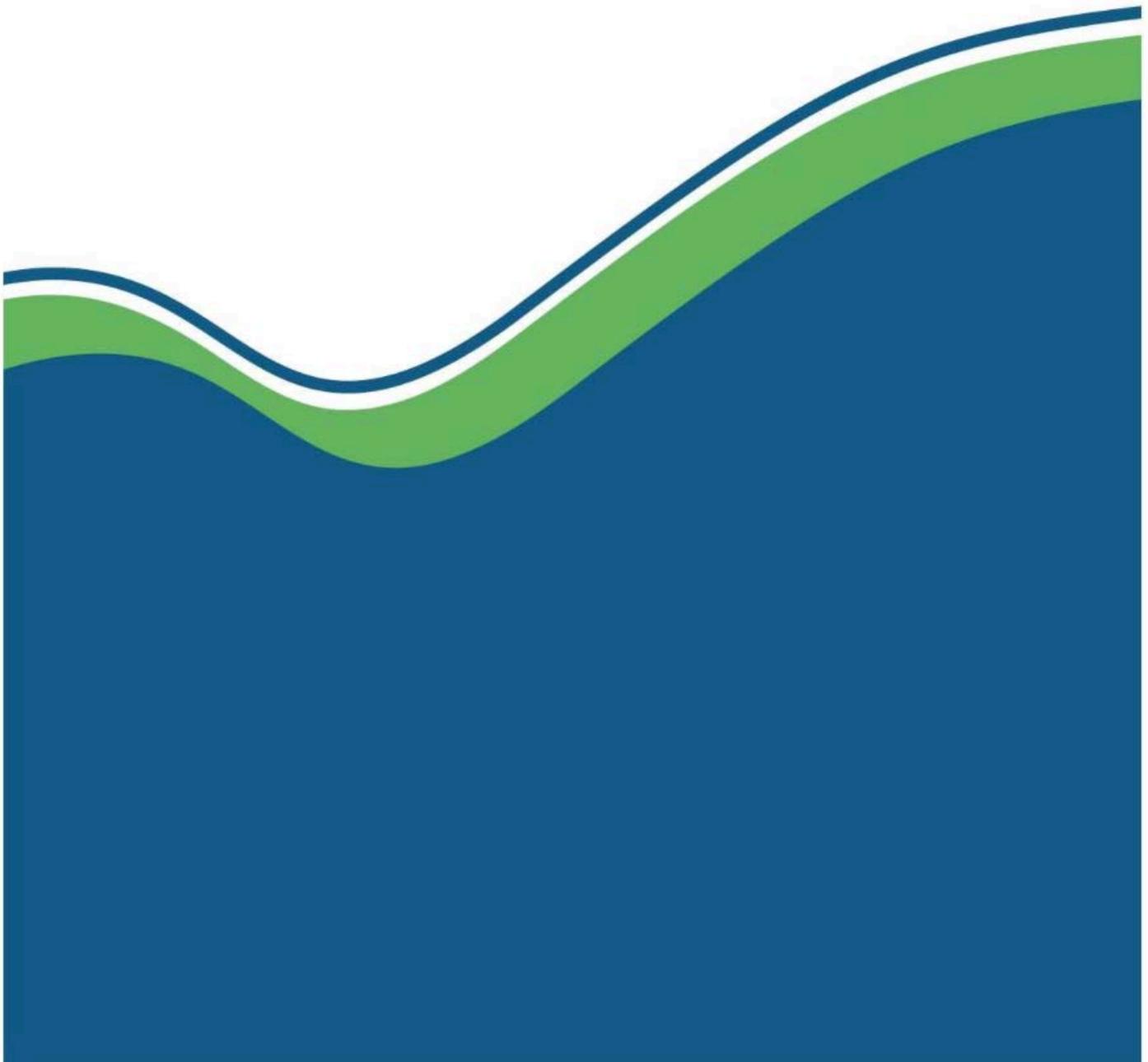
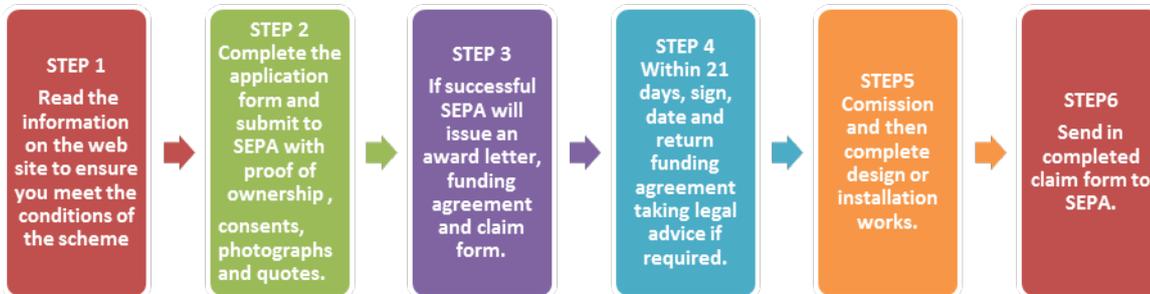


