



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

Assessment and Scoring Guidance

Green Infrastructure Fund
Round 3

Guidance for Assessors

November 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.

Version Control

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1. Purpose

This document is a guide to assessing applications to the Green Infrastructure Fund (GIF). It is primarily for assessors but will also be of interest to applicants as it will give them a better understanding of how their applications will be assessed. Assessments should be recorded on the **Green Infrastructure Fund Assessment and Scoring Forms** which will be sent to assessors.

Before starting to assess applications you should read the [Application Guidance](#) and familiarise yourself with the [Application Form](#) and [Financial Annex](#) on the Green Infrastructure Fund website. Other information on our website will help you understand the policy drivers and strategic background to the Green Infrastructure Fund. You will need to refer to our guidance throughout assessment. Our eligibility criteria and guidance have been drawn up on the basis of the [ERDF 2014-2020 Programme National Rules on Eligibility of Expenditure](#). You will also need to read and refer to these when making your assessments as they underpin all the work we fund. The Green Infrastructure team will be happy to answer any questions you may have.

Each assessment panel is made up of three assessors. Each assessor must assess each application independently. You can draw on expert advice to help you do this (procedures for doing so are outlined below) but the scores you give must be allocated independently without discussion with other assessors.

Once you have made your independent assessment you will meet with the other two assessors from your panel and the Moderator to discuss the applications you have been allocated and agree the final scores.

2. Assessing Applications - process and procedure

The third round of applications to the Green Infrastructure Fund closes at midnight on **28 January 2019**. All applications received by the deadline will be screened by the Green Infrastructure team to check that they are complete and to ensure they meet the high level eligibility criteria. Applications passing this initial screening will then be sent to assessors for assessment and scoring.

Each assessor must complete a Declaration of Interest form in relation to each application they are assigned to assess. The Conflict of Interest policy and Declaration of Interest form will be sent directly to you. Please return these forms as quickly as possible so that we can check whether there are any conflicts before we proceed with assessment. You will not be able to assess any application in which you've been involved in developing (e.g. in an advisory or supporting capacity) or in which you've declared any other form of interest.

Each question in the Assessment and Scoring form is cross-referenced to the question(s) in the application form to which it mainly refers. However, in scoring we would encourage you to take into account other relevant information elsewhere in the application and supporting documents.

Eligibility assessment

Our assessment process is moderated by the GI Audit and Compliance Officer and the GI Finance and Audit Manager. When you are sent the applications you will be assessing, you'll also be sent an excel Eligibility Assessment form, set up for you to use specifically for each application. It is important that you complete and return the form as directed by 3pm at the very latest on the day before the Eligibility Assessment meeting is due to take place.

Quality assessment

Once the moderated scores for eligibility have been agreed at the Eligibility Assessment meeting, the Moderator will confirm which applications will then go on to be assessed for quality. **Please don't start quality assessment until you've had confirmation of which applications have passed the eligibility stage.** You should complete your assessment of quality using the form provided. As with the Eligibility Assessment meetings, if this has not been done by 3pm on the day preceding the meeting, the meeting will not be able to go ahead.

