

**Restoration project – application form**

The Peatland Action Fund provides funding for projects that restore, or lead to the restoration of peatlands, or encourage wider engagement with peatlands in Scotland.

This application form is for peatland restoration projects only.

You must get in touch with us as early as possible before you submit your application. We’ll arrange for one of our Project Officers to support you to develop your project and advise you on specific application requirements. You’ll also need to consider any environmental sensitivities and any licences, permissions or consents for your project at an early stage. This includes Permitted Development Rights for peatland restoration schemes, which came into force from 1 April 2021. Please contact us at peatlandaction@nature.scot and one of the team will get in touch.

If you are planning to submit an application, you must read the guidance on our website about the [Peatland Action Fund and how to apply](https://www.nature.scot/climate-change/nature-based-solutions/peatland-action/peatland-action-fund-how-apply). In particular, our **Information for applicants guidance** provides a list of essential reading. This guidance will help you understand the requirements of the Peatland Action Fund and your responsibilities, including:

* eligibility criteria, outcomes and priorities for action
* procurement requirements
* progress reporting and the final report
* terms and conditions
* how to acknowledge our support for your project
* guidance for grant applicants – financial information and records
* [spatial data templates and guidance](https://www.nature.scot/doc/peatland-action-spatial-data-guidance-support-your-funding-application-and-final-report)
* [peat depth and peatland condition survey guidance and recording template](https://www.nature.scot/doc/peatland-action-peat-depth-and-peat-condition-survey-guidance-and-recording-form-guidance)
* [Peatland Action restoration and The Construction (Design and Management) Regulations 2015](https://www.nature.scot/doc/peatland-action-restoration-and-construction-design-and-management-regulations-2015) – Information for applicants

You can submit your application at any time. Please e-mail a word version of your completed application form, supporting documents, CDM letters of appointment, peat depth and peatland condition survey, and spatial data to: peatlandactiongrant@nature.scot

## Section A - About you

1. Applicant name and position held

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1. Name of organisation (if applicable)

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1. Is your organisation:[ ]  Public [ ]  Private [ ]  Voluntary [ ]  Private Individual
2. Applicant address (including postcode)

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1. Applicant phone number(s)

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| Landline: Mobile:  |

1. Applicant e-mail address

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1. Applicant tenure(e.g. landowner, tenant, leasee, contractual licensee, other. If other, please specify clearly)

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1. You may appoint an agent to act on your behalf. Any agent you appoint will need to read our [Funding Privacy Notice](https://www.nature.scot/about-naturescot/access-information-and-services/access-information/funding-privacy-notice). If you are using an agent, please tell us the capacity in which they will work:

[ ]  Manage communications only

[ ]  Act on my behalf to deliver the Terms and Conditions of any Funding Offer

[ ]  Receive payments on my behalf (we will send necessary documentation)

We recommend that you have an agreement with your agent setting out the terms of the funding you expect them to fulfil on your behalf, including our reporting and claims processes.

**Please note** Peatland Action Project Officers cannot accept the Terms and Conditions of funding on behalf of a landowner, nor are they able to submit claims and receive payments.

1. Name of agent and position held

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1. Agent address (including postcode)

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1. Agent phone number(s)

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| Landline:Mobile: |

1. Agent e-mail address

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1. If you are **not the landowner or agent** acting on behalf of the landowner, describe your relationship with the landowner. Please note that landowner permission will be needed.

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1. If the area to be restored is **owned by more than one landowner**, tell us about the number of landowners, their engagement in the project and who the project duty holders are. You will need to submit your Letters of Appointment of key duty holder roleswith your application.

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1. If you are **currently receiving funding** from NatureScot, give details including any identification number(s) and project title(s).

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1. If you are **currently receiving any other funding** to restore peatlands, give details including the source of funding, its purpose and project title(s).

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1. If you have **previously engaged in peatland restoration** (not including Peatland Action), give details.

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1. If you have **previously applied for funding from the Peatland Action Fund or the Green Stimulus Peatland Restoration Fund**, give details.

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1. If you have **discussed this application** with a member of NatureScot staff or a Peatland Action Project Officer, please tell us their name(s).

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1. **If you have an urgent deadline** to allow you to complete any approved activities in the timescales allowed, tell us when and why. Please note that if you do not provide sufficient information on your project or how your costs have been calculated as part of your application, a decision may take longer.

