

**Better Places Fund 4 Application Form**

You should read ‘[Better Places Fund 4 – Information for Applicants](https://www.nature.scot/doc/better-places-fund-4-information-applicants)’ on our website before filling in this form.

The deadline for submitting application forms is no later than 5pm on **Friday 24 March 2023**

Applications and supporting documents should be sent to **greenrecoveryfund@nature.scot**

Application summary (complete once rest of the form has been populated)

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| Applicant organisation | Click or tap here to enter text. |
| Project title (include project location in title) | Click or tap here to enter text. |
| Funding requested from NatureScot | £Click or tap here to enter text. |
| Local Authority/National Park Authority area(s) | Click or tap here to enter text. |

Section A - About you

1. Your details

This should be the person and/or organisation that is applying for the grant and who will manage the project.

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| Applicant name | Click or tap here to enter text. |
| Name of Organisation | Click or tap here to enter text. |
| Position in Organisation  | Click or tap here to enter text. |
| Website/Facebook/Twitter/Other (if applicable) | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |
|  |  |
| phone number | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
|  |  |
| Charity or business number (if applicable) | Click or tap here to enter text. |
| VAT registration number (if applicable) | Click or tap here to enter text. |

1. Is your organisation: (please check box)

[ ]  Registered Charity or Trust [ ]  Local Community Group [ ] Local Authority [ ]  Other

If ‘other’, state the type of organisation and your links to an eligible group.

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| Click or tap here to enter text. |

1. Briefly state the main aims and activities of your organisation. (200 words max)

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| Click or tap here to enter text. |

1. Are you applying on behalf of a partnership?

 [ ] Yes [ ] No

If yes, please list the other partners who will be involved in delivering and managing the project, summarising their role.

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| Click or tap here to enter text. |

1. If you have received funding from NatureScot in the past two years, or are currently receiving funding, please state the funding scheme, project name(s), reference number(s) and dates.

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| Click or tap here to enter text. |

Section B - Your project

1. Project title

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| Click or tap here to enter text. |

1. Project proposal: describe your project summarising what you are going to do and hope to achieve (maximum 400 words). We will ask you more about specific activities in Q14.

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| Click or tap here to enter text. |

1. Please indicate which outcomes your project will support (tick all that apply) and provide a **brief** description for each. Your project must supportthe primary outcome and at least three of the supporting outcomes.

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| **Outcomes** | **Tick** | **How does your project support this outcome?** |
| **Primary Outcome** |
| **Improved visitor experience, improved visitor behaviours and reduced impact on communities, land managers and the natural and cultural heritage.**  |[ ]  Click or tap here to enter text. |
| Supporting Outcomes |
| Communities and interested parties see, or are involved in, positive action to address issues and visitor impacts leading to improvements to local places and visitor experiences. |[ ]  Click or tap here to enter text. |
| Raise public awareness and encourage action to address the impacts that visitors can have on the environment, including climate-related, other visitors’ enjoyment, and resident communities. |[ ]  Click or tap here to enter text. |
| Communities, including landowners, land managers, businesses and visitors are motivated or empowered to help deliver plans and action in a collaborative way. |[ ]  Click or tap here to enter text. |
| Places under pressure and suffering negative impacts from increased visitation are managed in a sustainable way that supports lower impact and responsible enjoyment. |[ ]  Click or tap here to enter text. |
| Under-represented and less confident visitors are particularly welcomed and positively supported by the seasonal staff posts. |[ ]  Click or tap here to enter text. |
| Activity aligns with strategic plans for the area or location and helps deliver priority actions. |[ ]  Click or tap here to enter text. |
| Activity that supports the agreed national communications messages for visitor management, including the Scottish Outdoor Access Code key messages. |[ ]  Click or tap here to enter text. |
| Data and evidence that informs NatureScot and its strategic partner agencies, including Scottish Government, about visitor management activity and action applied in 2023. |[ ]  Click or tap here to enter text. |

1. Project timescales

**Seasonal rangers/visitor operations staffing:**

 Staff posts starting from: Click or tap to enter a date. And finishing on: Click or tap to enter a date.

