

Monitoring project fund

Application form

Peatland ACTION funding primarily supports on-the-ground restoration activities. It also supports monitoring of peatland restoration where it contributes to the Peatland ACTION [Monitoring Strategy](https://www.nature.scot/doc/peatland-action-monitoring-strategy).

This application form is for monitoring projects below £30,000 only. All projects must comply with the eligibility criteria. **We recommend you apply 12 weeks before your intended start date, this is to allow time for us to complete our assessment and decision making in good time for you to start your project.**

Projects over £30,000 should complete and submit the Expression of Interest form to allow NatureScot Peatland ACTION to consult more widely on the higher investment. This can be [downloaded from the webpages](https://www.nature.scot/doc/peatland-action-monitoring-project-funding-guidance-and-application-forms). Budgets for monitoring are limited and investment must be considered in the context of wider Scottish Government and delivery partners active projects.

If you are planning to submit an application you must read the guidance on our website about the [Monitoring Project funding](https://www.nature.scot/doc/peatland-action-monitoring-project-funding-guidance-and-application-forms). 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

You can submit your application at any time. Please e-mail a word version of your completed application form and supporting documents to peatlandactiongrant@nature.scot

## 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 monitoring project.

|  |  |
| --- | --- |
|  |  |
| Applicant name |  |
| Name of organisation (if applicable) |  |
| Position in organisation (if applicable) |  |
| Address |  |
| Postcode |  |
| Phone number(s) |  |
| Email |  |
| Charity or business number (if applicable) |  |
| VAT registration number (if applicable) |  |

1. Is your **organisation**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. [ ]  Public
 | 1. [ ]  Private
 | 1. [ ]  Third sector
 | 1. [ ]  Voluntary
 | 1. [ ]  Private individual
 |
|  |  |  |  |  |

1. Is your organisation the **landowner or has landowner permission**? Please provide written evidence of landowner permission for the project and confirmation of access to the land for the duration of contract period.

Other - Click or tap here to enter text.

|  |  |  |
| --- | --- | --- |
| 1. [ ]  Landowner
 | 1. [ ]  Landowner permission agreed
 | 1. [ ]  Other (provide details below)
 |

1. Are you applying on behalf of a partnership or as lead partner in a consortium?

|  |  |
| --- | --- |
| [ ]  Yes | [ ]  No |

1. If you are also submitting an **application to the Peatland ACTION fund through the restoration application process** please give details including the project title and identification number (if known).

Click or tap here to enter text.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

## Section B - About your project

1. **Project title**

Click or tap here to enter text.

1. Project timeframe

|  |  |
| --- | --- |
|  |  |
| Start date  |  |
| End date  |  |

1. Please select which of the **topics** listed in the eligibility criteria your project meets.

|  |  |
| --- | --- |
| [ ]  | Objective A: Establish if restoration works are resulting in conditions favourable to the recovery of a functioning peatland habitat, e.g. using indicators such as water table level, vegetation cover, and bare peat extent. |
| [ ]  | Objective B: Compare the effectiveness of different restoration techniques for a specific feature of degraded peatland, e.g. drainage, erosion, bare peat.  |
| [ ]  | Objective B: Compare the effectiveness of a specific restoration technique in different conditions or settings, e.g. peatland type, geographical location, elevation, topography. |
| [ ]  | Objective C: Contribute to the evidence base associated with the ecosystem services of peatlands, e.g. C1 Water quality, C2 Water quantity and flood alleviation, C3 Fire risk control, C4 Biodiversity, C5 Social and economic outcomes, C6 Greenhouse gas (GHG) storage and sequestration |
| [ ]  | Fill key evidence gaps in the reporting of peatland restoration, namely the area affected by restoration. The evidence gaps include ‘restoration footprint’ relates to the zone of influence for all ecosystem benefits, including greenhouse gas emissions reductions. |
| [ ]  | Develop or trial new methods for monitoring peatland condition and the effects of peatland restoration.  |

1. Briefly state the **overall aim** of your monitoring project.

Click or tap here to enter text.

1. Please outline the **specific question(s)** that your project will answer.

Click or tap here to enter text.

1. **Background** - please summarise the need for the project such as evidence gaps that will be filled or how the results will be used to inform management.

Click or tap here to enter text.

1. **Study site(s)** - please give a brief overview of the sites to be included in your project including geographical location, landownership and permissions, peatland type and condition, previous Peatland ACTION restoration funding and past and current management.

Click or tap here to enter text.

1. **Study design** - please outline the study design including timing of monitoring in relation to restoration, types of study plot (e.g. treatment areas, untreated control areas, and reference areas representing a target state), and replication of study plots. Most projects must have at least one of control areas, reference areas, or before and after restoration monitoring.

Click or tap here to enter text.

1. **Sampling strategy** - please describe the proposed sampling strategy including sampling unit, sample size and sampling design (e.g. random, systematic, stratified).