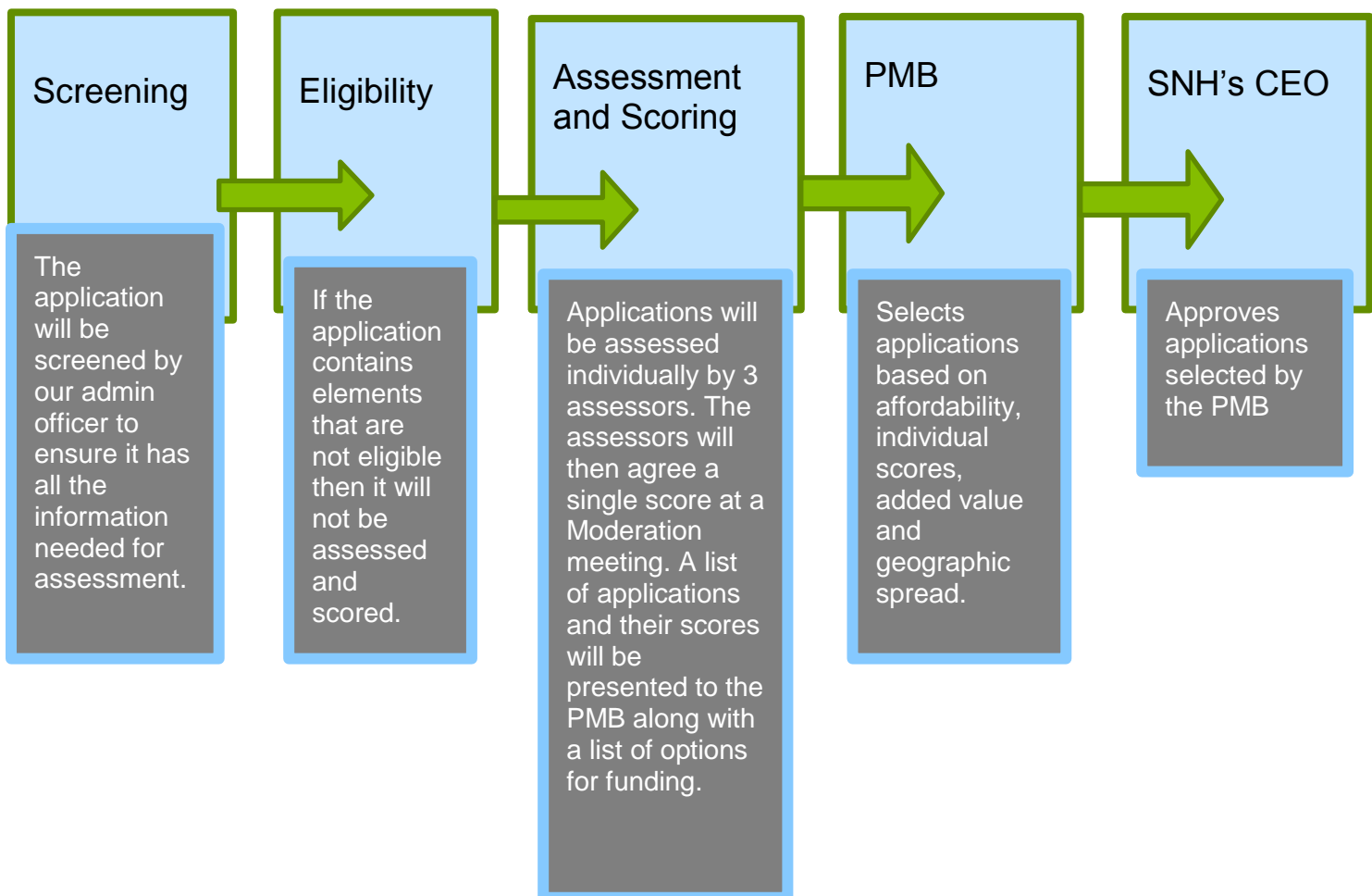


Fig.1 Green Infrastructure Fund assessment stages

3. Advice

Applications to the Green Infrastructure Fund are complex and span many areas of expertise. With this in mind, we have arranged for specialist advice to be provided to assessors. We will ask for advice on;

- Financial competence, procurement policy and equalities for all applications;
- HR and recruitment for all applications which involve staff posts;
- Contribution to specific outcomes will be sought where appropriate.

You will be provided with copies of all advice received as early in the assessment process as possible.

If you feel that you need further expert advice to make an objective assessment of a particular question, please request advice by contacting Iain Rennick (iain.rennick@nature.scot), SNH's Head of Structural Fund Projects or Fiona Strachan (fiona.strachan@nature.scot), Green Infrastructure Project Manager. They will coordinate requests for advice to ensure that advisors do not have to answer the same question several times, and to make sure that all assessors simultaneously receive the same advice.

Queries regarding eligibility of activities or expenditure may need to be discussed with the Managing Authority. Again, Iain and Fiona will coordinate these queries. Remember that, as an assessor, you need to conduct your assessment independently, so please do not discuss any issues with other assessors prior to moderation meetings. Also, please do not contact any of the applicants directly about their applications.

Applications will be checked for compliance with State Aid and any issues will be discussed with the Managing Authority via Iain or Fiona.

4. Timeline

An indicative timeline for GIF Round 3 assessment and moderation is shown in the following table. This will be updated and confirmed after the application round has closed and we know how many applications have been submitted. You'll be contacted as soon as possible after the deadline to confirm details of your Panel meeting and the applications you'll be considering.

