private/commercial funding)
17	Is the match funding for the project either confirmed already or identified and expected to be confirmed before the project is due to start?

For an application to pass the Eligibility assessment and proceed to be assessed for Quality, it must:

- Receive an answer of 'yes' to all the Eligibility assessment questions;
- Include sufficiently detailed costings;
- Include detailed plans for the capital works you plan to deliver. Plans for designed elements should be up to and including RIBA work Stage 3. Plans for non-designed elements, such as interpretation or digital outputs, should also be at the equivalent of RIBA work Stage 3.

Changes to Eligibility Guidance

Please note that 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 guidelines 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 overall Green Infrastructure Strategic Intervention.

Key Dates

The following sets out the key dates for this funding round:

- **26 September 2018** is the date on which the funding round opens.
- **28 January 2019** is the final date for submission of applications. Applications submitted after this date will not be considered.
- **June 2019** at the latest is the expected timescale for announcing successful projects. Projects can get underway thereafter.
- **30 June 2022** is the final date by which your project must have been delivered.
- All grant monies must be claimed and paid by **31 December 2022**.
- Annual reporting on outcomes and results will be required until at least 2023. In most cases annual reporting will be required beyond 2023 in order to demonstrate fully that outcomes have been achieved.
- Grantees must be able to keep detailed records, suitable for local, national and EU audits up to 31 December 2030 or as otherwise directed.

Grantee responsibilities

- Ensure that all targets are realistic and appropriate;

- Monitor and evaluate the performance of the Project;
- Complete our quarterly reporting and claim forms promptly;
- 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;
- 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. Direct Staff costs or Procurement models;
- Establish reliable systems for the retention and retrieval of all appropriate documentation, for the auditable life of the Project.

Section B: Completing the Application Form

The following guidance will help you fill in each section of the Application Form. A non-writeable version of the form can be downloaded for reference, but if you want to apply you must ask the Green Infrastructure team to set a form up specifically for your application via greeninfrastructure@nature.scot. This will be emailed to you as soon as we've confirmed that your organisation is eligible to apply. Your unique application number will be added to your form by our administrator before the form is sent to you.

All answers should be 250 words or less unless otherwise indicated on the form.

1. Your Organisation

- 1.1 *Please complete this section providing contact details of the person responsible for submitting the application and other details about your organisation. NB please see Page 4 of this guidance which provides details of how we handle data in compliance with the General Data Protection Regulation (GDPR)*

Please confirm that your organisation is eligible to apply for GIF funding before continuing with the application (see *Eligible Organisations* above). If you are not sure, please discuss with your GIF Project and Funding Officer.

- 1.2 *Brief description of your organisation and what you do*

Please tell us about your organisation, outlining areas of expertise and including examples of other relevant projects you have delivered.

You are asked to tick a box to confirm that your organisation is eligible to apply to the GIF. This will be confirmed at an early stage in your discussions with your Project and Funding Officer.

2. Your Project

- 2.1 *Project name*

Please enter a short name for your project which makes it easily identifiable and ideally contains both its location and something about the nature of the project.

2.2 Project summary

Please provide a short summary of what your project sets out to do and what it will achieve using the headings provided in the form. This section should be written in layman's terms and suitable for publication. If your application is successful, we will use this text to tell people about your project, e.g. on our website.

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

This information determines the maximum ERDF intervention rate that can be applied to your project (Lowlands and Uplands (LUPS) 40%, or Highlands & Islands (H&I) 70%) and helps us to record the geographic coverage of our funding.

2.4 Total eligible project costs

Please enter the total of **all** your eligible project costs, not just the amount of GIF grant you are requesting.

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

Enter the amount of GIF grant that you are requesting (in £'s) and the percentage (%) of the overall project costs that this represents. The maximum intervention rate for LUPS projects is 40% and for H&I projects is 70%.

2.6 Planned Project Start Date

Please enter the planned start date of your project, should funding be granted. Please make sure that this is realistic, based on the dates provided by the GI team for when 'Intention to Award' letters will be issued (by June 2019).

You can start your project at your own risk once your 'Intention to Award' letter has been issued but, if you wish to wait until contracts have been signed, you should take this into account when planning your project start date.

2.7 Planned Project End Date

All projects and their eligible activities must be completed in their entirety by no later than 30 June 2022.

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 either the template provided or your own preferred format.

In this section please summarise the main outputs from your project i.e. the physical green infrastructure that your project will create or improve and/or any other activities you will deliver e.g. community engagement events. This should correspond directly with the Activity Plan that you submit as a supporting document. This section is intended to provide a more detailed overview of the information summarised in the Activity Plan.

3.2 What is innovative about your project?

Innovation can be widely interpreted and doesn't just apply to the physical green infrastructure that you create or improve. 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.

