



NatureScot
NàdarAlba

Scotland's
Nature Agency
Buidheann
Nàdair na h-Alba



Green Infrastructure Grantee Resources

Information and Guidance for Grantees, and who to contact.

Grantee Resources

This page contains links to all the guidance documents and templates you will need during the delivery of, reporting of and claiming for your project.

The National Rules

[ESIF National Rules on Eligibility of Expenditure](#)

These are the National Rules governing expenditure for the Scottish ERDF programme 2014-2020. They are published on the Scottish Government's website and are regularly updated. It is your responsibility to ensure that your project is delivered in accordance with these rules.

[GIF Eligibility Guidance](#)

This is specific to the Green Infrastructure Fund and Green Infrastructure Community Engagement Fund and has been put together by the team to help applicants and grantees ensure that their project expenditure is eligible. It will be updated when the need arises and we will let you know when there are updates you need to be aware of.

Communications and Branding

[Communications Toolkit](#)

This contains guidance on all aspects of communications including compliance with ERDF requirements. It also contains links to all the logos you will need for your communications activities.

European Structural and Investment Funds Logo

[Downloadable logos in JPG, PNG or PDF file format](#)

Claims & Finances

In this section you'll find the guidance and templates you will need to use to submit claims, update your financial forecasts and receive payments.

[Green Infrastructure Claims Guidance](#)

[Green Infrastructure Claim Form template](#)

[Managing Authority single operation timesheet template and guidance](#)

[Project Expenditure Forecast Report](#)

[NatureScot bank details form \(editable PDF\)](#)

Quarterly Progress Report Template – please see Reporting section below

Reporting

This section contains reporting forms for using during project delivery to complete quarterly reports, for your Final Report and to submit annual reports once your project has finished.

[Quarterly progress report template](#)

[Final report template \(GIF\)](#)

[Final report template \(GICEF\)](#)

[Annual Post Project Report \(GICEF\)](#) - Please be aware that this is a read-only template and your Project & Funding Officer will prepare a bespoke annual report for you at the appropriate time for you to complete.

Procurement

This section contains guidance on procuring costs for your project.

[Procurement checklist/aide memoire](#)

[Managing Authority Public Sector procurement guidance](#)

[European Commission - public procurement guidance for practitioners](#)

[EU - procurement penalties - decision on setting out guidance for determining financial corrections](#)

Change Requests

If you need to submit a change request you can find guidance and the Change Request form here.

[Change Guidance, Process and Change Request Template](#)

Audit and Compliance

[Audit and Compliance Guidance](#)

Monitoring and Evaluation

You can find guidance on Monitoring and Evaluating your project in this section. There are also template surveys which you can use if you wish.

[Monitoring and Evaluation guidance](#)

[Monitoring and Evaluation plan template](#)

[Equality Impact Assessment template](#)

[On-site survey template \(pre-development\)](#)

[On-site survey template \(post-development\)](#)

[Residents' Survey \(pre-development\)](#)

[Residents' Survey \(post-development\)](#)

How we can help

You can contact us by [email](#). We aim to respond to all correspondence within 2 working days.

During the delivery period for the approved projects, our Project and Funding Officers will maintain on-going contact with grantees, fulfilling audit requirements and ultimately evaluating the outputs and results of the projects.

If you need advice from NatureScot about the natural heritage in relation to your project, or need a representative on a steering group, please contact [your local NatureScot area office](#). The Green Infrastructure Fund team cannot provide this service but we encourage you to contact and work with our colleagues.

Complaints and customer care

We're committed to providing you with excellent service and your views and feedback are really important to us. If something goes wrong or you are dissatisfied with our services, please tell us so we can try to put things right for you. We welcome compliments as well.

For further information, please visit our [customer care](#) page.

For general background information on European Structural and Investment Funds (ESIF) in Scotland, visit the [Scottish Government's ESIF website](#) and [Scot Gov ESIF Twitter page](#)

Contact

Green Infrastructure

greeninfrastructure@nature.scot