Table 1: Indicative Timeline for GIF Round 3

MONTH	ACTION
September 2018	GIF opens for applications (26 September)
October 2018 – January 2019	Support Phase
January 2019	Application Deadline – midnight on Monday 28 January
	Screening and Eligibility checks
February 2019	Eligibility Assessment
March 2019	Quality Assessment
April 2019	Performance Management Board paper issued
	Performance Management Board meets (25 April)
May 2019	Approval Paper issued taking account of PMB views
	Approval received from SNH's CEO

	Decision letters issued
	Implementation meetings with grantees
June 2019	Draft contracts issued
	Public announcement of successful projects
July 2019 onwards	Projects commence
June 2022	Final date by which projects must have been delivered
December 2022	Final date by which all grants must be claimed and paid

5. Stages of Assessment

This section explains in more detail how to score questions at each stage of the assessment process.

Application screening

The purpose of Application Screening is to ensure that the application is complete, all mandatory supporting documents have been submitted and presented as required and the application passes high level eligibility. This will be completed by the GI Administrator and Audit and Compliance Officer. At this stage, if there are only minor omissions the applicant may be given the opportunity to provide the missing information. You will only receive applications which are complete and have therefore passed this screening, as if they fail to do so they will be rejected. Copies of the 2 completed screening forms for each application will be supplied to you. If you believe that the application you are assessing does not meet the screening criteria please let us know.

Eligibility scoring

Each assessor is asked to score each application independently for eligibility, and record this on an Eligibility Assessment form. At this stage eligibility should be scored on a yes/no (1/0) or not applicable basis. Normally, only applications which score full marks on eligibility will proceed to quality assessment. If you consider there to be exceptional circumstances why an application which does not score full marks should proceed, please note the reasons in the box provided.

On the Assessment form there is a column for you to insert comments after each question. Please use this to record any information you feel is relevant. Please label your comments using the following categories:

Issue: anything which might stop the project being able to go ahead or affect the applicant's ability to deliver it.

Risk: any risk which would need to be managed or mitigated during the delivery of the project.

Condition: anything which would need to be addressed either before a contract is signed or before the first payment can be made.

The form contains the following questions which you will need to answer:

1. *Do you agree that this Application meets the Screening criteria?*

If you have any issues to raise please note these in the appropriate box provided on your Eligibility Assessment form.

2. *Are the total eligible project costs greater than £650,000? (Application Q 2.4)*
3. *Is the grant requested greater than £250,000? (Application Q 2.5)*
4. *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? (Application Q 2.5)*
5. *Is the project new and will not have started prior to offer of funding? (Application Q 2.6)*
6. *Will project activities be complete by 30 June 2022? (Application Q 2.7)*
7. *Has the applicant provided evidence of local demand for the project? (Application Q 4.3)*
8. *Will the project activities take place within or benefit areas within the lower ranked 20% of SIMD (Scottish Index of Multiple Deprivation)? (Application Q 3.5)*

The project does not necessarily have to take place in an area that falls within the most deprived 20% of datazones in Scotland. However if it does not, it will need to demonstrate clearly how it will directly engage with and benefit communities from one or more of these areas.

9. *Does the applicant own the land where the project will take place or have a lease which extends beyond 2030 (to allow the site to be used for the approved purposes beyond the term of the grant and throughout the auditable period)? (Application Q 3.6)*
10. *Does the application benefit an urban settlement in Scotland with a population of more than 10,000? (Application Q 3.4)*
11. *Has the applicant fully demonstrated the added value of the project? (Application Q 3.3)*

Score 1 if clear evidence has been provided of the added value the project will bring, and that the work to be done is not a statutory requirement.

12. *Has the applicant demonstrated that they have the necessary skills and sufficient administrative and financial capacity to carry out the proposed project? (Application Q 6.2)*

- track record in delivering the activities in the project and achieving results;
- experience in delivering similar projects;
- track record in delivering structural funds or managing grants of a similar size.

Score 1 if the application meets one or more of these criteria. Please state in the comments column how the applicant organisation meets the criteria.

13. *If the project is employing staff, are the costs eligible i.e. will all staff be spending at least 40% of their contracted time on the project? (Application Q 7.2 and Financial Annex)*

Reasonableness and appropriateness of costs will be looked at further in Quality if applicable.

14. *If the project will be procuring costs, are the costs eligible? (Application Q 7.3 and Financial summary)*

Reasonableness and appropriateness of costs will be looked at further in Quality if applicable.

Please check costs in the application form and the financial summary of the application. Score 1 if activities and costs meet the criteria. If a small proportion of the costs (<10%) appear to be ineligible, this can be recorded and looked into further. (If the application is recommended for funding, it may be possible to remove minor ineligible costs from the finalised project.)