3.3 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 ERDF 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 you will need to demonstrate that there is no double-funding.

3.4 Please confirm that your project will benefit an urban area with population >10,000. Tell us about the site and local area, including its size (ha) and the area of green infrastructure that you will create or improve.

Tell us about the location of your project here, including population size and any issues/gaps in provision that make it suitable for your project. Your answer to this question should help set a context for your project in terms of the local area.

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

Our funding is targeted at helping people living in areas within the most deprived 20% in Scotland according to the Scottish Index of Multiple Deprivation (SIMD), and areas with identified deficiencies in high quality and accessible greenspace.

Do the areas where you intend to work include data zones among the 20% most deprived? If not, how will your project benefit communities living within this 20% most deprived data zones? What is the local share of the area you intend to work? The Local Share is the percentage of an area's datazones that are amongst the 20% most deprived in Scotland. So, if an area consisted of 300 datazones and 30 of its datazones were in the

20% most deprived, then its local share would be 10% (30/300). Please provide the SIMD ranking of each data zone you think will be impacted by your Project.

Please provide the SIMD ranking of each data zone you think will be affected by your Project. Your project does not need to take place in datazones within the 20% most deprived but if it does not you will need to present a convincing case for how it will benefit people from these areas.

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

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

Your organisation does not necessarily need to own the land where your project will take place but you do need to be able to demonstrate that you have legal permission to undertake the work, maintain it and for the site to be used for the approved purposes of the project for at least 10 years after the work has been carried out. If successful, you will be asked to provide written proof before a contract for the work is signed, or you can supply it at the time of application as a supporting document.

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

Please use this question to explain to us how you will ensure that the green infrastructure you improve or create through your project will be looked after into the future so that it continues to perform its intended function and provide the benefits envisaged at the time of application. This may be through, for example, being integrated into the maintenance schedule of a local authority or other organisation, or through establishing a 'Friends of...' group or similar. Remember that maintenance costs are not eligible for GIF funding so you will need to tell us how maintenance will be paid for.

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

It is an ERDF requirement that the site continues to be used for the purposes stated in your application for at least 10 years following the end of the current programme. This is to ensure there is adequate time for the benefits from the project to be realised. If the site changes use during this time, you may be required to pay back your ERDF grant.

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?

Please provide details of any statutory permissions e.g. planning permission that will be required before your project can proceed. These do not have to be confirmed at the time of application but please tell us how long you think it will take for permission to be received and make sure you take this into account when planning the start date for your project.

- 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.*

For further information on vacant and derelict land please go to <http://www.gov.scot/Topics/Statistics/Browse/Planning/SVDLSSiteRegister/SVDLS2014register>.

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

Please tell us about any contamination issues on your site, how they will be addressed and how you will ensure they do not delay, or compromise in any other way, the delivery of your project.

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

Please tell us about any identified risk from subsidence on the land where you will be undertaking the work, how you will deal with any subsidence risks and how you will ensure they do not interfere with the delivery of your project.

4. Evidence of Need

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

Please tell us how you know there is a need for your project using relevant and up to date evidence. This may include reference to relevant strategies, plans or policies, or other data you have collected e.g. consultation with the community. If you are supplying copies of any of the documents you mention as supporting documents, please refer clearly to them. Tell us about the issues, problems and gaps in outcomes that your project activities will address.

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

Please give details of support for your project at strategic level. This may include evidence of support from local councillors, details of how your project fits with the wider strategic landscape and how you have worked in partnership with other key actors/initiatives to ensure complementary and cumulative impact at a scale beyond your project alone.

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

Ideally, communities will be involved in the design and development of projects. Use the answer to this question to tell us how this has been done. Tell us about any consultations or similar you have carried out with local communities and about any support you have secured for your project from local authorities and other organisations representing or

advocating the needs of local communities. Have you held or been involved in any charrettes, household surveys and what were the results?

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.

ERDF is a fund of last resort. Please explain why grant assistance is needed to enable your 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;
- The GIF is the most appropriate funding source.

5. Outcomes and Horizontal Themes

GIF Outcomes

The Green Infrastructure Strategic Intervention has five **Outcomes** and three **Horizontal Themes**. The Outcomes are specific to the GIF and have been developed to demonstrate what we want to achieve through our funded projects. The Horizontal Themes have been set by ERDF and all projects receiving funding through the 2014-2020 ERDF programme must address each of the Horizontal Themes through the delivery of their project. Projects applying to the GIF need to show us how they will help us deliver towards these. The **Outcomes** are:

- Nature, biodiversity and ecosystems
- Environmental quality, flooding and climate change
- Involving communities and increasing participation
- Increasing place attractiveness and competitiveness
- Improving health and well-being

The **Horizontal Themes** are:

- Sustainable Development
- Equal opportunities and non-discrimination
- Equality between men and women

We recognise that not all projects will be able to contribute to all the Outcomes but please do highlight your project's delivery towards outcomes in as much detail as possible in your application as this will be considered in detail during assessment. The GIF aims to fund multifunctional green infrastructure which contributes to as many of our outcomes simultaneously as possible. All projects are required to explain how they will deliver towards each of the three Horizontal Themes.