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## Section B - About your project

1. Project title

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1. Project start date       Estimated completion date

Where possible, we want restoration projects to complete by 31 December in each financial year to avoid the significant impacts of winter weather. Our final date for completion of site-based and non-site based restoration activities is 31 March in each financial year, and these activities must be claimed for by 15 April in each financial year.

If your application is successful, a start date for your project will be agreed with you.If you do not start the site-based restoration activity within an agreed period, we will discuss the impact of the delay on your ability to deliver the terms of the Funding Offer in the time available. This is important to allow us to more accurately forecast project spend. We reserve the right to reduce or withdraw your Funding Offer.

1. If the area to be restored has a **peat depth and peatland condition survey and/or a feasibility study** funded by Peatland Action, give details including the **project IDs**

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1. Over **how many weeks** do you expect to carry out site-based restoration activities, please specify how many and why? And **how many machines, and machine days** do you estimate are needed?

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| Number of weeks:Number of machines:Total number of machine days: |

1. Project description

Please describe your peatland restoration project clearly in **600 words or fewer** (one page A4). You should tell us about the site-based restoration activities you propose to carry out including the distinct stages of the project, expected access routes and any access issues, methods & techniques, equipment/ plant/ machinery, altitude of the site, donor sites, etc.

You may provide **supplementary information** in a separate document submitted with this application form (we prefer a word document, not a pdf).

Even if your project already has a Feasibility Study, you must still complete this question. Details of the restoration sites and area in hectares should be provided in **39** and **40**, rather than here.

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1. In which **Local Planning Authority area(s)** will the project take place?

Note that Permitted Development Rights for peatland restoration schemes came into force from 1 April 2021. Prior notification/approval will be required from the LPA before work starts.

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1. If there are any **utilities** e.g. electricity or gas pipelines, situated on or near the area to be restored or access routes, give details.

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1. If the area(s) to be restored or access routes are within a **Drinking Water Protected Area**, please give details. You must check with Scottish Water to confirm if the restoration project is within a **Drinking Water Protected Area** and, if so, they will provide further advice. Scottish Water should be contacted at: protectdwsources@scottishwater.co.uk. Your application should include evidence of any advice received from Scottish Water staff.

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1. If there are **Scheduled Monuments or archaeological remains (features/sites)** on the area to be restored or access routes, give details. You can get advice on scheduled monuments, and the scheduled monument consent process, from [Historic Environment Scotland](https://portal.historicenvironment.scot/)*.* The local planning authority’s archaeology team can advise on archaeological remains (features/sites). Include evidence of any advice received.

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1. Do you plan to use **dams (peat or plastic)** to block any watercourse (man-made or natural) which appear on a 1:50,000 scale map or where the ‘normal’ (baseline) width of water within the channel is >1m (greater than 1 metre)

[ ]  Yes [ ]  No

1. If the area to be restored is part of a **Deer Management Group**, specify which.

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1. If the area to be restored is covered by a **Deer Management Agreement** e.g. **Section 7**, specify which. Indicate whether the area to be restored is likely to be included within a Deer Management Agreement within the next 12 months.

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1. If deer are present, please tell us:
* **How many deer and what is the deer density (deer/km2)** on the area to be restored? Is the count/density based on an actual deer count (if yes what year) or an estimate?
* **How do deer use the area?** Describe any current impacts both on the area and on the wider surroundings (e.g. wintering areas, migration routes etc.). Herbivore Impact Assessment data should be provided if available.
* If you are currently reducing deer numbers on you property what is the target density and timescale?

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1. If livestock (sheep or cattle) are present:
* Tell us **how livestock graze** the area to be restored and immediate surrounding areas. Please include livestock numbers and livestock usage (e.g. all year round, summer only, light grazing in spring etc.)
* Describe any **impacts** currently observed in relation to the area to be restored and immediate surrounding areas.

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1. What is the **average stocking density as Livestock** Unit/hectare (LU/ha) for sheep and/or cattle and/or other on the area to be restored? One LU is equivalent to one adult cow. One sheep is equivalent to 0.15 LU. See section 6.2.6 of [The Fen Management Handbook](https://www.nature.scot/sites/default/files/Publication%202011%20-%20Fen%20Management%20Handbook.pdf) for further information.

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| Sheep:Cattle:Other: |

1. Please comment briefly on the **historical and current management** of the area to be restored and the adjacent areas. Tell us whether you are currently enrolled in/ have applied for/ expect to apply for, any SRDP Schemes including AECS or FGS and specify the contract reference number(s). Tell us whether the area to be restored was previously afforested.