15. *Has the applicant explained how they plan to comply with Monitoring and Evaluation requirements? (Application Q 6.5)*

16. *Has the applicant explained how they will comply with branding and publicity requirements? (Application Q 6.6)*

17. *Has the applicant demonstrated convincingly that all other funding options have been explored and that the project cannot and will not proceed without our funding? (Application Q 4.4 and 7.1)*

18. *Are the match funding sources eligible? (Application Q 7.4)*

Please check that the match funding does not include other EU funding, in-kind contributions or any commercial funding.

19. *Is the match funding for the project either confirmed or identified and expected to be confirmed before the project is due to start? (Application Q 7.4)*

When the scores have been independently allocated for Eligibility, the three assessors will submit their forms to the Moderator the day before the meeting is due to take place. At the moderation meeting, the assessors will agree the final moderated scores and a decision will be made as to whether the application in question should proceed to be assessed for quality.

Quality assessment

Applications which have been deemed eligible following the Eligibility Moderation process will go on to be assessed for quality. The Quality assessment form is divided into categories

in which the competency of the applicant and the impact and quality of the proposed work is considered. Assessors should use the quality assessment scoring forms which will be provided.

In general, please score using the following scale:

- 0 = no evidence / not stated
- 1 = weak (no clear evidence)
- 2 = clear (relevant evidence provided)
- 3 = strong (strong evidence provided)

Please enter your score in the appropriate column on your assessment scoring form. If you allocate scores of 0 or 1 to any of the questions, please list them in the box provided and include a comment explaining why.

The questions are grouped together under 5 headings:

- The Project
- Evidence of Need
- Outcomes and Horizontal Themes
- Project Management and Deliverability
- Project Costs

The Project

1. *To what extent does the project create or improve accessible multifunctional greenspace?*

This question should take an overview of the project as a whole and scores should be allocated on the basis of the difference the project will make in comparison to the existing greenspace (or lack of) in the project area.

2. *Does the project take place in an area where there is an identified deficiency of greenspace?*

To score 3, the applicant should provide convincing, referenced evidence showing how greenspace deficiency has been identified.

3. *How innovative is the project in a Scottish context?*

To score 3, applicants need to explain fully what is innovative about their project.

Innovation can be widely interpreted and may include, for example, 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.

4. *How well has the applicant evidenced the added value of the project i.e. additional outputs, increased number of participants, etc.?*

To score 3, applications should provide strong evidence for how ERDF funding will help to achieve benefits that would be otherwise unattainable and that the project's outputs and the benefits that arise from them will be clearly identifiable.

5. *To what extent will the project benefit communities in the most deprived 20% of Scotland according to SIMD?*

To score 3, the application needs to clearly demonstrate that the project will impact areas in the most deprived 20% of SIMD by referring directly to SIMD rankings/local share as appropriate.

6. *How well does the project work alongside other EU funded programmes or projects (e.g. ETC, EAFRD, EMFF, Horizon 2020, SRDP or other strategic interventions) or Scottish Government (e.g. CSGN, Active Travel, Economic Growth Areas) initiatives?*

To score 3, the application needs to demonstrate an awareness of what else is happening in the area and how their proposed project will complement/work alongside these other activities.

7. *How well do the project outcomes match the needs identified?*

To score 3, applicants should provide clear evidence showing why their project is needed and what identified deficiencies it will address. This evidence could include data and statistics, surveys, plans or strategies.

In answering this question applicants should take an overview of the application as a whole and how well its delivery towards the outcomes matches with the needs identified in the application.

8. *Does the applicant have a clear plan for the ongoing management and maintenance of the green infrastructure the project will create?*

Score 3 if the applicant has set out a clear plan for how the project site will be looked after beyond the lifetime of the ERDF grant.

9. *Has the applicant provided a convincing explanation for how they will ensure that the site will continue to be used for the approved purposes of the project until at least 2030?*

10. *Will the applicant have all the necessary permissions in place to carry out the project by the time it is due to start?*

Score 3 if all permissions are in place, 2 if they are likely to be in place by the time the project is due to start and lower if there are any concerns over whether they will be secured in time.

11. *To what extent will the project address land on the Vacant and Derelict Land Register?*

12. *Has the applicant demonstrated clearly that the project will have a strong legacy, and that its benefits will persist beyond the auditable period (to 2030 and beyond)?*

To score 3, the application should clearly set out how the project will create lasting change and ensure that its benefits persist beyond the life of the funding, and for the at least the auditable period of 10 years post receipt of funding. Score 2 or 1 where future plans are weak or poorly resourced.