Click or tap here to enter text.

1. **Data collection** - please outline the variables you will measure (e.g. vegetation cover, water table level) and the associated data collection protocols.

Click or tap here to enter text.

1. **Data analysis** - please describe how the collected data will be analysed in order to answer the questions set out in Q13, including proposed statistical methods.

Click or tap here to enter text.

1. Please summarise the main **outputs** from the project including datasets, reports and publications. All raw data and a written final report must be shared with Peatland ACTION and can be made publicly available under Open Government Licence. Consider how your outputs will support knowledge transfer and learning across the Peatland ACTION delivery partnership.

Click or tap here to enter text.

1. It is a condition of grant that you **acknowledge Peatland ACTION funding** for your project. Please confirm which media would be used to promote the project and Peatland ACTION.

|  |  |  |
| --- | --- | --- |
| Media | Yes or No | Details |
| Facebook | Yes [ ]  No [ ]  |  |
| X/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 [ ]  |  |

1. Please select which of the **key messages** this project delivers.

|  |  |
| --- | --- |
|  | 1. Key messages
 |
| 1. [ ]
 | 1. Restoring Scotland’s peatlands is a vital part of tackling the climate and biodiversity emergencies.
 |
| 1. [ ]
 | 1. The situation is urgent. More than three quarters of Scotland’s peatlands are damaged, meaning they release over 15% of the country’s greenhouse gases, second only to transport.
 |
| 1. [ ]
 | 1. Everyone benefits from healthier peatlands. They protect our climate and wildlife, improve water quality, slow floods and mitigate wildfires. Restoration provides a major boost to green jobs and our rural economy as part of a just transition.
 |
| 1. [ ]
 | 1. Scottish Government has committed £250 million to support peatland restoration, reflecting the major role it will play in hitting net zero targets. The Peatland ACTION programme is led by Scottish Government and delivered through a partnership of five government agencies; managed by NatureScot.
 |
| 1. [ ]
 | 1. Peatland ACTION is urging land managers to play their part in creating a net zero Scotland and to use the support and up to 100% funding to restore peatlands.
 |
| 1. [ ]
 | 1. A drive to restore 250,000 hectares of peatland (10x the size of Edinburgh) by 2030 is being delivered by Peatland ACTION, putting it at the forefront of Europe’s developments in this increasingly important area. So far, over 43,000 hectares have been put on the road to restoration.
 |

1. Please select which of the target audiences this project will be most relevant to.

|  |  |
| --- | --- |
|  | 1. Key messages
 |
| 1. [ ]
 | 1. Owners and managers of large areas of peatland, and their representatives;
 |
| 1. [ ]
 | 1. Other peatland landowners and managers, including farming, sporting, forestry, crofting, and community interests;
 |
| 1. [ ]
 | 1. Contractors and consultants who can assist with the restoration process;
 |
| 1. [ ]
 | 1. Politicians at the national and local level;
 |
| 1. [ ]
 | 1. Scottish Government policy – land use transformation (agriculture, forestry, natural resources)
 |
| 1. [ ]
 | 1. General public;
 |
| 1. [ ]
 | 1. International – institutions, projects and partnerships where we can share information and knowledge, and cement our position at the forefront of this industry on the international stage
 |
| 1. [ ]
 | 1. Media: local, regional, and national media (general and targeted media).
 |

1. Please demonstrate that your organisation and project partners have the **skills and experience** required to complete the proposed project. You should also outline the roles and responsibilities of all staff and partners involved in the project.

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

1. Please set out your key **project milestones** in the table below (e.g. completion of fieldwork, submission of final report). We will use this information to set your expected payment schedule and assess claims for payment on progress towards them.

|  |  |  |
| --- | --- | --- |
| Project milestone | Output | Delivery date |
|  |  |  |
|  |  |  |
|  |  |  |

1. Please identify any **risks** associated with delivery of the project and how these will be managed.

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

1. Please identify any potential **constraints** on the proposed project, these will be specific to your monitoring proposal and could include (but are not limited to); utilities, Drinking Water Protected Area, Scheduled Monuments, Schedule A1/1A bird species, breeding birds or other protected species (e.g. otters, water voles or freshwater pearl mussels etc.). Consider all aspects of the project including groundworks, access and where necessary tell us about the steps you will take to protect those species, avoid disturbance and comply with the relevant legislation. Peatland ACTION may be able to provide additional support and guidance relating to specific constraints, please get in touch if you’d like additional support.

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.

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

1. If the area to be restored or access routes are within a **Drinking Water Protected Area**, give details. You can get advice on how restoration projects may impact a Drinking Water Catchment Area from Scottish Water and SEPA. Include evidence of any advice received.

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

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. The local planning authority’s archaeology team can advise on archaeological remains (features/sites). Include evidence of any advice received.

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

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**, please specify 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.).

