



Scottish Natural Heritage
Dualchas Nàdair na h-Alba

Peatland ACTION

Restoring
Scotland's
peatlands

Applying for Funding - Information for Applicants

Getting in touch with us

Potential applicants are encouraged to discuss potential projects with their local Peatland Action Project Officer. This will allow us to provide necessary guidance and support the development of your project. You should get in touch with us by email at peatlandactiongrant@snh.gov.uk and we will arrange for a Peatland Action Project Officer to contact you to discuss your proposal.

Timescales for decisions

You can submit an application to us (peatlandactiongrant@snh.gov.uk) at any time. We have separate Restoration Project and Feasibility Study application forms on our website.

The application will ask you to tell us if you have a deadline by which you need a decision to allow you to complete any approved activities in the timescales allowed. Your Funding Officer will let you know when we expect to be in a position to inform you of our decision.

The deadline for submitting applications is **31 May 2018**. This is to make sure that there is sufficient time to deliver the project, including any delays resulting from poor weather, by the end of February 2019.

Please allow **4-6** weeks for a decision. You will not be able to start your project until we have informed you of our decision.

Applicant responsibilities

As the Applicant, you are responsible for delivery of agreed activities, as per the Terms and Conditions of funding. You will need to sign any funding contract we may make to you.

Use of agents

- You may appoint an Agent to act on your behalf. Where this is the case, and you want us to work through an Agent, you must provide contact details for your appointed Agent.
- Our standard process is for payments to be made direct to the Applicant, via BACS. However, in some cases, you can ask us for payments to be made directly to your appointed Agent. We will provide you with the necessary documentation to allow payments to be made, if we make an offer to you. It is your responsibility to make sure that your appointed Agent delivers the project, and claims funds, as expected.
- Our funding contract will be with you, and you will be responsible for compliance with the terms and conditions of funding. If you use an Agent, you will still be responsible for ensuring the project delivers as planned to timescale. You are also responsible for making sure any necessary permission or consents are in place.

Use of contractors

- Where you appoint a contractor to undertake works on your behalf, you are responsible

for making sure that they are sufficiently competent and qualified to do the work, and that safe working practices are followed.

- We will not make payment direct to contractors.

Procurement requirements

Customers should demonstrate good procurement practice by inviting competitive tenders from not less than 3 suitably experienced contractors for submission to SNH with the completed Funding Application Form. Where the availability of suitably experienced contractors is an issue, we will consider other suitable contractors provided that appropriate controls are in place to manage effectively the successful completion of restoration works.

- When securing the services of a contractor the customer should get quotes as follows: £1,000 to £25,000 – three written quotes (email quotes are acceptable)
- Over £25,000 – three tendered quotes
- Single quotes may be considered in exceptional circumstances provided they are accompanied with a full justification e.g. where geographical location limits the availability of contractors.
- Customers should not enter into a formal contract with a contractor prior to receiving a formal offer of funding from SNH.

Where the application is based on estimated costs, you will need to provide evidence of the tendering process (including quotes) prior to commencing work. Any funding award we make will be conditional on the firm quotes. We will not make payment without evidence of firm quotes and agreed costs. In the event that quotes are less than our original estimates, we will reduce our funding accordingly.

Conditions of Funding

You must accept our standard Terms & Conditions of funding. These are non-negotiable and can be found at www.nature.scot/peatlandaction.

In addition, the following mandatory special conditions apply to all Peatland Action Fund restoration projects:

- All information collected in the project will be shared under an open access agreement unless there is a specific reason not to, for example, where the information is personal.
- All relevant permissions must be confirmed before work commences and are the responsibility of the applicant. This includes felling licence, SEPA licences and any other permissions relating to designated sites or land ownership, where appropriate. You will need to provide evidence prior to starting your project, unless we agree otherwise, in writing.
- If mobile capital equipment, such as peat probes, are purchased as part of the project, SNH may ask that these are loaned to third parties in your area.
- All work supported by this grant refers to sites described and maps submitted in the application form.
- You must arrange for a site visit from the Peatland Action Project Officer prior to contractors leaving site. This is to make sure that works have been completed to a satisfactory standard. Final claims will not be made without an inspection visit, unless we have previously agreed in writing that a visit is not needed.
- Site improvements must be maintained for **10** years from the date of your final grant payment. This includes no muirburn on restoration sites for the period.
- You must provide a before and after report on completion of the project and before the final payment. This includes:

- A peat depth survey of the restored site (following our guidance and using our Peat Depth survey template).
- A Final Report using our template). Note we will **not** assess a final claim for payment without a final report that meets the required standard.
- All reports should be supported with labelled and geo-referenced photographs.
- Following completion of the capital works paid for by this project you must provide a report on management success and failures of the project five years from the date of your final grant payment. This is to allow us to understand the impact of the restoration work on the site.

We may apply further special conditions depending on the exact nature of your project. You must accept all terms and conditions of funding prior to starting any works.

Designations: natural heritage, landscape, historic

Your application must take into account any designated sites that lie within or adjacent to your land.

There are three types of designation that may impact on an application:

- **natural heritage designations:** Sites of Special Scientific Interest (SSSI) and Natura sites – Special Protection Area (SPA) and Special Area of Conservation (SAC)
- **landscape and recreational designations:** National Scenic Area, Regional Park, Country Park, National Park

You can find details of these designations using [Scottish Natural Heritage's SiteLink website](#). You can also get advice on these designations from your [local SNH office](#) or Peatland Action (Peatlandaction@snh.co.uk) We recommend you do this as early as possible before you make your application.

- **historic and archaeological designations:** Scheduled Monuments

You can get advice on scheduled monuments and the scheduled monument consent process from: [Historic Environment Scotland](#) Longmore House, Salisbury Place, Edinburgh EH9 1SH Tel: 0131 668 8716 Email: HMconsultations@hes.scot

Data and monitoring

It is important that we are able to monitor and report on the effectiveness of the Peatland Action Fund. To help us in doing this, you should provide the underlying data displayed on maps, where available. Please include datasets showing restoration locations, dams, drains/gullies and bare peat.

Please use GIS templates where possible. They can be downloaded from our [Natural Spaces website](#) or, if you let us know (peatlandaction@snh.gov.uk) we can email them to you.

Progress reporting and payment of funds

Payment of funds will be made in arrears and on submission of an agreed Progress and Claim form and receipted invoices, and, for your final claim, a Final Report. The request for payment should be submitted to SNH based on the dates agreed within the final funding offer.

We will not make final payment without receiving a completed Final Report that meets the necessary standards.

We understand that some applicants may experience cash-flow challenges in managing large restoration projects. To ease this burden we will consider interim, more frequent claims to allow us to release funds as soon as possible after expenditure has been incurred. Please contact your funding officer if you want to submit an interim claim.

In exceptional circumstances we can consider making a proportionate up-front payment where sufficient evidence of need is demonstrated. Before we can consider a request for an upfront payment as part of our assessment, we need the following information:

- Confirmation of your organisation's current cash balance
- Cash flow projections for the project duration indicating the amount of cash shortfall for which you require an advance from us
- Your most recent audited accounts (if appropriate). If unavailable, copies of your financial management accounts, for example your cash or account book(s)

Any templates and guidance notes referred to in this document are available on our website: www.nature.scot/peatlandaction