More detail about both the GIF outcomes and the ERDF Horizontal themes can be found [here](#).

5.1 Nature, biodiversity and ecosystems

Please tell us how your project will improve habitats and conservation value of the site and contribute to the health and resilience of urban ecosystems. Some questions to consider around this outcome include:

- Will the project contribute directly to this outcome e.g. through work undertaken on the greenspace by the community and if so what difference will it make?
- How well will the project increase people's awareness of the value of biodiversity and the steps they can take to conserve and use it sustainably?
- Does your project directly involve people in conservation activity e.g. citizen science?

5.2 Involving communities and increasing participation

Please tell us about the community/communities you will work with, how you will engage with them and how they will benefit from your project.

Use this section to tell us about the community/communities who will benefit from your project, your plans for directly engaging them, how they've been involved so far and how you expect them to benefit from their participation in the project, and what the results of the project will be.

Applications which clearly both understand and are invested in the communities they will be working with will score highly. Our main target group are communities in urban, deprived communities and applications will need to clearly demonstrate how they will engage with the different groups within their community.

Some questions to consider when thinking about this outcome:

- Has the community had the opportunity to influence, inform or even lead the planning and design of the project so that it delivers what the community wants and needs?
- How does your project show commitment to on-going engagement with the local community?
- Does your project increase opportunities for cultural events and activities?
- Does your project address interpretation of place and space e.g. through guided tours, walks, website, interpretation and/or communications?
- Does your project respect, promote and develop local culture e.g. through events and local festivals that provide opportunities to learn about and celebrate natural heritage, cultural heritage and/or common interests e.g. music?
- Does your project address anti-social behaviour or exclusion from greenspace e.g. through targeted efforts to encourage groups normally excluded to visit and explore the space and to make return visits?
- How does your project seek to empower communities?

- Will your project increase user confidence in and ownership of greenspace?

5.3 Environmental quality, flooding and climate change

Please tell us how your project will improve ecosystem services provided by your site and help communities adapt to and mitigate climate change.

- How will the project contribute directly to the environmental regulation, flooding and climate change outcome e.g. through activities undertaken on the greenspace?
- Will the project make a tangible difference to a community's capacity to deal with environmental regulation, flooding and climate change?

5.4 Increasing place attractiveness and competitiveness

Please tell us how your project will increase local people's satisfaction with, and sense of ownership of, the place they live.

- Are any other organisations (including third sector) engaged in the development and delivery of your project?
- How is your project helping local non-environmental organisations to build capacity and use their greenspace?
- How does your project build in, maintain and increase opportunities for job creation and/or skills development?
- Will your project increase opportunities for formal and informal outdoor learning, and/or seek to increase the use the outdoors for education, learning, skills and training?

5.5 Improving health and wellbeing

Please tell us how your project will improve health and wellbeing of your community.

- Will your project improve health and well-being by promoting participation and improving the quality of greenspace close to where people live?
- Does your project aim to improve mental health through improved access to greenspace?

Horizontal Themes

Please use these questions to tell us how your will address each of the horizontal themes throughout the delivery of your project.

5.6 Sustainable development

Sustainable development is described by the European Commission as "specific actions to take into account environmental protection requirements, resource efficiency, climate

change mitigation and adaptation, disaster resilience and risk prevention and management”. Please tell us about the impact that your project may have on environmental protection requirements, resource efficiency, climate change mitigation and adaptation, disaster resilience and risk prevention and management, and identify potential mitigating actions which will be undertaken during the delivery of the project.

- How will your application demonstrate best practice in relevant aspects of environmental sustainability e.g. sustainable sourcing?
- Have you fully considered the potential impact of your project, and have you taken steps to minimise any potential negative impacts?

5.7 Equal Opportunities and Non-Discrimination

The European Commission describes Equal Opportunities and Non-Discrimination as taking...”appropriate steps to prevent any discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation during the preparation and implementation of programmes. In particular, accessibility for persons with disabilities shall be taken into account throughout the preparation and implementation of programmes”.

