



SITA TAYSIDE BIODIVERSITY ACTION FUND

2nd Issue Guidance Notes - March 2009

GUIDANCE NOTES

***PLEASE READ THESE GUIDANCE NOTES CAREFULLY
BEFORE COMPLETING THE APPLICATION FORM***

***PLEASE NOTE THAT SECTIONS AND QUESTIONS IN BRACKETS REFER TO THE APPLICATION FORM
AND THE ADDITIONAL INFORMATION FORM FOR A CAPITAL GRANT***

1. BACKGROUND

The SITA Tayside Biodiversity Action Fund (the Fund) was set up by the Tayside Biodiversity Partnership with financial support from the SITA Trust derived from the Landfill Tax Credit Scheme drawn down with the support of Angus Council, Dundee City Council, Forestry Commission Scotland and Perth and Kinross Council.

The Fund aims to deliver biodiversity conservation and enhancement for UK species and habitats in Tayside in line with the object DA of the Landfill Tax Credit Scheme (LTCS) regulations.

The SITA Tayside Biodiversity Action Fund is the only SITA Trust biodiversity funding programme in Scotland as the only Scottish SITA Trust landfill site in Scotland is in Tayside (Perth and Kinross). From 2000 to 2003 the SITA Trust funded the development and publication of the Tayside Biodiversity Action Plan (LBAP).

The Perth and Kinross Quality of Life Trust (PKQLT) acts as the Fund's administrator across Tayside through Perth and Kinross Grants Direct on behalf of the Tayside Biodiversity Partnership. The Tayside Biodiversity Partnership is represented on the PKQLT by its chairperson.

ENTRUST is the regulatory body set up to ensure that the landfill tax credits are being used as intended. Entrust will enroll organisations as environmental bodies if their objectives are directed towards one or more of the approved objects in the legislation. However, it is not compulsory to be enrolled with Entrust to apply, as the PKQLT can register the project with Entrust for you and ensure compliance with the regulations.

2. WHO CAN APPLY FOR A GRANT? (Section 1 - Questions 1-7)

Applicants must be from a non-profit making group or a public organisation which has a bank account. These include environmental organisations, voluntary organisations, charities, community groups and non-curricular school projects.

3. IS YOUR PROJECT ELIGIBLE? (Section 2 - Questions 9,10 & 12 and Section A - Question 1)

1. The proposed project must be based in Tayside, i.e. within the Angus, Dundee City or Perth & Kinross Council area;
2. The project must be within 10 miles of a licensed and registered landfill site (please check attached map or www.taysidebiodiversity.co.uk for clarification).

Your project must help to achieve biodiversity targets (see point 4 below) by carrying out physical works to an identified species or habitat which is UKBAP, Scottish Government/Tayside BAP listed at a specific eligible site. Further information is available via www.ukbap.org.uk, www.scotlandbiodiversity.gov.uk and www.taysidebiodiversity.co.uk.

Sites need to have been identified before you apply for funding, i.e. a six-figure grid reference or postcode must be included on the application. A location map and/or plans regarding the site must also be included with the application.

Off-site related activities such as administration, office costs, additional management, awareness raising, education, co-ordination and training of volunteers, must not make up, in total, more than 10% of the overall project costs. This is because the focus of work has to be on delivering biodiversity improvements through research, monitoring or physical improvements on specific sites.

If the site of your project is on a private landlord's land including farmers' land and you do not have a secure lease, you need to ensure that the long term benefit of the project will be guaranteed and that the private landlord will not financially benefit from the project. As this is a complex area, we recommend that you contact us for advice before submitting your application.

Only surveying/monitoring a Biodiversity Action Plan species can be supported at specified sites providing this leads to on-site physical conservation work. General surveying of multiple sites is not eligible.

4. WHAT TYPES OF PROJECTS CAN BE SUPPORTED? (Section 2 - Questions 9-15)

Projects and actions supported by the Fund will contribute to the implementation of the Tayside Biodiversity Action Plan and to the achievements of appropriate outcomes and targets identified within the Plan and in the Tayside Priority Project listing (this is available via the funding section of www.taysidebiodiversity.co.uk). Proposals will be encouraged which support the development of an ecological network and healthy functioning ecosystems.

New and existing initiatives that deliver significant benefits for biodiversity can be supported. However, no funding will be paid to any works that have commenced prior to the offer of funding.

If your or your organisation has been previously accepted for funding from the SITA Tayside Biodiversity Action Fund, there will be no need to send second copies of Articles of Association, etc. Please, however, refer to the reference and date of the previously funded application.

What is biodiversity?