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1. If the timetable for carrying out site-based restoration activities is **constrained by other land management activities or safeguarding of protected habitats or species**, pleasespecify why, how and when (e.g. gaining permissions, grouse season, sporting (shooting) activities, stalking periods, long access routes, ecologically sensitive periods, unsuitable weather conditions, etc.).

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1. Other relevant information

Please tell us about any other relevant information that may be useful in assessing your project. This will help us to assess your project more quickly and will reduce the number of additional requests for information from us. This might include:

* Some types of restoration activities (such as ditch blocking with peat or plastic dams or scrub and woodland clearance) are eligible for SRDP schemes, either the Agri-Environment Climate Scheme (AECS) or the Forestry Grant Scheme (FGS).
* If your application includes these activities, explain why you are applying to Peatland Action rather than **AECS or FGS**.
* If your application includes ditch blocking on its own explain why reprofiling is not proposed (as our preference is for combined blocking and reprofiling).
* **Scrub clearance** - describe how the hydrology of the area and seed sources will be managed to reduce the incidence of regeneration. Explain how you plan to address potential regeneration in future, without further recourse to Peatland Action (note that the terms and conditions of any grant offered will require you to maintain the site free from regeneration for 10 years).
* Capital items such as **tracks or fences** – demonstrate how you have considered potential state aid issues.

If there is potential for golden eagle or other **Schedule A1/1A, breeding birds** or other **protected species** (e.g. otters, water voles or freshwater pearl mussels etc.) to be affected by groundworks or access routes, tell us about the steps you will take to protect those species, avoid disturbance and comply with the relevant legislation. Please provide any information you hold on ecological impacts such as background survey data.

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1. Please provide details about the site(s) you plan to restore by completing the table below. You must provide spatial data with your application. It must include:
* site boundary - area(s) to be restored
* site features to be restored (e.g. drains, gullies, bare peat etc.)
* site-based restoration activities (e.g. dams, re-profiling, bare peat planting or mulching etc.)
* your access routes

Please see guidance note Applying for funding - information for applicants, for the spatial data standards on the [Peatland Action Fund - How to apply](https://www.nature.scot/climate-change/nature-based-solutions/peatland-action/peatland-action-fund-how-apply) website and our guidance on [Restoration footprint - what are they and how to draw them](https://www.nature.scot/doc/peatland-action-spatial-data-guidance-support-your-funding-application-and-final-report). We will not start our assessment without this information. If you are applying for multiyear funding for multiyear activity, your proposed schedule of works (and costs) must be specified separately for each financial year (1 April to 31 March). A [peat depth and peatland condition survey](https://www.nature.scot/doc/peatland-action-peat-depth-and-peat-condition-survey-guidance-and-recording-form-guidance) for the restoration area is now needed before restoration works start.

**Notes for completion**

* Site ID (column 1) - if your application involves more than one site, make sure they can be easily identified using the site ID and name as in this table. Photographs and maps are important to determine the current site condition and area of land to be treated / restored.
* Site designations, Current use and Peatland condition (columns 4-6) - it is important that you use the following codes to categorise site-based restoration activity when completing columns 4, 5 and 6.

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| Code A: Site designation\* |
| 1 | SSSI |
| 2 | SAC |
| 3 | SPA |
| 4 | NSA |
| 5 | NNR |
| 6 | Other: Please specify (National Park, Biosphere Reserve, LNR, Geopark) |

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| Code B: Current use |
| 1 | Rough grazing (sheep) |
| 2 | Forestry |
| 3 | Field sports (specific: grouse or rough shooting) |
| 4 | Deer management |
| 5 | Biodiversity conservation |
| 6 | Other: Please specify |

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| Code C: Peatland Condition **Important**: Consult the Peatland Condition Assessment guidance note before appraising |
| 1 | Near natural |
| 2 | Modified |
| 3 | Drained |
| 4 | Actively eroding |
| 5 | Currently under forestry**\*\***  |
| 6 | Currently under scrub |

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**\*** If you are unsure about site designations on your land, information is available at [NatureScot Data Services](https://www.nature.scot/information-hub/naturescot-data-services) and specifically [NatureScot SiteLink](https://sitelink.nature.scot/home) and [NatureScot SiteLink Map Search](https://sitelink.nature.scot/map). Alternatively, you can contact your local [NatureScot Office](https://www.nature.scot/about-naturescot/contact-us)**.**

**\*\*** You must talk to [Scottish Forestry](https://forestry.gov.scot/support-regulations/felling-permissions) for advice as you may require felling permission.