In answering this question, please consider the following:

- How will your project address particular social problems, and in particular how will delivery of the Project help tackle potential inequalities?
- Does your project have a particular focus on one or more of the nine protected characteristics: (i) age, (ii) disability, (iii) gender, (iv) sexual orientation, (v) transgender, (vi) race and ethnicity, (vii) religion and beliefs, (viii) marriage and civil partnership, (ix) pregnancy and maternity?
- What target groups do you aim to benefit through your project? How will you address the needs of protected characteristics and those who are currently marginalised or excluded within the community and what difference will your project make to them? How many people in each of the groups will be impacted by your project?
- What potential barriers to access and participation have you identified, how have these been identified and how does your project intend to overcome them?
- Will the project create opportunities for people to meet and interact socially?
- How does your project aim to reduce inequalities between the least advantaged communities and the rest of society?
- Do you have a clear plan of how all your target groups will benefit from the project’s activities?
- How will you engage harder to reach and excluded groups, and ensure that you take account of particular needs of target groups within the community?

- Have you considered how possible discrimination (including unconscious discrimination) will be addressed?
- Does your project address how to engage disabled and older people?
- How have you considered ways of making sure that opportunities provided by your project will be open to all?
- Does your project involve representatives from different racial or religious groups in the local area, to ensure that project activities help to break down barriers between communities and offer opportunities to reflect local cultures?
- Does your project offer young people opportunities to engage?

5.8 Equality between men and women

The principle of Equality between Men and Women is outlined by the European Commission as ensuring that "...equality between men and women and the integration of gender perspective are taken into account and promoted throughout the preparation and implementation of programmes, including in relation to monitoring, reporting and evaluation."

- Will the project reduce gender stereotyping?
- Does your project fully consider how to engage female participants in activities?

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

Please tell us how you will ensure that the work you carry out will continue to have a positive impact beyond the lifetime of the ERDF grant, and how you will be able to show this.

6. Project Management and Deliverability

6.1 Key Project Milestones

Please specify the high level 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. Further details of these should be provided in your Activity Plan, and should cross-reference to the milestones entered in your Financial Summary. These milestones will help both us and you to monitor the progress of your Project. Examples of key milestones include:

- Recruitment of a Staff Post
- A Successful Tender Process
- Completion of an External Evaluation
- Start of Community Engagement Work

- Key Stages or Phases of the Project
- Key communications
- Monitoring and Evaluation

We can offer you a template to use for this but if you prefer to use your own format, please discuss this with your GIF Project and Funding Officer.

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

In this section we would like you to tell us why and how your organisation is well placed to deliver your project and meet ERDF audit and compliance requirements. This could include details of:

- A track record in the management and delivery of large funds and projects (EU funded or otherwise). Previous experience of EU funding would be advantageous;
- Examples of clearly planned projects with realistic targets and timescales - both in terms of activities and timescales;
- Evidence that you are aware of and understand EU audit and compliance requirements and have the capability to meet them.
- If you have managed Structural Funds projects before, were error rates reported and if so, how has the cause of these been addressed so that it will not reoccur?

Applicants are responsible for all aspects of implementation, monitoring and reporting on projects, including:

- Submission of accurate information as part of your application;
- Acceptance of grant, including any standard and special conditions;
- Implementation of the approved project including cash-flow management, submission of claims, monitoring and reporting progress, monitoring and verification visits in line with the grant offer and any associated legal contract;
- Retention of project documentation for the prescribed period to 2030 – including records confirming that any procurement complied with the ERDF Regulations procurement guidance and maintaining a full audit trail vouching expenditure incurred and defrayed.

Reclaim for any defrayed costs of ineligible activities would be made against the applicant organisation.

Such responsibilities are onerous; applicants therefore need to demonstrate significant and sufficient administrative and financial capacity to comply with these requirements.

This includes demonstrating that you have sufficient capacity (skills, expertise and relevant experience) to implement and manage the project and have sufficient cash flow to support any delay in recovering Green Infrastructure income, and that a robust and coherent management and reporting structure is in place.

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

Please explain your plans for the effective management of your project and where it will sit within the existing structure of your organisation, including any new staff and where they fit into your staffing structure.

Explain 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 your organisation has to manage the Project effectively;
- An outline of the proposed reporting hierarchy.

Applicants must include an organisational chart (diagram showing the management structure of your organisation) as a supporting document. In addition, the roles and responsibilities of all Project delivery staff should be clearly defined. Any new staff should also be included.

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.

Risk Area Examples:

Risks will fall into five categories: organisational, participation, reputational, environmental, and partnership/funding risks. Examples may include:

- Project Delivery Timescales - Slippage
- Procurement Compliance & Value for Money
- Contractor(s) Management & Experience
- Project Governance
- ERDF Claim Evidence & Eligibility
- Match Funding
- Cash flow
- Project or Project Sub-Component Eligibility
- Skills & Experience Gaps
- Sufficient Staff Resources
- Stakeholder Support
- Health & Safety

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

Use this section to tell us what methods you will be using and what data you will be collecting to help you demonstrate how well your project is delivering in relation to your milestones. If your project is successful you will be required to provide a detailed Monitoring and Evaluation Plan before your project can proceed. Please refer to the [Green Infrastructure Fund Monitoring and Evaluation Guidance](#) to help you answer this question and include details of your plans for Monitoring and Evaluation in your Activity

Plan for the project. Further information is provided by the European Commission ([EC Guidance for Monitoring and Evaluation - ERDF](#)).