Biodiversity is the variety of life around us. It is all living things, from the smallest insect and fungus to the largest mammal or tree. It encompasses the places they live. It also includes us.

The broad aim of the Tayside Biodiversity Action Plan is to encourage conservation and enhancement of the region's biodiversity, taking into account both local and national priorities. It includes the common place species and habitats as well as the greatly endangered wildlife sites and rare species.

Full information on the Tayside Biodiversity Action Plan is available via the Partnership's website - www.taysidebiodiversity.co.uk. Copies of the Action Plan are available in every Tayside library.

Important: The Biodiversity Co-ordinator can help with developing your project and in assisting you in completing the application form. Further details, including Newsletters and a summary booklet of the Action Plan is available on request.

Tayside Biodiversity Co-ordinator, Tayside Biodiversity Partnership
c/o Dundee City Council, Floor 13, Tayside House, Dundee. DD1 3RA
Telephone: 01382 433042 Email: tayside.biodiversity@ukf.net

Proposals will be assessed and validated against the following criteria (Section 2 - Questions 8-15):

Primary criteria

Your application must fit *either or both* criteria (Section 2 - Questions 10, 12 & 15):

1. How does the proposal help to achieve national biodiversity targets and actions for UK Biodiversity Action Plan (BAP) habitats and species within Tayside?

Note: Species identified as a priority at the UK level are listed in www.ukbap.org.uk. Information is also given throughout the Tayside Biodiversity Action Plan section of www.taysidebiodiversity.co.uk.

It is essential that the targeted species above are identified in your application form from the outset and that (1) above is fully answered.

2. How does the proposal help to achieve local biodiversity targets and actions for the local Habitat Action Plans published in the Tayside Biodiversity Action Plan?

Note: The Tayside Habitat Action Plans are available at www.taysidebiodiversity.co.uk.

It is essential that targeted habitats are identified in your application form.

Secondary criteria

As far as possible, answers to the following 4 questions must be incorporated into the application form:

1. How does the proposal provide for on-going monitoring and long-term management or maintenance after the period of funding is complete? (Section A - Question 12)
2. How does the proposal demonstrate effective partnership working - where this is beneficial or adds value to the overall objectives? (Section 2 - Questions 10-15)
3. Applications requesting between 50% and 80% will be looked on favourably as SITA TBAF monies are primarily pump-priming. While up to 100% funding may be available in very rare cases, it is important to show all in-kind contributions and to calculate these as a percentage of the matched funding. (Section 3 - Questions 17-22)
4. Where relevant to the proposal, what evidence is there of community involvement and benefits - reconnecting people with nature? List all those organisations and groups involved in the project. (Section 2 - Questions 11 & 14)

All projects that are accepted for funding will have their details included in the UK Biodiversity Action Recording Scheme (UKBARS). This is to ensure that local biodiversity projects are reported on nationally. The applicant will be referred to as "the lead partner" in BARS and may be requested to report back occasionally to UKBARS direct. Advice will be available from the Tayside Biodiversity Co-ordinator. Further information (and examples of SITA TBAF project actions already submitted) is available from www.ukbap-reporting.org.uk (put "Tayside" into the Search as the individual local authority areas do not show LBAP actions).

5. WHAT SUPPORT CAN YOU EXPECT? (Section 2 - Question 8 , Section 3 - Questions 17-22)

Grants are awarded for capital and/or revenue costs linking to an eligible site and species or habitats. For a capital grant, you are requested to complete the Single Application Form (please note that question 6 is not applicable and does not need to be completed) and the Additional Information Form for a Capital grant (Please note that section C is not applicable and does not need to be completed).

Applications will be accepted from a minimum of £500 (although smaller projects will occasionally be considered) usually up to a maximum of £25,000.

It is hoped partnership working and match funding will be sought for the projects. Contributions from your own group can include cash contributions and/or local in kind contributions such as community involvement or equipment/material gifted. A cash value must be put on these local in-kind contributions and shown as a percentage on the application form.

Multi-Site Applications - applications for work on more than one site are allowed, but the habitat or species being supported must be the same for each of the sites. Applicants must clearly identify the location of each site (Grid reference must be provided) and provide an annotated map, together with a spreadsheet showing the breakdown of the work that will be carried out at each site (physical improvements, monitoring etc) and the associated costs.

If you are a new group, you should provide a statement of estimated income and expenditure for the first year.

Best value - explain why your approach is the most cost effective. If an outside contractor is carrying out work, please ensure you obtain three quotations and include these with the application form. Also, please explain if you are unable to obtain three quotations (in case of specialised work, for instance).