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| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** |
| Site ID | Name of site If restoration activities are going to take place across several locations in your site, please use a name or use ‘A’, ‘B’, ‘C’ and so on. This is needed to ensure we have accurate estimates of proposed restoration areas and costings | Central Grid Reference for each siteUse 6 figures, no spaces e.g. NH123456 | Designation of each site and access routesIf multiple designations, list all that apply(see [Code A](#CodeA)) | Current use of each siteIf multiple use, list all that apply(see [Code B](#CodeB)) | Condition of peatland on each siteIf multiple conditions across site then select more prevalent condition.(see [Code C](#CodeC)) | Area of each peatland sitein hectares (ha) to be restored[Restoration footprints guidance](https://www.nature.scot/doc/peatland-action-spatial-data-guidance-support-your-funding-application-and-final-report) | Does the site border other peatland sites? | Please confirm you have submitted spatial data for each site |
| 1 |  |  |  |  |  |  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |
| 2 |  |  |  |  |  |  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |
| 3 |  |  |  |  |  |  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |
| 4 |  |  |  |  |  |  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |
| 5 |  |  |  |  |  |  | Yes [ ]  No [ ]   | Yes [ ]  No [ ]  |
| 6 |  |  |  |  |  |  | Yes [ ]  No [ ]   | Yes [ ]  No [ ]  |
| Total ha  |  |  |

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| **Licences, permissions or consents** - it is the applicant’s responsibility to make sure that all necessary licences, permissions or consents are in place to cover activities prior to commencing works and that contractors are fully aware of the site requirements. Applicants will need to confirm this with us, in writing and before work starts on the ground. This applies to any licences, permissions, consents that may need to be considered by SEPA, Scottish Water, Historic Environment Scotland, Scottish Forestry, local planning authorities, NatureScot and others. **For all projects that involve tree removal, you must provide evidence with your application that you have sought advice from** [Scottish Forestry](https://forestry.gov.scot/support-regulations/felling-permissions)**.** The Letters of Appointment, required for compliance with CDM Regulations (2015) will define responsibilities for project Health and Safety. Please refer to the [Peatland Action restoration and The Construction (Design and Management) Regulations 2015](https://www.nature.scot/doc/peatland-action-restoration-and-construction-design-and-management-regulations-2015) – Information for applicants, on our website**.** Peatland Action Project Officers can offer some assistance with the above, during the pre-application stage. |

## Site-based restoration activity only

1. Please provide details about the activities applied for on each site. The Site ID must correspond with **39**. Descriptions of activities and techniques are available on our website. If you are applying for multiyear funding for multiyear activity, your proposed schedule of works must be specified separately, for each financial year (1 April to 31 March).

Add more rows as necessary by selecting the blue ‘**+**’ button at bottom right of row.

40 a. Restoration of **linear features** such as blocking ditches with peat dams or wave dams; or reprofiling hags or gullies. Add more rows as necessary.

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| Site ID | Technique | Material | Length (m) | Notes |
| 1 | Choose an item. | Choose an item. |  |  |

40 b. Installation of **discrete features** such as stone dams, timber dams, or surface bunds. Add more rows as necessary.

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| Site ID | Technique | Material | Count | Notes |
| 1 | Choose an item. | Choose an item. |  |  |

40 c. Restoration of **features that are measured by area**, such as cell bunding, scrub removal, or hag reprofiling (where not recorded linearly). Add more rows as necessary.

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| Site ID | Technique | Material | Area (ha) | Notes |
| 1 | Choose an item. | Choose an item. |  |  |

40 d. Restoration on **Forest to bog** areas. Add more rows as necessary.

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| Site ID | Technique | Area (ha) | Notes |
| 1 | Choose an item. |  |  |

**\*** You must talk to Scottish Forestry, as felling permission may be needed.

40 e. Restoration techniques to treat **areas of bare peat**, such as applying mulch, transplanting propagules or placing turves. Add more rows as necessary.

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| Site ID | Technique | Area (ha) | Notes |
| 1 | Choose an item. |  |  |

40 f. If your site-specific activities do not match the categories listed in the tables above, then please list them here. Add more rows as necessary.