We will work with you to harmonise, as far as reasonable, your reporting with your other funders and your other activities. All grantees are required to report against a selection of the measures and indicators, however grantees are free to design their own measures to supplement our selection and are asked to provide justification for data and metrics chosen.

Some key points should be borne in mind when considering developing monitoring in relation to communities:

- Where possible, get the target audience involved in planning the reporting and get them involved in gathering evidence;
- Get creative and make it fun – think about what will be compelling when we tell the story of green infrastructure;
- Tell us what doesn't work as well as what does can be good information for policy direction and for other organisations considering similar projects in the future.

When applying for funding, you will need to demonstrate how you will monitor the implementation of your project, and evaluate and report on the predicted outputs and results. We will assess the robustness of your project's framework for reporting the process, outputs and results and impact of the project.

6.6 Please summarise your communication plans for the project.

Include details of this in the Activity Plan to show how your communications activity will work alongside the rest of your project activities. Please outline your plans for publicity and branding, and the communications and marketing strategies you will use to ensure the success of the Project. We need to see evidence that you have clear plans for how you will communicate about and publicise your project and our funding, and that you will follow EU requirements. Please refer to the [Publicity section of the ERDF Programme Guidance](#) and the Green Infrastructure Fund [Communications Toolkit](#) for further details of all publicity requirements.

7 Project Costs

7.1. Why do you need this grant?

Please tell us why your project will not be able to proceed without ERDF funding, including details of other sources of funding you have explored.

7.2 Will your project be employing staff and claiming expenditure under the Direct Staff + 15% model?

Use this section to tell us about the staff (if any) you will be employing to deliver your project and what they will be doing. For further information on Staff costs please see [Section A](#) of this guidance above.

7.3 Will any of your costs be procured?

Please specify any elements of your project which will be procured and outline the process that you will use. Please see further details regarding the Procurement Cost Model in [Section A](#) of this guidance above.

7.4 Match Funding

Before you apply to us, you will need to have identified all of your match funding sources, even if some is pending approval.

You will also need to demonstrate that match funding is eligible as match for ERDF funding. The following sources of match funding are NOT eligible:

- European funding of any kind including funding that has originated from a European source;
- Corporate and private sector match funding (i.e. contributions from companies that have shareholders who are paid out dividends etc. on profits or receive direct personal benefits);
- In-kind contributions.

The intervention rate for the GIF is up to maximum 40% for the Lowlands and Uplands (LUPS) area and up to maximum of 70% for the Highlands and Islands (H&I) area.

As the GIF is a 'gap' fund, the GIF contribution should be the minimum amount required to allow your project to proceed.

At the stage of submitting an application, match funding must be identified but does not need to be confirmed. Applications with confirmed match funding will, however, score more highly. Overly complex match funding packages will be treated with caution. If the funding package is not complete at application stage, it is not acceptable for the applicant to say that they will continue to seek funding for the gap but underwrite it if they are unable to plug the gap, the rationale being that if your organisation can underwrite the gap, your organisation can afford to pay for it.

Any letters you have confirming funding and the purpose of the funding should be provided as a supporting document.

Match funding for successful applications will need to be confirmed before contracts are signed. It should be noted that additional funding sourced for the activities supported by ERDF after approval will reduce the ERDF contribution proportionately, so additional funding needs to be associated with an increase in budget or allocated to something not supported by ERDF for your grant to stay at the level initially awarded.

Similarly, if you reduce the size of your project, you are unlikely to be able to draw down the full amount awarded.

In addition, any revenue funding generated by the project will be deducted from the projects eligible costs and the grant reduced accordingly.

8 Audit & Compliance

8.1 State Aid

Please tell us whether or not your project constitutes State Aid by considering the four key tests. Please refer to <http://gov.scot/Topics/Government/State-Aid> to help you do this.

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.

Referring to the National Rules please explain how you will ensure the above regulatory obligations will be met.

9 Declarations

Please check the boxes to confirm that you agree to adhere to the specified rules and requirements.

Declaration and Date

The declaration should be signed and dated by the Chief Executive or equivalent – if it is not, your application will be rejected. Normally, we would expect the signatory to be a different person to your main contact.