Evidence of Need

13. *How convincing overall is the evidence provided for the need for the project?*

14. *How strong is the evidence for strategic support for the application?*

15. *How strong is the evidence of demand and support for the project at community level?*

We are looking for strong evidence for how the project will benefit the community along with evidence of early meaningful engagement with the community.

16. *How well does the application show how the project will contribute to local, national and regional plans and strategies including development plans, strategic drainage and flood management plans, local biodiversity action plans, access strategies and social and economic development plans?*

17. *How well has the application demonstrated that the project can't proceed without ERDF grant?*

The application must show that other funding sources have been considered and that there is a genuine gap in funding. Score 3 if the applicant has provided a convincing justification/evidence of why the project would not be able to proceed without ERDF funding, including details of other funding considered or sought. If you feel the project could still go ahead if funding is not awarded, then score 0.

Outcomes and Horizontal Themes

The assessment provides a range of questions to consider for each of the Outcomes and Horizontal Themes.

The Outcomes are key to how we will measure the impact of the projects we fund. We are looking for projects which deliver multiple benefits, so although we do not expect all projects will contribute to all the outcomes, we do want projects to address as many of our outcomes as possible.

To score 3 for any question, applications should clearly articulate how they will deliver the outcome and be clear on the measures they will use to achieve it.

To score 2, we would expect a clear relationship between the proposed activities and the outcome desired.

Nature, biodiversity and ecosystems

18. *How well will the project improve ecosystem value, restoring habitat and creating wildlife corridors?*

19. *How well does the application help increase people's awareness of the value of biodiversity and the steps they can take to conserve and use it sustainably?*

Score 3 if the application explains clearly how the project will raise people's awareness of wildlife and biodiversity and the steps they can take.

20. *How well does the project identify and prioritise action for invasive non-native species (INNS) and their pathways, including addressing the possibility that increasing connectivity/permeability of habitats may increase the risk of INNS?*

21. *How will the project contribute towards national biodiversity strategies and targets? e.g. Scotland's pollinator strategy, Biodiversity route map priority projects*

22. *To what extent does the project directly involve people in conservation activity?*

Environmental quality, flooding and climate change

23. *How well does the application address water quality, flooding and flooding-related problems?*

24. *How well does the application contribute to improving the ecological status (particularly water quality and physical condition) of a water body (defined as water forming a physio-geographical feature)?*

25. *How well will the application improve or protect soils?*

26. *How well will the project reduce the impacts of pollution?*

27. *How well will the project make use of innovative (in a Scottish context) climate adaptation or mitigation techniques?*

Involving communities and increasing participation

28. *How well will the project increase access to or between areas of greenspace?*

29. *How well will the project increase access to a wider range of greenspace types?*

30. *To what extent has the community had the opportunity to influence, inform or even lead the design, implementation, management and use of their green infrastructure?*

31. *How well developed are the applicants plans for ongoing engagement with the local community?*

32. *To what extent will the project provide space for local food production such as allotments, community gardens and orchards?*

Increasing place attractiveness and competitiveness

Strong applications will recognise the value of improving the image and perception of place in increasing community opportunity and prosperity. The role of the third sector and other partners may be recognised, as may the potential for activities to stimulate employment and skills development or to attract visitors.

33. *To what extent will the project improve the attractiveness of the local area as somewhere to live and work?*
34. *How well will the project increase capacity for skills development (i.e. training for which participants receive some form of accreditation) or outdoor learning?*
35. *How well will the project maintain or increase job opportunities?*
36. *To what extent will the project increase visitor numbers to the site, both local and from other areas?*
37. *To what extent will the project provide increased volunteering opportunities?*

Improving health and wellbeing

Strong applications for this outcome will recognise the role of increased access to nature and greenspace in improving physical and mental well-being and propose clear activities to deliver against this.