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| Site ID | Technique | Area (ha) /length (m) /number – *please specify* | Notes |
| 1 |  |  |  |

### Other activities not relating to specific sites

1. Please provide details of activities you are planning to undertake that are not site specific e.g. activities seeking to raise awareness of the importance of peatlands; engaging local communities in their ongoing management and care, and demonstration events. If you are applying for multiyear funding for multiyear activity, it must be specified separately for each financial year (1 April to 31 March).

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| **Project Activity** | **Outputs** | **Expected Timescale** |
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1. If you expect to involve **volunteers** in the project, give details including numbers of people, when you expect to involve them and how. If you are applying for multiyear funding for multiyear activity, it must be specified separately for each financial year (1 April to 31 March).

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## Promotion

1. It is a condition of grant that you acknowledge Peatland Action funding for your project. Tell us how you will promote your project and Peatland Action. This should include use of social media. Choose all that apply.

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| **Media** | **Yes or No** | **Details** |
| Facebook | Yes [ ]  No [ ]  |  |
| Twitter | Yes [ ]  No [ ]  |  |
| Instagram | Yes [ ]  No [ ]  |  |
| YouTube | Yes [ ]  No [ ]  |  |
| Website | Yes [ ]  No [ ]  |  |
| Blog | Yes [ ]  No [ ]  |  |
| Press/media | Yes [ ]  No [ ]  |  |
| Publications | Yes [ ]  No [ ]  |  |
| Interpretation | Yes [ ]  No [ ]  |  |
| At site of work | Yes [ ]  No [ ]  |  |
| Staff posts directly funded by us | Yes [ ]  No [ ]  |  |
| Other  | Yes [ ]  No [ ]  |  |

## Section C - Your costs

**Project costs** - you need to show:

* Costs broken down by financial year (01 April to 31 March).
* If you are applying for multiyear funding for multiyear activity, it must be specified and costed separately for each financial year (1 April to 31 March).

The **total project cost** of your project – this includes all cash and non-cash costs.

* A cash cost is an item you will have to pay for such as buying materials or hiring a piece of equipment.
* A non-cash cost is an item donated to the project at no actual “cash” cost to the project such as volunteer time, services or materials.

The **total cash cost** of your project – this includes all cash items even if you’re not looking for us to fund them.

* The amount of **cash** you are requesting **from us**
* The amount of **cash** contributions **you or other funders** are providing
* The amount of **in-kind** contributions **you or other contributors** are providing

**Calculating your costs**

* Site-based restoration activity costs should be itemised and match the restoration data provided at **39** and **40**, above.
* Any project management or agent costs should be described and itemised including the number of days, day rates, T&S rates etc. and match the costs provided at **57.**
* Tenders/quotes should be itemised and match the restoration data provided at **39** and **40** above.

**VAT – NatureScot cannot pay any VAT that you are able to reclaim from HM Revenue and Customs.** If you are not able to reclaim VAT from HM Revenue and Customs, NatureScot will pay for irrecoverable VAT and you should include any ‘irrecoverable VAT’ in your project costs. However, if you are able to reclaim VAT, but your agent is not and you want your agent to receive payments on your behalf, we won’t pay for any irrecoverable VAT incurred by your agent.

You must read our guidance note **Applying for funding – information for applicants** on our [Peatland Action Fund and how to apply](https://www.nature.scot/climate-change/nature-based-solutions/peatland-action/peatland-action-fund-how-apply) website before completing the ‘Your Costs’ section of this application form. This guidance note provides important information on:

* multiyear funding for multiyear activities
* The Construction (Design and Management) Regulations (2015)
* spatial data, and peat depth and peatland condition surveys
* procurement requirements
* tenders/ quotes
* reporting progress
* claims and payments

If your application is successful, your Funding Offer will be based on your successful tender/quote. It is therefore essential that you include all costs related to the project in your application.

### Costs

1. Is the applicant registered for VAT?

[ ]  Yes [ ]  No

1. Is the applicant able to reclaim VAT from HM Revenue and Customs?

[ ]  Yes [ ]  No

**Please note** that if the applicant is **not** able to reclaim VAT from HM Revenue and Customs, then you should **show ‘Irrecoverable VAT’ as a separate line** in the cost tables below. Also note the advice relating to agents and VAT, under VAT above*.*

1. If your agent is to receive payments from Peatland Action (as indicated in **8**), is your agent registered for VAT?

[ ]  Yes [ ]  No [ ]  Not applicable

1. If your agent is to receive payments from Peatland Action (as indicated in **8**), is your agent able to reclaim VAT from HM Revenue and Customs?