## **Applicant Guidance - grant scheme for riverbank repair demonstration sites**



## Summary of the application process



This guidance is intended to help those who wish to apply to SEPA's grant scheme for riverbank repair demonstration sites to complete the application form.

First you should read the information on SEPA's webpage, [Grant scheme for riverbank repair demonstration sites](#), and ensure you, as the applicant, and the demonstration site can meet all the required criteria. Pre-application discussions with SEPA are strongly advised, please contact [julie.holmes@sepa.org.uk](mailto:julie.holmes@sepa.org.uk).

An application should be made to SEPA using the form [Application for Riverbank Repair Demonstration Site Grant](#)

Costs of up to a maximum of £750 for design and up to £10,000 for installation are available for suitable sites. **A separate application** is required for funding towards professional design and installation.

### What information is required to complete the application form?

#### 1. Applicant Contact Details

The applicant must own the agricultural land or have an agricultural tenancy of the land

#### 2. Land Ownership Status

Please indicate on the form whether you are the landowner or tenant. You must also provide with the application proof of ownership e.g. from HM Land Registry including a plan outlining in red the property owned by the applicant that includes the bank protection site.

#### 3. Written Consents

When submitting an application for **installation** costs you must submit written consent from any other owner of land or rights who may be affected by the installation of the bank protection. (See Appendix 1). This will be required so that SEPA can be confident that all 3<sup>rd</sup> party consents are in place to permit the installation to go ahead.

#### 4. Site Details

This section requires various details about the site.

You must also provide one or more photos showing, in detail, the full length and height of the eroded section of river bank to be repaired.

#### 5. What are you applying for?

Indicate here whether you are applying for costs towards a professional design (up to a maximum of £750) or the installation costs (up to a maximum of £10,000) A separate application is required for each.

Quotes must be submitted with the application as per the table below and the guidance in Appendix 2.

| <b>Value of the design or installation</b> |                               |
|--|-------------------------------|
| Up to £2,000 (excl. VAT)                   | ONE written quote             |
| Greater than £2,000 (excl. VAT)            | Normally THREE written quotes |

As part of the funding agreement that will be sent out to you to sign if your application is successful, you must also supply a programme that includes the following information:

#### **Design Programme**

| <b>Action</b>   | <b>Date by which action will have been completed</b> |
|---|--|
| Instruction of Design Consultant                      |  |
| Site Survey   |  |
| Initial Draft   |  |
| End of revision / consultation period                 |  |
| Final Draft   |  |
| Submission of proof of expenditure and Design to SEPA |  |

## Works Programme

| Action   | Date by which action will have been completed |
|--|---|
| Instruction of Works Contractors                                   |   |
| Applicant obtains all necessary permissions, consents and licenses |   |
| Works Begin  |   |
| (identify project specific milestones)                             |   |
| Practical Completion   |   |
| Submission of proof of expenditure to SEPA                         |   |
| End of Defects Period  |   |

### 6. Compliance with Controlled Activities Regulations (CAR) Scotland 2011

Before installation work commences you will need to have in place a registration for the placement of the trees or parts of trees (Part N). You will not be charged for this.

### 7. Declaration and Undertakings

Ensure you read and understand all points in this section before signing.

### 8. Document check list

All documents in this list must be submitted with the application or we will be unable to consider it.

## What happens once I have returned the signed grant award letter/agreement with SEPA?

Once your application is received, if successful, we will issue a grant award letter detailing how much you will be able to claim. This letter (including a funding agreement) is issued in duplicate.

The offer will not be binding on SEPA until you have returned within 21 days, one of the duplicates duly signed and dated. The offer of grant will only be binding on SEPA from the date we receive your acceptance.

It will be the responsibility of the applicant to obtain the design and organise and oversee the installation work. The funding agreement will include a condition that as a demonstration site, the applicant will be required to carry out monitoring at the site as agreed with SEPA. This will include:

- Installing a fixed point camera which will be supplied by SEPA.
- The collection of photos and other site information before during and after installation of the bank protection.
- Providing the photographs to us at agreed intervals.

