



Scottish Natural Heritage
Dualchas Nàdair na h-Alba

Peatland ACTION

Restoring
Scotland's
peatlands

Applying for Funding - Information for Applicants

Getting in touch with us

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

Timescales for decisions

You can submit your application to us (peatlandactiongrants@snh.gov.uk) at any time.

The application will ask you to tell us if you have a deadline by which you need a decision to allow you to complete any approved activities before the end of February 2018. Your Funding Officer will let you know when we expect to be in a position to inform you of our decision.

Due to the nature of some sites, we suggest that the latest you submit applications for upland restoration projects is **31 October 2017**. This is to make sure that there is sufficient time to deliver the project, including any delays resulting from poor weather, by the end of February 2018.

Depending on the type of other activities you plan to deliver, and the location of your site, we will receive applications later than this date but you must allow **4-6** weeks for a decision. You will not be able to start your project until we have informed you of our decision.

Conditions of Funding

You must accept our standard [Terms & Conditions](#) of funding. These are non-negotiable.

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

- All information collected in the project will be shared under an open access agreement unless there is a specific reason not to, for example, where the information is personal.
- All relevant permissions must be confirmed before work commences and are the responsibility of the applicant. This includes felling licence, SEPA licences and any other permissions relating to designated sites or land ownership, where appropriate. You will need to provide evidence prior to starting your project, unless we agree otherwise, in writing.
- If mobile capital equipment such as peat probes are purchased as part of the project, SNH may ask that these are loaned to third parties in your area.

- All work supported by this grant refers to sites described and maps submitted in the application form.
- You must arrange for a site visit from the Peatland Action Project Officer prior to contractors leaving site. This is to make sure that works have been completed to a satisfactory standard. Final claims will not be made without an inspection visit, unless we have previously agreed in writing that a visit is not needed.
- Site improvements must be maintained for **10** years from the date of your final grant payment. This includes no muirburn on restoration sites for the period.
- You must provide a before and after report on completion of the project and before the final payment. This includes:
 - A peat depth survey of the restored site (following our [guidance](#) and using our Peat Depth survey [template](#)).
 - A Final Report using our [template](#)). Note we will **not** assess a final claim for payment without a final report that meets the required standard.
 - All reports should be supported with labelled and geo-referenced photographs.
- Following completion of the capital works paid for by this project you must provide a report on management success and failures of the project five years from the date of your final grant payment. This is to allow us to understand the impact of the restoration work on the site.

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

Applicant responsibilities

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

Use of agents

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

Use of contractors

- Where you appoint a contractor to undertake works on your behalf, you are responsible for making sure that they are sufficiently competent and qualified to do the work, and that safe working practices are followed.
- We will not make payment direct to contractors.

Procurement requirements

Customers should demonstrate good procurement practice by inviting competitive tenders from not less than 3 suitably experienced contractors for submission to SNH along with the completed Funding Application Form. Where the availability of suitably experienced contractors is an issue, we will consider other suitable contractors providing that appropriate

controls are in place to effectively manage the successful completion of restoration works.

When securing the services of a contractor the customer should get quotes as follows:

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

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

Progress reporting and payment of funds

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

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