10 Supporting Documents

We ask you to submit a number of supporting documents to supplement the information you supply in the application form. Many of these are designed to be working documents and we hope they will be useful to you as you go on to deliver the project.

Naming convention for Supporting Documents

Please use the following standard naming convention for all your supporting documents:

GICEFAPP-XXX- Activity Plan – 20 March 2018

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

This Activity Plan should set out the proposed activities that your project will undertake and deadlines for their delivery. It should also specify measurable milestones for these activities, monitoring and evaluation details, and relevant communications activities. Please use the template provided with your application form to create your Activity Plan. If you would prefer to use a different format e.g. to comply with your own organisation's requirements please discuss this with your GIF Project and Funding Officer.

Your project activities should be within the scope of the ERDF [Operational Programme, National Rules on Eligibility of Expenditure](#) and the GIF Eligibility criteria set out earlier in this guidance. For examples of potentially eligible activities please see **Annex 1**.

Risk Register

Please provide a Risk Register for your project. We can supply a template if you prefer, please get in touch with your GIF Project and Funding Officer to request this.

Financial Annex

Applicants should ensure that the [Financial Annex](#) is fully completed to show an overview of the project costs, income/revenue and match funding. Full instructions and user guidance on completion is included in the Financial Summary itself. Input tabs should be populated with expenditure workings which will automatically populate the Summary Tab needed to complete the Summary of Section 5.

The Structural Funds grant request is calculated on the basis of gap funding as the Total Costs minus projected Income (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.

Only eligible activity and expenditure should be included in applications and claims. While every effort has been made to produce clear guidance on eligibility, there remains an onus on applicant organisations to apply for a grant responsibly and reasonably and to ensure compliance. If you are in any doubt about the eligibility of any of your proposed activities or expenditure, please discuss this with your GIF Project and Funding Officer. Refer to the [National Rules on Eligibility of Expenditure](#) and check the Scottish Government website for updates.

You can access the EC Regulations governing the overall use of European Structural Funds for the 2014-2020 programmes here:

http://ec.europa.eu/regional_policy/information/legislation/index_en.cfm

Flat Rates

The Financial Annex will calculate the Flat Rate which is triggered by the inclusion of Direct Staff Costs. The Flat Rate is 15% for the GIF.

Income-Revenue

Please discuss with your GIF Project and Funding Officer if the project is to include Income or Revenue.

Detailed Costings

The Detailed Costings worksheet should list your costings and clearly reference the appropriate ERDF expenditure heading. Please 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. Bill of Quantities, quotes from suppliers. Estimates based on previous projects may also be used if appropriate e.g. costs for events or similar.

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

- **Intervention Rate** – the maximum intervention rate is 40% for applications from the LUPS area and 70% for the Highlands and Islands.
- **Match Funding** will be calculated automatically within the Financial Annex as a total value. This must then be listed by individual funder within Section 4 of the Application Form;

- **Defrayed Eligible Expenditure** – expenditure must have been **paid** i.e. left your organisation's bank account in order to claim. The profile within the Financial Annex must be based upon this;
- **ERDF Expenditure Headings** – these are listed in the National Rules and is how the Financial Annex is presented for efficient assessment;
- **ERDF Cost Models** – two of the ERDF costs models can be used - 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 overall project progress can be monitored.

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

Map(s) of project area

Please provide a map at an appropriate scale showing the location of the community/communities you will be working with and the greenspace your project is associated with.

Recruitment Policy

Please include these if your application includes one or more 40% or more dedicated posts.

Job descriptions for any staff posts

Please include these if your application includes one or more 40% or more dedicated posts.

Briefs for any commissioned works

Please include briefing documents if your application includes any commissioned works.

Procurement Policy

Please provide us with your organisation's procurement policy, including your policies in relation to tendering. Only include this if your project will be purchasing goods or services through procurement.

Contract Information Sheet

This sheet will be provided along with your application form – please complete one for each contract to be let.

Organisational chart

An organogram, or similar, showing the structure of your organisation and how your proposed project fits in including any proposed staff members.

VAT status letter

Please provide a letter from HMRC confirming whether you are VAT registered or not.

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.

Letters from confirmed match funders

If these are available at the time of application, please provide copies. If you are successful, you will need to provide evidence that all match funding has been confirmed before we can issue any 'Approval to Start'.

Letters of Support

If you wish, you can provide letters of support for your project from key stakeholders e.g. community groups

Photographs

If you wish, you can include photographs of the greenspace your project is associated with, or anything else you feel would be relevant for us to see.

Equalities Impact Assessment and Equalities Action Plan

If you wish, you can 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. You can refer to your organisation's Equalities policies, but this document should be specific to the project you are applying for. If your application is successful, we will ask you to complete an EqlA and Action Plan before your project starts.