The funding agreement will also require that the applicant permits, or ensures that the landowner permits, SEPA staff and other interested parties (as notified to the applicant by SEPA) to have access to the site on giving the applicant reasonable prior notice to carry out:

- site visits organised by SEPA or the National Farmers' Union of Scotland, for the purpose of training/informing such other parties as they see fit about the project;
- inspections and monitoring progress of the approved works and the project;
- checks to whether the applicant is complying with the grant conditions.

Once the design or installation is complete the applicant should submit a claim form and an invoice to SEPA.

#### **Making a claim:**

**Claims can only be submitted to SEPA once bank works have been completed. We will not be able to accept forms received after 1 March 2018.**

For successful applications for funding towards **design**, grant money will be released on production of a completed claim form that includes

- a copy of a design that SEPA deems compliant with the current authorisation requirements under CAR;
- evidence of spend e.g. invoices or receipts you have received
- confirmation that CAR registration Part N has been applied for and that all required conditions can be met.

SEPA will review this information and if complete SEPA will issue a purchase order (PO) number, only then should you submit your final invoice to SEPA on headed notepaper quoting the PO number.

For successful applications for funding towards **installation** of bank protection, grant money will be released following:

- inspection by SEPA confirming that the bank protection has been installed as per the requirements of the authorisation;

- receipt by SEPA of a completed claim form that includes:
  - completion certificate;
  - evidence of spend e.g. invoices or receipts you have received.
  - the production of photographs taken during installation as per funding agreement with SEPA.

SEPA will review this information and if accepted SEPA will issue a purchase order number, only then should you submit your final invoice to SEPA on headed notepaper quoting the PO number.

Funds will be released within 20 days of receipt of the documents outlined above.

## Appendix 1

Landowners who ought to be identified (if different from the applicant), and whose consent SEPA requires includes:

- a. owners of the riverbed and banks where the works or works access is located;
- b. owners of the riverbed and banks adjacent to the works;
- c. owners of salmon fishing rights;
- d. owners of servitudes;
- e. owners of burdens;
- f. owners of structures in the river;
- g. tenants of any of the above noted;
- h. anyone holding a standard security over the land in question;
- i. anyone using water abstracted from the river, such as for hydro schemes, whose use of the river will be affected by the project.

The applicant will need to ensure that written consent has been obtained for any affected land.

## Appendix 2

### Evaluation of the quote

Quotes will be assessed to ensure they present value for money. The quotations/estimates must:

- include a breakdown of costs;
- be from a reputable company;
- be on business headed notepaper.

Applicants should ask suppliers to quote on the same set of specifications so that quotes can be compared on an equal basis.

If the applicant intends to carry out part or all of the work themselves they should quote the value of their input detailing own time, labour and machinery and the rates to be applied. The applicant's quote can then be compared on a like for like basis with any other competitive quote and assessed to ensure it represents value for money.

If the applicant is seeking quotes for second hand items and is unable to obtain a second like for like quote, then a quote for a new item with the same specifications would be acceptable in order to demonstrate value for money.

Where more than one quote is required, applicants may choose to use the company that provided the higher quote but payment will be restricted to the lower quotation once all ineligible quotes have been removed

The following basic elements are required in all quotes supplied:

- Quotes are in written/printed form and clearly originated from a reputable supplier who can deliver the items or work (e.g. path construction firm for path works).
- Supplier's contact/business details are clear and legitimate.
- The quote is based on specifications as described in the CAR registration Activity N and [\*Reducing river bank erosion: A best practice guide for farmers and other land managers.\*](#)
- There are no missing elements.
- There are no ineligible elements.
- Cost calculations are up-to-date, correct and precise.
- Suppliers should confirm for how long the quote is valid.
- Whether the price includes appropriate VAT rate; this is to determine the correct level of grant award.

Note that all claims submitted must exclude recoverable VAT, regardless of whether or not the applicant actually recovers that VAT. If VAT is non-recoverable it should be shown as a separate line item.

Quotations for **design** will be evaluated on the following:

- Demonstration of an understanding that the design must be compliant with [Reducing river bank erosion: A best practice guide for farmers and other land managers](#) and any relevant CAR authorisation.
- Any evidence of previous experience of successful design.
- Timescales proposed.
- Price.

Quotations for **installation** will be evaluated on the following:

- Demonstration of an understanding that the installation must be compliant with our *Best practice guide for farmers and other land managers* and any relevant CAR authorisation.
- Any evidence of previous experience of successful installation.
- Timescales proposed.
- Price.

It is essential that you include all costs related to the project in your application. Any costs not included in the total estimated costs on your application will not be eligible for grant.