[ ]  Yes [ ]  No [ ]  Not applicable

1. Are the costs you are submitting to us:

[ ]  an outline estimate [ ]  a firm quotation [ ]  a full tender

[ ]  a single tender (accompanied with a justification)

1. What is the **grand total cost of your project (all cash and all in-kind)** £

what is the grand total cost of your project in year 1 £

what is the grand total cost of your project in year 2, if applicable £

what is the grand total cost of your project in year 3, if applicable £

1. What is the **grand total amount of cash**,you are requesting from us £
2. What is the **grand total value of all in-kind contributions** £

### Costs – site-based restoration activity

1. Please provide a breakdown of **all cash costs and the amount of funding you are requesting from us for each site**, including any project management or agents costs**.** Where you have identified a multiyear programme of work you must schedule activity into discrete projects that can be delivered and costed within each financial year (1 April to 31 March). Do not include in-kind contributions (list these in **56**)**.** Cash costs not attributable to a specific site should be listed in **53.** Please note that activities must be delivered in the financial year (1 April to 31 March) in which they are scheduled and claimed for by 15 April in each financial year (1 April to 31 March).



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| --- | --- | --- | --- | --- |
|  | Please add more lines as necessary | 1 Apr – 31 Mar  | 1 Apr – 31 Mar | 1 Apr – 31 Mar |
| Site ID | Name of each site (as in 39 above) | Project Cost Description | Cash CostYear 1 | Grant Requested Year 1 | Cash Cost Year 2 | Grant Requested Year 2 | Cash Cost Year 3 | Grant Requested Year 3 |
|  |  |  | £      | £      | £      | £      | £      | £      |
|  |  |  | £      | £      | £      | £      | £      | £      |
|  |  |  | £      | £      | £      | £      | £      | £      |
|  |  |  | £      | £      | £      | £      | £      | £      |
|  |  |  | £      | £      | £      | £      | £      | £      |
|  |  |  | £      | £      | £      | £      | £      | £      |
|  |  |  | £      | £      | £      | £      | £      | £      |
|  |  |  | £      | £      | £      | £      | £      | £      |
|  |  |  | £      | £      | £      | £      | £      | £      |
|  |  |  | £      | £      | £      | £      | £      | £      |
|  |  | Irrecoverable VAT | £      | £      | £      | £      | £      | £      |
|  |  | Total | **£** | **£** | **£** | **£** | **£** | **£** |

### Costs – non-site specific activity

1. Please list below any **cash** costs that are **not associated with a specific site** (e.g. demonstration events, community engagement activities). Where you have identified a multiyear programme of work you should schedule activity into discrete projects that can be delivered and costed within each financial year (1 April to 31 March). Do not include in-kind contributions (list these in **56**). Please note that activities must be delivered in the financial year (1 April to 31 March) in which they are scheduled and claimed for by 15 April in each financial year (1 April to 31 March).

|  |  |  |  |
| --- | --- | --- | --- |
| Please add more lines as necessary | 1 Apr – 31 Mar  | 1 Apr – 31 Mar | 1 Apr – 31 Mar |
| Project Cost Description | Cash CostYear 1 | Grant Requested Year 1 | Cash Cost Year 2 | Grant Requested Year 2 | Cash Cost Year 3 | Grant Requested Year 3 |
|  | £      | £      | £      | £      | £      | £      |
|  | £      | £      | £      | £      | £      | £      |
|  | £      | £      | £      | £      | £      | £      |
|  | £      | £      | £      | £      | £      | £      |
| **Irrecoverable VAT** | £      | £      | £      | £      | £      | £      |
| **Total** | **£** | **£** | **£** | **£** | **£** | **£** |

1. Summary of costs

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Total Cash CostYear 1 | Total Grant requestedYear 1 | Total Cash CostYear 2 | Total Grant requestedYear 2 | Total Cash CostYear 3 | Total Grant requestedYear 3 |
| Site-based activities | £      | £      | £      | £      | £      | £      |
| Non-site specific activities | £      | £      | £      | £      | £      | £      |
| Total | **£** | **£** | **£** | **£** | **£** | **£** |

1. Please tell us about **cash funding** being allocated from **your own or other sources.** If you are applying for multiyear funding for multiyear activity, it must be specified and costed separately for each financial year (1 April to 31 March).