38. *To what extent will the project benefit areas with identified low levels of activity or other identified health issues within sections of the local community?*
39. *To what extent will the project aim to improve health (mental and physical) and wellbeing by improving access to quality greenspace?*
40. *To what extent will the project specifically aim to improve mental health and wellbeing?*
41. *To what extent will the project specifically aim to improve physical health and wellbeing?*
42. *To what extent will the project link to local NHS facilities (GP practices, Health centres, hospitals) bringing greenspace closer to patients and/or increasing access for healthcare staff?*

Horizontal Themes

Sustainable development

43. *To what extent does the application demonstrate that the potential environmental impacts of the project have been considered and mitigated for as far as possible?*
44. *To what extent does the application demonstrate that goods and services will be locally sourced?*
45. *To what extent does the application not only consider what Environmental Sustainability/Sustainable Development policies, procedures and/or resources are in place but also how these will be applied to make a positive difference?*

Equal Opportunities and Non-discrimination

Strong applications will identify any equality issues within their community and identify targeted activities to support and enable equal access to and involvement in their project. Applications should set out specific activity for target groups and identify how barriers can be overcome. Reference should be made to applicants' equalities policies or principles.

46. How well does the application outline any potential barriers to access to participation, how these have been identified and how the project intends to overcome these barriers?

47. To what extent does the application focus increasing opportunities for participation by particular target groups at risk of social exclusion? These groups may have protected characteristics or be otherwise at risk of discrimination.

48. How well does the application explain how the project will take account of and reflect the needs of the target group(s) in the development and delivery of all activities?

Equality between Men and Women

49. To what extent does the application ensure that engagement of female participants is considered?

50. To what extent will the project increase physical activity levels by providing places for play, exercise and recreation, particularly for girls and women?

51. To what extent does the project reduce gender stereotyping?

Project Management and Deliverability

52. How good are the applicant's plans for delivery – are the milestones and timescales realistic, and do they relate clearly to the financial projections?

To score 3 an application must contain detailed, well thought-out information on how the project will be delivered with realistic and achievable milestones. Score 2 if there are milestones without clear timescales or 1 if no timescales or timescales appear un-realistic.

To answer this question, you will need to refer to the financial annex as well as the information in the application form.

Assessors should bear in mind the stated start and end dates for the project and ascertain whether it is realistic for the project activities to be completed successfully during this period. Grantees can start their project, at their own risk once their 'Intention to Award' letter has been issued (it is anticipated that these will be issued in May 2019) but they may wait until contracts have been signed. All projects and their Eligible Activities must be completed in their entirety by 30 June 2022.

53. How well developed are the plans for the project – do they need further work to bring them up to RIBA Stage 3?

Ideally, we would like projects to be at RIBA Stage 3 before they apply to us. In some cases however, there may be good reasons why a project has not yet reached this stage, but the

applicant would need to provide strong justification for why not, and would need to provide convincing evidence that the project would be still be deliverable within our timescales. Score 3 if RIBA stage 3 designs are included. If they are not, you should adjust your score according to how well the applicant has justified their absence and explained the next steps towards reaching this stage.

Any project that is awarded funding without RIBA stage 3 drawings, will be required to provide them as a condition of contract if their application is awarded funding.

54. How strong is the applicant's track record in delivering large projects (min £500k), EU funded or otherwise?

To score 3, the applicant should demonstrate clear experience of successful delivery of similar projects in terms of scale and content, most likely EU funded. In addition, the application should provide convincing evidence that the project is well planned, realistic and deliverable with the available timeframe.

To score 2, the applicant will have provided evidence of having managed smaller/non-EU funded projects.

55. How robust are the applicant's plans for managing risk?

To score 3, clear plans for risk management must be provided. These must take account of the Green Infrastructure Risk Management Guidance. Score 2 for risk management which does not meet guidance but may still be robust or 1 where risk management is weak.

56. How strong are the applicant's plans for monitoring and evaluating the success of their project?

To score 3, applicants must demonstrate that they have clear plans for monitoring and evaluation of their project's progress and results and have the capacity and intention to comply with the [GIF Monitoring and Evaluation Guidance](#) which sets out the various measures and the reporting framework.

Grantees will be required to report on all of the mandatory and selected measures on a quarterly basis, which will be confirmed as part of the Delivery Contract for the funding. The plan for reporting should reflect the need for quarterly reporting on progress with delivery as well as a final report, annual reports on progress against results up to 2023 and retention of auditable data to 2030.

57. How strong are the applicant's plans for communication about their project?

To score 3, applicants must have clearly thought out and realistic plans for communications and branding and must refer to and be in line with the GIF [Communications Toolkit](#).

58. How well will the applicant evidence compliance with EU requirements and be prepared for audit?

To score 3, applicants must demonstrate a clear understanding of EU audit requirements and demonstrate that they have the capacity to meet these. Reference should be made to their plans for the management and storage of data, information and evidence.