Equal Opportunities / Environmental Sustainability Policy / Equalities Policy / Social Inclusion Policy / Protected and Vulnerable Groups Policy

If your organisation has any of the above policies, or any others that are relevant to the ERDF Horizontal Themes, please enclose copies.

Other

Please list and clearly reference any other documents that you submit.

Appendix 1 – Potentially eligible activities

ERDF is outcomes led so there is no definitive list of activities which are or are not eligible. We've outlined below the types of projects and activities that are considered potentially eligible and ineligible for funding under the GIF. Please also refer to our current funded projects – you can find details of these at www.greeninfrastructurescotland.scot.

Note that eligibility will be context specific and based on contribution to outcomes and therefore it is only possible to provide indicative guidance. These lists should therefore not be seen as exhaustive.

Activities we will not fund

- Staff posts that are less than 40% dedicated to ERDF programmes;
- Any commercial activities.
- Formal sports
- Buildings

General Costs

The following costs may be eligible as part of the delivery costs for the project:

- Procured services and consultancy fees which are essential to the project, including community engagement specialists. These will need to be selected competitively. We are keen to see applications that work in tandem with the third sector and / or encourage volunteering or skills development;
- Staff costs of people who are at least 40% dedicated to delivering eligible activity funded by the GIF. Full or part time is acceptable but to be eligible, Staff costs include:
 - gross pay;
 - employer's National Insurance;
 - superannuation contributions;
- Non-recoverable VAT;
- Signage and interpretation – relevant sign and interpretation including those acknowledging the ERDF's contribution;
- Marketing
- Design costs or similar incurred prior to the project being awarded funding so long as they were incurred after 1 January 2014.

The following projects and activities are **not eligible** for funding under the Green Infrastructure Fund:

- Projects in rural areas or settlements smaller than 10,000;
- Project costs which are eligible for EU funding from other programmes;
- Anything previously funded by the EU or currently receiving EU funding;
- Although the employment of staff who are at least 40% dedicated to the GIF programme is eligible, the following elements are not:
 - Statutory sick leave

- Maternity, paternity, adoption and parental leave
- Staff training
- Redundancy payments
- Unfunded pensions
- First aid or key holder allowances
- Bonus or commission payments
- Subscriptions or memberships of trade or professional organisations
- Any expenditure defrayed outwith the eligible programme period⁵
- Recoverable VAT
- In-kind costs
- Gifts
- Accounting costs and year-end auditing
- Commercial activities
- Works that are a condition of planning consent, planning obligations / gain or Section 75 Agreement
- Legal or statutory responsibilities
- Legal expenses
- Bank charges
- Project feasibility studies
- Purchase of vehicles (cars, boats and other moveable equipment (e.g. forklift)), equipment or furniture (NB As a grantee you can't buy and own anything afterwards)
- Purchase of IT equipment e.g. laptops, mobile phones
- CCTV

⁵ If the overall project contains ineligible work, the applicant can choose to phase projects to distinguish eligible and ineligible works.

Glossary

Approved Terminology	Definition
Added Value	The clear, tangible increase or improvement in conditions as a result of the investment e.g. additional activity or outputs, increased number of participants, overall improvements to the quality of activity, innovation, synergy with other EU funds etc.
Additional	Work that would not have been done otherwise
Activities	Work that will be funded and undertaken to deliver the agreed outputs and outcomes.
Applicant	Body submitting an application to the Green Infrastructure Fund, up to the point that their application is approved.
Application	Applicant organisation's project application submitted to the Green Infrastructure Fund comprising application form and the requested supporting documents.
Approved Purposes	What we award the funding for i.e. the activities and outputs that are approved for funding.
Assessment	The scoring exercise carried out independently by groups of three assessors.
Assessment Panel	A panel made up of three assessors who assess and score applications independently, prior to moderation.
Blueprint	A description of the future state that we are attempting to achieve through delivery of the Green Infrastructure Strategic Intervention. It includes a Vision for 2023 and descriptions of relevant outcomes.
Capital Expenditure	Eligible expenditure as per the headings in the National Rules.
Challenge Fund	A method of delivering support via a competitive application process. Green Infrastructure Strategic Intervention funding is allocated to projects via challenge funds.
Clean	Match Funding that has not originated in any way from a European source or any other ineligible source.
Cost Model	A model for claiming and managing ERDF eligible expenditure. Procurement and Direct Staff + 15% flat rate cost models are the 2 models that will be used for the GI Fund.
Data	Numbers, words or images that have yet to be organised or analysed to answer a specific question.
Defrayed	Expenditure that has actually been paid and can be evidenced by bank statements.
Ecosystem Services	The processes by which the environment produces resources used by humans such as clean air, water, food and materials.
Eligible Activities	Activities which are allowed and may be funded under the Green Infrastructure Fund.
Eligible Costs	Costs associated with eligible activities that may be funded under the Green Infrastructure Fund. These will be either capital or revenue costs.
Evaluation	Assessment of the success of the Green Infrastructure Strategic Intervention and each project based on the agreed monitoring measures.
Gap Funding	The ERDF funding must be the minimum grant necessary to enable the Project to proceed once all other sources of funding have been taken into account.
Green Infrastructure	Planned greenspace and water that uses the natural environment to provide environmental and quality of life benefits. It includes parks, street trees, play spaces, allotments, community growing spaces, playing fields, road verges, swales, green walls and living roofs, rivers, streams, wetlands and sustainable drainage, active travel and recreational routes.
Green Infrastructure Community	A Challenge Fund for projects between £50-120k in value focussing on community engagement linked to green infrastructure in deprived areas of urban Scotland. It is an open, competitive fund.