Applicants must check if they are able to recover VAT on the costs of their project before submitting an application and ensure that budget figures are adjusted accordingly. If applicants make an error regarding the recoverability of VAT, please note that we cannot guarantee to be able to increase any grants awarded. Conversely, if you include the cost of VAT and you are able to recover VAT, you will be liable to repay all of it to ourselves. (Section 1 - Question 4, Section 3 - Question 17 and Section A - Question 11).

Where habitat works are likely to be covered by the Scottish Rural Development Programme (SRDP) grants, a full explanation as to why funding is being requested from SITA TBAF instead is required. Where, however, funding applies to SSSI, applicants must seek SRDP funding before approaching the SITA Tayside Biodiversity Action Fund. Job cost rates should also be consistent with equivalent SRDP rates where appropriate.

Applicants must also take into account Health & Safety issues (Section 4 - Questions 26-28).

Applicants are advised to use the check list at the end of the Application Form (Section 5).

It is expected that funding will be available for 2009-10 and 2010-11. Multi-year projects will therefore be considered.

6. HOW TO APPLY?

The application forms and guidance notes can be downloaded from the Tayside Biodiversity Partnership's website www.taysidebiodiversity.co.uk, or from www.pkgrantsdirect.com. They are also available in hard copies or electronically from Perth and Kinross Grants Direct (Telephone: 0845 605 2000 - Email: enquiries@pkgrantsdirect.com). Forms can be submitted by email to enquiries@pkgrantsdirect.com. However applicants will also need to send a hard signed copy with all relevant documents before applications can be formally considered.

An application may be submitted at any time and be sent to:

<p><i>The SITA Tayside Biodiversity Action Fund</i> c/o Perth and Kinross Grants Direct 5 High Street, Perth, PH1 5JS</p>

There are quarterly deadlines (when funding is available). Dates can be checked on the Tayside Biodiversity Partnership website (click on "funding").

7. WHAT HAPPENS NEXT?

- Perth and Kinross Grants Direct will acknowledge your application and let you know the likely timeframe regarding the decision-making process.
- Your application will then be checked for geographical and LTCS regulations eligibility and, if eligible, sent to the Biodiversity Co-ordinator.
- The Biodiversity Co-ordinator will prepare an Assessment Criteria Report and a Request for Financial Assistance Report for the Partnership's Project Assessment Panel ('the Panel').

- At its meeting, the Panel will assess, prioritise and endorse projects with reference to the Tayside Biodiversity Action Plan.
- The recommendations will then go to a meeting of the PKQLT Trustees.
- After consideration, and if approved, the project will be registered with Entrust.
- PKQLT will advise you whether the proposed project will be funded and PKQLT will act as the Distributive Environmental Body.
- PKQLT will have the responsibility to monitor financial information provided by applicants and the offer of funding will be subject to PKQLT standard conditions of funding (copy attached).
- Payments to projects will be made directly by PKQLT to the successful applicants on project completion or in agreed installments.

Unsuccessful projects cannot usually be re-submitted for consideration for 12 months.

Successful applicants are expected to complete progress and completion reports reflecting end results. Good quality copies (or originals) of all media coverage must be forwarded with reports.

Applicants will be required to work with PKQLT and the Biodiversity Co-ordinator to ensure that the projects are well publicised. Full acknowledgement must be made of the Fund, i.e. "the SITA Tayside Biodiversity Action Fund" in all your publicity materials or media releases, including presentations and talks. Logos will be provided for this purpose. If you have any questions regarding publicity, please contact PKQLT on 0845 605 2000 or e-mail enquiries@pkgrantsdirect.com.

Any project that fails to start within six months of the date of the Offer Letter from PKQLT will have its offer of support reviewed. PKQLT will reserve the right to either rescind the funding offer, or set a revised deadline (usually 3 months) for the project to begin.

Environmental Guidelines

The Fund would like to encourage the use of environmentally friendly products and sustainable materials wherever possible in all of the projects it supports. Applicants should seek to reduce waste, re-use and recycle, and to explore the use of recycled and reclaimed products and materials wherever possible.

Other environmental initiatives within the scope of the project that support sustainable practices are encouraged wherever possible.

There are currently numerous products on offer that can make your project more environmentally friendly. Projects can use recycled plastic for paths, site buildings, sheds, posts, decking, fencing, information boards and signposts, sandpits, playground equipment and litter bins. Reclaimed wood products such as bat boxes and bird boxes can also be used.

Applicants may also wish to consider whether the provision of segregated recycling bins or composting facilities is appropriate at the public amenity.

Examples of products that are currently available can be found on the Internet or in local newspapers. Please consider these ideas when making your application for funding and incorporate these elements in your application.