Staff posts can be in place for all or part (peak period) of the 2023 summer season, starting between 24 April and **30** **June 2023** and finishing no later than **31 October 2023.**

1. State the area/location(s)/sites covered by the seasonal staff posts, including the local authority and/or national park areas. Also provide a map(s) as a separate supporting document (please do not copy or embed a map into this form).

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| Click or tap here to enter text. |

1. Do you own the land where your project will take place?

 [ ]  Yes [ ]  No [ ]  not applicable

1. Do you have permission from the landowner(s) to carry out the project?

[ ]  Yes [ ]  No [ ]  not applicable

1. If applicable, please tell us how many landowners will be involved in your project, your relationship with them and their involvement in the development of your project so far.

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| Click or tap here to enter text. |

Section C - Your project activities

Please provide details and a breakdown of the activities that will be undertaken by or involving the seasonal posts. If your application is successful, we will base any Funding Offer to you on these activities (see information for applicants for activities that are eligible for funding), and assess claims for payment on progress towards them. Please take a realistic approach.

All activities that you are seeking funding for should be included in the table below.

**Activity** - Describe the key pieces of work that will be undertaken. Be as specific as possible.

**Expected timescale** –Provide detail of when the seasonal posts will be deployed over the months/weeks of the visitor season.

1. **Seasonal ranger/visitor operations staff activity**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Seasonal post(s)** | **Area/Location/Site(s)** | **Activity/Outputs** | **Expected Timescale** |
| 1 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| 8 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

1. How will you measure and demonstrate the success of your project including if your aims and outcomes have been achieved?

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| Click or tap here to enter text. |

Section D – Project Costs

We need to know the following costs:

* The **cash cost** of your project – a breakdown of all the cash items
* The total amount of **cash** you are requesting **from NatureScot**
1. Are you registered for VAT?

[ ] Yes [ ] No

1. Are you able to reclaim VAT from HM Revenue and Customs for any project costs that have a VAT element?

[ ] Yes [ ] No

**IMPORTANT VAT INFORMATION** - If you are **not** able to reclaim VAT from HM Revenue and Customs, you must include ‘**Irrecoverable VAT’** as a separate line in the cash cost table 18 below, ensuring that any ‘activity’ elements that this applies to are shown exclusive of VAT (to avoid double-counting)

**Procurement purchasing thresholds** (this will apply to any outsourced services)

All Applicants must demonstrate good procurement practice by inviting open and fair competitive quotes, emails are acceptable, and tenders as outlined below\*:

\*Public Bodies should follow their own purchasing procedures to ensure public accountability. Please have these available, as we may ask to see them.

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| **Purchasing threshold  -** including any VAT that may be payable | **Requirement** |
| **£1,000 & below** | **x 1 Quote** – to ensure value for money |
| **£1,000 to £25,000** | **x 3 Quotes** – a minimum of 3 suppliers to be invited to quote Justification required if single tender Justification required if Other Than Lowest Quote |
| **£25,000 to £50,000** | **x 5 Quotes** - a minimum of 5 suppliers to be invited to quote Justification required if 5 suppliers not invited to quote Justification required if Other Than Lowest Quote  |
| **£50,000 and above** | Advertise and full procurement tendering exercise |

If you intend to contract on a different basis from the thresholds above, you must get our prior approval in writing.

You will need to keep appropriate financial information and records to support purchasing decisions.

Applicants must not enter into a formal contract with a new member of seasonal staff or a supplier, prior to receiving and accepting a formal offer of funding from us.

1. What are the **cash costs** for the staffing posts that you are applying for?

**Activity**: Provide a breakdown of the different elements of ‘activity” for the type of staff post(s) applied for:

* salary cost including NI and employee pension contribution
* 10% of salary costs to cover overheads (or 15% with justification)
* training (max £300 per member of staff)
* uniform/PPE (max £500 per member of staff)
* mileage/fuel costs
* vehicle hire

 If a contracted service:

* a breakdown of the fees
* expenses
* other costs linked directly to the service provision

**Cost Description:** this should describe the activity that will incur a cost such as the number of staff posts, duration, types of training, PPE, mileage rates and estimated total distance, etc.