Engagement Fund (GICEF)	
Green Infrastructure Fund (GIF)	A Challenge Fund for capital projects over £650k in value which will create or improve green infrastructure in deprived areas of urban Scotland. It is the external mechanism by which we will allocate funding through the GISI. It is an open, competitive fund.
Green Infrastructure Strategic Intervention (GISI)	There are five sustainability Strategic Interventions in the 2014-2020 ERDF Scottish Programme. SNH has been appointed by the Scottish Government as the Lead Partner for the GISI.
Green Infrastructure Team	The team delivering the Strategic Intervention and managing the Challenge Funds.
Greenspace	Greenspace Scotland defines greenspace as follows: <i>'Greenspace can be defined as any vegetated land or water within or adjoining an urban area'</i> or it can be defined functionally by how people use the space – this is explained by our greenspace themes. Scotland's greenspace facts are available through the State of Scotland's Greenspace report and links to relevant surveys and statistics.
Horizontal Themes	The three European Structural and Investment Fund cross-cutting principles of sustainable development, equal opportunities and social inclusion.
Information Management	The processes by which we create, capture, use and store information.
Lead Partner	Scottish Natural Heritage (SNH) is the Lead Partner for the Green Infrastructure Strategic Intervention. The Lead Partner is responsible for delivering and managing the SI, allocating the funding to projects, coordinating claims to the Managing Authority and ensuring delivery of outputs and outcomes and monitoring and reporting of results.
Legacy	The lasting difference that the project will create for the local area and target groups.
Managing Authority	In Scotland, the Managing Authority for the 2014-2020 ERDF programme is the Scottish Government (SG) [Business Directorate, Structural Funds Division].
Match Funding	The funding required and secured from other sources in order to deliver projects. For the Green Infrastructure Fund, this will be at least 60% of eligible costs (30% in H&I).
Metadata	Descriptive information about data.
Moderation	A step in the Selection process when assessment scores are moderated by the Assessment Panel. The Audit and Compliance Officer will collate all the moderated assessments and scores for inclusion in the paper sent to the Scrutiny Panel by the Head of Green Infrastructure Fund to assist them in recommending which projects should be allocated funding from an application round.
National Rules	The rules, published by Scotland's ERDF Managing Authority, which govern the use of ERDF funding in Scotland.
Objectives	The high level description of what will be achieved by the Green Infrastructure Strategic Intervention.
Operations	In the context of the GISI, each Challenge Fund is an operation and the projects funded through the challenge funds are projects.
Outcomes	Outcomes are detailed descriptions of what we want to achieve as a result of the delivery of the Projects. They are derived from the Strategic Intervention objectives and have been defined and described in detail in the Blueprint.
Output and Result Measures	The high level measures that look at delivery of the objectives across the Strategic Intervention.
Outputs	The new infrastructure (both physical and human) that arises from undertaking the activities.
Physical End Date	The date by which all activities must be complete and outputs achieved.
PMB	The Performance Management Board (PMB) meet to agree which applications will be recommended for funding. They assure due process has been followed and look at the strategic fit of applications across the

	Outcomes and added value within the Challenge Fund budget.
Process Measures	The measures used to track how well the Strategic Intervention and the Projects are being managed and delivered.
Result Indicators	Three headline indicators (number of Projects delivering new/improved green infrastructure; increase in open space rehabilitated; % urban population satisfied with greenspace).
Results	The measurable change in outcomes resulting from the implementation of the Projects.
Revenue Expenditure	Eligible expenditure as per the headings in the National Rules. Examples being staff costs.
Selection	The entire process from receipt of a valid application to acceptance by the Managing Authority through which proposed Projects are selected to be part of the Green Infrastructure Fund and are awarded contracts.
Year	Anticipated calendar year that the cost will be incurred and defrayed.

Further information is available on our [website](#).

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