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

## Section C – Your costs

We need to know the following costs, by NatureScot financial year (1 April – 31 March):

* The total project cost - this includes all cash costs and all non-cash in-kind costs
* The total cash cost of your project – all cash items required to deliver the project activities
* The amount of cash you are requesting from NatureScot
* The amount of cash contributions you or other funders are providing
* The amount of in-kind contributions you or other contributors are providing

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

Project cash costs eligible for funding are:

* Staff costs – only staff directly involved in delivering the monitoring activities (covers salary, National Insurance and Employee Pension Contributions).
* Contractor costs (e.g. to install monitoring equipment).
* Specific staff training to support project delivery.
* Project staff travel and subsistence.
* Capital equipment, resources and materials to deliver monitoring activities.
* NatureScot cannot pay for 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, then you should include ‘irrecoverable VAT’ in your project costs.

You must read our guidance on the [Peatland ACTION Fund website](https://www.nature.scot/climate-change/nature-based-solutions/peatland-action/peatland-action-fund-how-apply) before completing the ‘Your costs’ section of this application form. This guidance note provides important information on procurement requirements, tenders/ quotes, reporting progress, and claims and payments.

1. Are you registered for VAT?

|  |  |
| --- | --- |
| [ ]  Yes | [ ]  No |

1. Are you able to reclaim VAT from HM Revenue and Customs?

|  |  |
| --- | --- |
| [ ]  Yes | [ ]  No |

1. **Summary of costs** - please complete the table below to summarise your project costs (£).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cash costs summary | Grant requested Year 1 | Grant requested Year 2 | Grant requested Year 3 | Total |
| Total project cost | £      | £      | £      | £      |
| Total cash cost | £      | £      | £      | £      |
| Cash requested from NatureScot | £      | £      | £      | £      |
| Cash contributions from you or other funders | £      | £      | £      | £      |
| Total  | £      | £      | £      | £      |

1. **Staff cash costs** - please show all cash costs (£) for employing staff to deliver the monitoring activities (covers salary, National Insurance Contributions, Employee Pension Contributions) and the amount of funding you are requesting from NatureScot. These should be broken down against specific monitoring actions required for the project.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Staff post | Year 1 total cost | Year 1 grant requested | Year 2 total cost | Year 2 grant requested | Year 3 total cost | Year 3 grant requested | Total cost (all years) | Total grant requested |
|  | £      | £      | £      | £      | £      | £      | £      | £      |
|  | £      | £      | £      | £      | £      | £      | £      | £      |
| Total | £      | £      | £      | £      | £      | £      | £      | £      |

1. **Cash costs** - please provide a breakdown of all cash costs (£) for procuring goods or services for your project and the amount of funding you are requesting from NatureScot; includes contractor costs, staff training, staff travel and subsidence, and equipment costs.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Cost description | Year 1 total cost | Year 1 grant requested | Year 2 total cost | Year 2 grant requested | Year 3 total cost | Year 3 grant requested | Total cost (all years) | Total grant requested |
|  | £      | £      | £      | £      | £      | £      | £      | £      |
|  | £      | £      | £      | £      | £      | £      | £      | £      |
| Irrecoverable VAT | £      | £      | £      | £      | £      | £      | £      | £      |
| Total | £      | £      | £      | £      | £      | £      | £      | £      |

1. Please show any other **cash funding (£)** being allocated from **your own or other sources**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Funder | Year 1  | Year 2  | Year 3 | Total |
|  | £      | £      | £      | £      |
|  | £      | £      | £      | £      |
| Total | £      | £      | £      | £      |

1. Please show us all sources of **in-kind contributions** (£) to your project including your own. This may include use of equipment or machinery, or materials that may be given to the project without charge.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description | Year 1  | Year 2  | Year 3 | Total |
|  | £      | £      | £      | £      |
|  | £      | £      | £      | £      |
| Total | £      | £      | £      | £      |

1. Please provide details of maintenance and insurance for any follow-on project activity, i.e. where NatureScot is funding years one and two of a six-year project.

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

## Section D – Declaration

* I am the applicant and I am applying for funding 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)

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

[ ]  I have provided spatial data using the spatial data templates.

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

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

[ ]  I have read the [**Fair Work First - guidance for funding applicants**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nature.scot%2Fdoc%2Ffair-work-first-fwf-guidance-funding-applicants&data=05%7C02%7CLucy.Elliff%40nature.scot%7Ca3c8abb4bedb4327847d08dc1cd1fe22%7C074028c0e165499999ad31603ad73bac%7C0%7C0%7C638416935430863664%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=pUWZhXEOQJLZE8RRTsregn873b96CN1hF4%2FeHzzBaBU%3D&reserved=0) 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.

### Funding privacy notice

NatureScot will collect and hold your contact details. 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.

Signed:

Name (please print): Date:

You can submit your application at any time. Please e-mail your completed application form and any supporting documents to **peatlandactiongrant@nature.scot**