The applicant should also demonstrate that public procurement procedures and rules (European Union and Scottish Government) will be adhered to and regulatory requirements complied with?

Project Costs

59. Please note this is a 2 part question. Scoring should be allocated taking an overview of all the costs included in the project i.e. for projects which include both staff and procurement costs, scores should consider both types of cost. Any risks/issues should be recorded in detail on the scoring form.

a) If the project will be employing staff, how reasonable and appropriate are the costings?

By reasonable and appropriate, we mean that the costs should be fair, sensible, suitable and relevant under the circumstances of the project. To score 3, staffing levels must be proportionate and comparable to other projects at a similar scale. If you are allocating a score of less than 3 for this question, please explain why in the comments column. The application should provide clear, consistent figures relating to the project including the match funding.

b) If the project will be procuring work, how reasonable and appropriate are the costings?

By reasonable and appropriate, we mean that the costs should be fair, sensible, suitable and relevant under the circumstances of the project. To score 3, the costs must be proportionate and comparable to other projects at a similar scale. If you are allocating a score of less than 3 for this question, please explain why in the comments column. The application should provide clear, consistent figures relating to the project including the match funding.

60. How well have the costings been confirmed and justified (e.g. on the basis of quantity surveyor reports, recent similar projects, quotes etc)?

To score 3, costs should be well defined and evidenced.

61. How close is the applicant to securing match funding for the project?

To score 3, match funding must be in place at the time of application. To score 2 some of the match funding must be secured/it must be likely that it will all be secured by the time funding is awarded. Applications where there is some degree of uncertainty over match funding sources or timescales will score 1 or 0.

62. How well has the applicant demonstrated that they will manage the match funding package to ensure that the timescales and expectations of all funders will be met?

Annex 1

Green Infrastructure Fund – Round 3: Quality Assessment questions cross-referenced to questions in the Application Form

The Project		Application No. Ref
1.	To what extent does the project create or improve accessible multifunctional greenspace?	2.2, 3.1
2.	Does the project take place in an area where there is an identified deficiency of greenspace?	3.5, 4.1
3.	How innovative is the application in a Scottish context?	3.2
4.	How well has the applicant evidenced the added value of the project, i.e. additional outputs, increased number of participants etc.?	3.3
5.	To what extent will the project benefit communities in the most deprived 20% of Scotland according to SIMD?	3.5
6.	How well does the project work alongside other EU funded programmes or projects (e.g. ETC, EAFRD, EMFF, Horizon 2020, SRDP or other strategic interventions) or Scottish Government (e.g. CSGN, Active Travel, Economic Growth Areas) initiatives?	3.3
7.	How well do the project outcomes match the needs identified?	4.1 plus Section 5
8.	Does the applicant have a clear plan for the ongoing management and maintenance of the green infrastructure the project will create?	3.7
9.	Has the applicant provided a convincing explanation for how they will ensure that the site will continue to be used for the approved purposes of the project until at least 2030?	3.8
10.	Will the applicant have all the necessary permissions in place to carry out the project by the time it is due to start?	3.9
11.	To what extent will the project address land on the Vacant and Derelict Land Register?	3.10
12.	Has the applicant demonstrated clearly that the project will have a strong legacy, and that its benefits will persist beyond the auditable period (to 2030 and beyond)?	5.9
Evidence of need		
13.	How convincing overall is the evidence provided for the need for the project?	4
14.	How strong is the evidence for strategic support for the application?	4.2
15.	How strong is the evidence of demand and support for the project at community level?	4.3
16.	How well does the application show how the project will contribute to local, national and regional plans and strategies including development plans, strategic drainage and flood management plans, local biodiversity action plans, access strategies and social and economic development plans?	4.1
17.	How well has the application demonstrated that the project can't proceed without ERDF grant?	4.4