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1 Apr – 31 Mar | 1 Apr – 31 Mar | 1 Apr – 31 Mar |
| Contributor | Cash ContributionYear 1 | Cash ContributionYear 2 | Cash ContributionYear 3 |
|  | £      | £      | £      |
|  | £      | £      | £      |
|  | £      | £      | £      |
| Total | **£** | **£** | **£** |

1. Please tell us about any **in-kind contributions**, including your own. This may include use of equipment or machinery, or materials that may be given to the project without charge. If you are applying for multiyear funding for multiyear activity, it must be specified and costed separately, for each financial year (1 April to 31 March).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | 1 Apr – 31 Mar | 1 Apr – 31 Mar | 1 Apr – 31 Mar |
| Contributor | Description of in-kind Contribution | In-kind ContributionYear 1 | In-kind ContributionYear 2 | In-kind ContributionYear 3 |
|  |  | £      | £      | £      |
|  |  | £      | £      | £      |
|  |  | £      | £      | £      |
|  |  | £      | £      | £      |
|  | **Total** | **£** | **£** | **£** |

1. If you have included **project management** and/or **agent** costs as part of your project delivery costs in **52**, please also describe them in detail here. If you are applying for multiyear funding for multiyear activity, it must be specified and costed separately, for each financial year (1 April to 31 March).

|  |  |  |  |
| --- | --- | --- | --- |
| Project Management and/or agentCost Description | Day rate/ rate per unit | Number of days/ unit | Total |
|  | £      |       | £      |
|  | £      |       | £      |
|  | £      |       | £      |
|  | £      |       | £      |
|  | £      |       | £      |
|  | £      |       | £      |
|  | £      |       | £      |
|  | £      |       | £      |
| Total | **£** |  | **£** |

|  |
| --- |
| Any other information: |

1. **Reporting, claims and payment schedules** will be based on our reporting requirements and your **project milestones**. Please specify your milestones.

|  |  |  |
| --- | --- | --- |
| Date | Amount | Output/Milestones |
|  | £      |  |
|  | £      |  |
|  | £      |  |
|  | £      |  |

## Section D – Declaration

### Declaration

I am the applicant and I am applying for funding under the terms of the Natural Heritage (Scotland) Act 1991.

I confirm that the information I have given in this application is correct, to the best of my knowledge. **I have read and accept NatureScot Standard Terms and Conditions of Funding**. You will find them on our [Peatland Action](https://www.nature.scot/climate-change/nature-based-solutions/peatland-action-project) website.

I confirm that this project is not being funded through any other NatureScot sources.

### Supporting information/documents

Please ‘select’, as appropriate:

[ ]  I am the landowner and I agree to my land being used for the project.

[ ]  I have permission from the landowner(s) to carry out the project – please provide evidence.

[ ]  I have completed a landlord declaration form – this must be completed by the applicant and signed by the landlord.

[ ]  I have provided copies of my CDM (2015) duty holder letters of appointment for Client and Designer roles and their associated tasks.

[ ]  I have provided a copy of the peat depth survey (or feasibility study – having had agreement from us that it is suitable for application purposes).

[ ]  I am awaiting necessary licences, permissions or consents. I will provide evidence prior to commencing works.

[ ]  I will seek Prior Notification/ Approval from the Local Planning Authority in relation to Permitted Development Rights. I will provide evidence prior to commencing works.

[ ]  I am awaiting Prior Notification/ Approval from the Local Planning Authority in relation to Permitted Development Rights. I will provide evidence prior to commencing works.

[ ]  I have provided a map image/pdf of the site which includes the site boundary – area(s) to be restored, site features to be restored (e.g. drains, gullies, bare peat), site-based restoration activities (e.g. dams, re-profiling, bare peat planting, mulching) and access routes.

[ ]  I have provided spatial data which include the site boundary – area(s) to be restored, site features to be restored (e.g. drains, gullies, bare peat), site-based restoration activities (e.g. dams, re-profiling, bare peat planting or mulching) and access routes in the approved format and that comply with the data standards.

[ ]  I have attached copies of quotes or tenders. Please refer to our guidance - Applying for funding - Information for applicants, for procurement requirements.

[ ]  I have attached a justification for a single tender.

[ ]  I have read the [Fair Work First - guidance for funding applicants](https://www.nature.scot/doc/fair-work-first-fwf-guidance-funding-applicants) which outlines employer responsibilities for employees to receive at least the real Living Wage; and for workers to be provided with appropriate channels for effective voice.

[ ]  I have completed the Monitoring Information questionnaire.

### Payments

Please confirm whether payments are to be made to you, or your agent. If you have indicated in **8**,that payments are to be made directly to your appointed agent, we will provide you with the necessary forms if we make a Funding Offer to you.