**Cash Cost:** please ensure that you clearly show any costs exclusive of VAT, and if you cannot recover it make sure that the VAT figures are added up and shown in the separate ‘Irrecoverable VAT’ line (be careful not to double count anything)

Add additional lines as required.

|  |  |  |
| --- | --- | --- |
| **Activity** (include a line for each item - staff salary, overheads, training costs, uniform/PPE and vehicle expenses) | **Cost Description** (include number of staff, direct employee or contracted service, length of employment, type of training course, uniform and PPE details, vehicle details and irrecoverable VAT if applicable) | **Cash Cost (ex VAT)** |
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|  | Irrecoverable VAT (if applicable) | Click or tap here to enter text. |
| **Total cost** | Click or tap here to enter text. |

1. What is the **total amount of funding you are requesting from NatureScot**? ( this is the total cash costs shown in Q18 , or where cash match-funding has been secured this is Q18 total cost minus the total value shown in Q20)

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| **£**Click or tap here to enter text. |

1. Please show any other cash match-funding being allocated from your own or other sources. Add additional lines as required.

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| **Funder** | **Value** |
| Click or tap here to enter text. | Click or tap here to enter text. |
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21. Please show any in-kind contributions to your project in the table below. Add additional lines as required.

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| --- | --- |
| **Description of in-kind contribution** | **Estimated value** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
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Note: As an example, the National Lottery Heritage Fund use £50 a day for unskilled work, £150 a day for skilled work and £350 a day for a professional role.

Section E – Project Management

1. How will the staff posts be managed and monitored?
* How you, or the partnership, will manage/supervise the staff post(s)
* What governance arrangements are in place
* How you will manage the project finances

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| Click or tap here to enter text. |

1. What are the risks associated with the delivery of your project and what steps you will take to mitigate and manage any risks?

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| Click or tap here to enter text. |

1. If your application is successful: payments are generally made in arrears either at the end of the project, or monthly interim payments. In exceptional circumstances, we may be able to pay some costs up-front. If you require interim payments or an up-front payment, please provide more detail and a justification below (note we will seek financial statements to evidence any up-front payment requests)

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| Click or tap here to enter text. |

Section F – Declaration

* I am the Applicant and I am applying for a grant under the terms of the Natural Heritage (Scotland) Act 1991. I have the appropriate authority to submit this application.
* I confirm that the information I have given in this application is correct, to the best of my knowledge.
* I have read and accept Scottish Natural Heritage (NatureScot) [**Standard Terms and Conditions of Funding**](https://www.nature.scot/guidance-funding-applicants-standard-terms-and-conditions-funding)
* I have read ‘[Better Places Fund 4 – Information for Applicants](https://www.nature.scot/doc/better-places-fund-4-information-applicants)’ – available on our website

NatureScot will collect and hold your contact details.  You should read our [**Funding Privacy Notice**](https://www.nature.scot/about-snh/access-information-and-services/access-information/funding-privacy-notice)

**Applicant signature**

We prefer to receive an electronic copy of your application. You can either:

* insert a scanned copy of your hand-written signature, or
* insert your name and submit the application from an email address that is identifiable as you/your organisation

Your signature:

|  |
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| Click or tap here to enter text. |

Date:

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| Click or tap here to enter text. |

Please email your completed application form **in WORD format**, along with the required supporting documents, to **GreenRecoveryFund@nature.scot**

The deadlines for submitting application forms is no later than 5pm on **Friday 24 March 2023**

**Eligibility Checklist**

Please use this list of questions to check that your project is eligible before applying.

[ ]  Is your organisation eligible for funding (see “Who can apply”)?

[ ]  Is the application form complete?

[ ]  Does your project aim to meet the essential criterion?

**Visitor management focused staff posts are in place and operational at visitor “hotspot” locations, for the peak summer months in 2023.**

[ ]  Does your project contribute to the primary outcome plus at least three supporting outcomes?

[ ]  Will your project start by end June and finish no later than 31 October 2023?

[ ]  Have you included a map(s) of the area/location for project activity at a suitable scale and background?

[ ]  Have you included a recruitment statement?

[ ]  Have you included a job plan(s)?