Outcomes and Horizontal Themes		
Nature, biodiversity and ecosystems		
18.	How well will the project improve ecosystem value, restoring habitat and creating wildlife corridors?	5.1
19.	How well does the application help increase people's awareness of the value of biodiversity and the steps they can take to conserve and use it sustainably?	5.1
20.	How well does the project identify and prioritise action for invasive non-native species (INNS) and their pathways, including addressing the possibility that increasing connectivity/permeability of habitats may increase the risk of INNS?	5.1
21.	How will the project contribute towards national biodiversity strategies and targets? e.g. Scotland's pollinator strategy, Biodiversity route map priority projects	5.1
22.	To what extent does the project directly involve people in conservation activity?	5.1
Environmental quality, flooding and climate change		
23.	How well does the application address water quality, flooding and flooding-related problems?	5.3
24.	How well does the application contribute to improving the ecological status (particularly water quality and physical condition) of a water body (defined as water forming a physio-geographical feature)?	5.3
25.	How well will the application improve or protect soils?	5.3
26.	How well will the project reduce the impacts of pollution?	5.3
27.	How well will the project make use of innovative (in a Scottish context) climate adaptation or mitigation techniques?	5.3
Involving communities and increasing participation		
28.	How well will the project increase access to or between areas of greenspace?	5.2
29.	How well will the project increase access to a wider range of greenspace types?	5.2
30.	To what extent has the community had the opportunity to influence, inform or even lead the design, implementation, management and use of their green infrastructure?	5.2
31.	How well developed are the applicants plans for ongoing engagement with the local community?	5.2
32.	To what extent will the project provide space for local food production such as allotments, community gardens and orchards?	5.2
Increasing place attractiveness and competitiveness		
33.	To what extent will the project improve the attractiveness of the local area as somewhere to live and work?	5.4
34.	How well will the project increase capacity for skills development (i.e. training for which participants receive some form of accreditation) or outdoor learning?	5.4
35.	How well will the project maintain or increase job opportunities?	5.4
36.	To what extent will the project increase visitor numbers to the site, both local and from other areas?	5.4
37.	To what extent will the project provide increased	5.4

	volunteering opportunities?	
Improved health and wellbeing		
38.	To what extent will the project benefit areas with identified low levels of activity or other identified health issues within sections of the local community?	5.5
39.	To what extent will the project aim to improve health (mental and physical) and wellbeing by improving access to quality greenspace?	5.5
40.	To what extent will the project specifically aim to improve mental health and wellbeing?	5.5
41.	To what extent will the project specifically aim to improve physical health and wellbeing?	5.5
42.	To what extent will the project link to local NHS facilities (GP practices, Health centres, hospitals) bringing greenspace closer to patients and/or increasing access for healthcare staff?	5.5
Sustainable development		
43.	To what extent does the application demonstrate that the potential environmental impacts of the project have been considered and mitigated for as far as possible?	5.6
44.	To what extent does the application demonstrate that goods and services will be locally sourced?	5.6
45.	To what extent does the application not only consider what Environmental Sustainability/Sustainable Development policies, procedures and/or resources are in place but also how these will be applied to make a positive difference?	5.6
Equal Opportunities and Non-discrimination		
46.	How well does the application outline any potential barriers to access to participation, how these have been identified and how the project intends to overcome these barriers?	5.7
47.	To what extent does the application focus increasing opportunities for participation by particular target groups at risk of social exclusion? These groups may have protected characteristics or be otherwise at risk of discrimination.	5.7
48.	How well does the application explain how the project will take account of and reflect the needs of the target group(s) in the development and delivery of all activities?	5.7
Equality between Men and Women		
49.	To what extent does the application ensure that engagement of female participants is considered?	5.8
50.	To what extent will the project increase physical activity levels by providing places for play, exercise and recreation, particularly for girls and women?	5.8
51.	To what extent does the project reduce gender stereotyping?	5.8
Project management and deliverability		
52.	How good are the applicant's plans for delivery – are the milestones and timescales realistic, and do they relate clearly to the financial projections?	6.1
53.	How well developed are the plans for the project – do they need further work to bring them up to RIBA Stage 3?	10 Mandatory supporting documents
54.	How strong is the applicant's track record in delivering large	6.2

	projects (min £500k), EU funded or otherwise?	
55.	How robust are the applicant's plans for managing risk?	6.4
56.	How strong are the applicant's plans for monitoring and evaluating the success of their project?	6.5
57.	How strong are the applicant's plans for communication about their project?	6.6
58.	How well will the applicant evidence compliance with EU requirements and be prepared for audit?	8.2
Project Costs		
59.	a) If the project will be employing staff, how reasonable and appropriate are the costings? b) If the project will be procuring work, how reasonable and appropriate are the costings?	7.2 and 7.3
60.	How well have the costings been confirmed and justified (e.g. on the basis of quantity surveyor reports, recent similar projects, quotes etc)?	Supporting documents – detailed costings
61.	How close is the applicant to securing match funding for the project?	7.4
62.	How well has the applicant demonstrated that they will manage the match funding package to ensure that the timescales and expectations of all funders will be met?	7.4, 6.2

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