Please ‘select’, as appropriate:

[ ]  I want payment to be made direct to me as the applicant

or

[ ]  I want payment to be made direct to an agent, please send me the necessary forms with any Funding Offer you make

### Funding privacy notice

NatureScot will collect and hold your contact details as well as those for any agent you appoint. You should read our [Funding Privacy Notice](https://www.nature.scot/about-naturescot/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.

Although we are happy to accept an agent’s signature at application stage, you must confirm that the landowner accepts the Standard Terms and Conditions of Funding. Any Funding Offer we may make will need to be accepted by the landowner i.e. an Agent’s signature is not acceptable at formal acceptance stage.

Please ‘select’ as appropriate

[ ]  I am the agent and I am signing this application on behalf of the landowner

[ ]  I confirm that the landowner accepts the Standard Terms and Conditions of Funding

Signed:

Name (please print):       Date:

You can submit your application at any time. **Please e-mail a word version of your completed application form, supporting documents, peat depth and peatland condition survey (if available), and spatial data to**:peatlandactiongrant@nature.scot.

# There now follows a short form capturing monitoring information. It is important that you complete this form and return it as part of your application. This will help us to better understand the motivations of applicants and improve our communications.



## Peatland Action – Monitoring Information

We want to better understand the difference our funding makes to the restoration of peatlands and wider engagement with peatlands in Scotland. This will help us to better target any future support. As part of our conditions of grant, through interim and final reporting, we expect you to tell us about progress with your project and to provide monitoring information. This section however will help us to understand how we can promote the fund to increase uptake and widen awareness and understanding of peatlands.

1. How did you hear about the Peatland Action Fund?

Peatland Project Officer [ ]

Consultant [ ]

Neighbour [ ]

Other (please specify) [ ]

1. How would you rate your level of knowledge about peatland restoration? This will help us to identify support needs at an early stage.

|  |  |  |  |
| --- | --- | --- | --- |
| Area of knowledge | Low | Medium | High |
| Ecology and hydrology of peatlands and restoration | [ ]  | [ ]  | [ ]  |
| Peatland restoration practices and techniques | [ ]  | [ ]  | [ ]  |
| Managing projects and specialised contractors in a peatland setting | [ ]  | [ ]  | [ ]  |
| Understanding the carbon benefits of peatland restoration and relevance to the proposed project | [ ]  | [ ]  | [ ]  |

1. What is the size of the landholding where the proposed restoration activities will take place?

A 10 hectares or smaller [ ]

B 11-50 hectares [ ]

C 51-200 hectares [ ]

D 201-500 hectares [ ]

E 501-1,000 hectares [ ]

F > 1,000 hectares [ ]

1. What are your main motivations to apply for a peatland restoration grant?

**Please indicate if the reasons listed below are very important, somewhat important or not important at all for your plans to restore peatlands**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Potential reasons for investing in peatland restoration | Not important at all | Some-what important | Very important |
| 1 | Improved access to the land  | [ ]  | [ ]  | [ ]  |
| 2 | Reduced mortality of livestock & grouse chicks | [ ]  | [ ]  | [ ]  |
| 3 | Improved conditions for biodiversity | [ ]  | [ ]  | [ ]  |
| 4 | Improved water quality | [ ]  | [ ]  | [ ]  |
| 5 | Improved fisheries  | [ ]  | [ ]  | [ ]  |
| 6 | Reduced need for controlled burning  | [ ]  | [ ]  | [ ]  |
| 7 | Reduced carbon footprint of landholding/own business | [ ]  | [ ]  | [ ]  |
| 8 | Water catchment management  | [ ]  | [ ]  | [ ]  |
| 9 | Flood risk reduction | [ ]  | [ ]  | [ ]  |
| 10 | Maintain a good public image | [ ]  | [ ]  | [ ]  |
| 11 | Potential for access to carbon or off-set markets | [ ]  | [ ]  | [ ]  |
| 12 | Be prepared for future regulation on peatlands | [ ]  | [ ]  | [ ]  |
| 13 | Promote other business activitiesPlease specify below: | [ ]  | [ ]  | [ ]  |
| 14 | Other reasonPlease specify below: | [ ]  | [ ]  | [ ]  |

1. What are the three most important reasons?

Use the numbers from the list above in your response.

Most important motivation/reason:

Second most important motivation/reason:

Third most important motivation/reason: