

# RIVERS FOR ALL

## FUNDING SCHEME



## Funding Criteria & Guidance Notes for Applicants

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### 1. Introduction – What is Rivers for All?

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Rivers are wonderful places to enjoy. Unfortunately, much of the development that has taken place within the Rivers Almond and Avon in the past has resulted in the loss of the natural state of the river which has impacted how people interact with and enjoy their local rivers. Totalling £40,000 over four years, Rivers for All provides an exciting opportunity for groups and communities in the River Almond and Avon catchments to develop and deliver a wide range of activities, from art work to practical conservation work, that will improve the local river environment; help create a sense of community ownership of the rivers; and enable people to enjoy their local rivers.

Rivers for All is part of RiverLife:Almond and Avon - a four-year Heritage Lottery Fund, Scottish Government, SEPA Water Environment Fund and Local Authority supported project running from Autumn 2016 to Autumn 2020. Hosted by the River Forth Fisheries Trust, it aims to reconnect communities and wildlife with their local rivers in the Almond and Avon catchments. Further details about the project can be found at [river-life.org.uk](http://river-life.org.uk).

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### 2. What type of activities can the Rivers for All grant pay for?

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A wide range of activities and projects can be supported by Rivers for All as long as they improve the local river environment or inspire a sense of connection with or stewardship of the river. Some projects may be based on practical conservation work such as cleaning a stretch of river of rubbish or planting some trees to improve the local environment. Other projects may be more focused on enabling local groups to enjoy their local river through community events, such as a river festival or a river themed picnic. Projects will also be considered that inspire people to connect and enjoy their local river environment - maybe you are interested in developing a river trail or teaching young people to fish and enjoy their local river.

Provided the application criteria set out below are met, the list is endless. If you think you have a good idea, please talk to the team.

### **Essential Application Criteria**

(to be eligible, applications must meet one or more of the following criteria)

- Improve understanding of the natural heritage along rivers
- Capture and tell stories about changing rivers;
- Restore, manage and survey river habitats;
- Actively involve people in caring for their river;
- Improve access to the river whilst also managing the impacts of that access;
- Work with young people to inspire the next generation of river custodians;
- Enhance people's experience of rivers;
- Increase people's ability to be involved with rivers either through training or engagement events.

### **Value Added Application Criteria**

(value will be added to applications meeting any of the following criteria)

- actively involves members of the wider community beyond those immediately involved in running the project;
- demonstrates innovation or best practice;
- promotes social inclusion;
- promotes the involvement of young people in the heritage of rivers;
- inspires or demonstrates partnership working and
- is an interesting "story" that can be used to promote RiverLife: Almond & Avon.

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## **3. Who can apply?**

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Rivers for All is open to all community groups as well as organisations & groups from the public, private or voluntary sectors.

Whilst applications from individuals are not precluded, there needs to be wider public benefit and it is expected that in most cases applications will be submitted on behalf of organisations or groups.

Applicants need not necessarily come from, or be based in, the RiverLife project area. However, plans must further the objectives of RiverLife: Almond & Avon and be based within the Almond or Avon catchments. A map of the project boundary is provided as part of this guidance.

If you are unsure if you are eligible to apply, please speak with the RiverLife: Almond & Avon Project team on **0131 445 1527** who would be happy to discuss your proposals with you in more detail.

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## 4. How much money will be available for projects?

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It is expected that individual grants will normally be in the range of £250 - £5,000 although there are no set limits.

Funds will be allocated over each of the application windows in roughly equal amounts, but this is not an absolute requirement and the assessment panel will have some discretion to bring funding forward should there be excellent applications totalling more than the allocated funds for that application window. Equally, the assessment panel reserves the right not to allocate all the money available in any given year if there should be insufficient applications of the required quality.

The level of grant support will not normally exceed 75% of the total project costs, although the remainder may be composed of help 'in kind' (e.g. volunteer time, valued at £50/day, or the loan of equipment, premises or land). Up to 100% will be available for exceptional projects that will contribute significantly to RiverLife:Almond & Avon's objectives and where a good case has been made that other support cannot be obtained or where the nature of the particular project makes it inappropriate.

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## 5. How and when can we apply?

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To apply, you will need to fill out an application form which is available from the project website **river-life.org.uk**. Completed application forms should be sent, preferably electronically to **riverlife@fishforth.co.uk**. If you prefer to send a paper application this can be sent to River Forth Fisheries Trust Offices:-

**River Forth Fisheries Trust**  
**The Clubhouse**  
**106 Biggar Road**  
**Edinburgh**  
**EH10 7DU**

As part of the application process, you will be required to provide financial details of the proposed project, with a detailed breakdown of the expected expenditure and income and quotes for work where appropriate. In addition, you will be required to provide a project timetable and expected completion date as well as details of the organisation applying for the grant.

Each year of the RiverLife:Almond & Avon Project, there will be two opportunities to apply to Rivers for All, once at the end of March and once at the end of October. Application deadlines are given in the table below.

### **Deadline for applications**

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Friday 31st March 2017  
Monday 30th October 2017  
Friday 30th March 2018  
Monday 29th October 2018  
Friday 29th March 2019  
Monday 28th October 2019

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## **6. How will our application be assessed?**

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Applications will be assessed by a small assessment panel, composed of the River Forth Fisheries Trust Manager, a member of the Forth District Salmon Fishery Board and a River Forth Fisheries Trust Board Director. The panel is chaired by one of the panel members.

The River Forth Fisheries Trust Manager will undertake a simple eligibility assessment to check the proposed project is within the RiverLife:Almond and Avon Project area and that there is no information missing from the application form. In some instances, applicants may be asked to provide further information to allow further assessment to be made. However, it is the responsibility of the applicants, not RFFT to check that they have supplied all the required information.

The assessment panel will assess how well the proposed project, as described in the application form, meets the application criteria set out in section 2 of the guidance headings.

The assessment panel may decide to make an offer for less than the full amount requested. They may also give guidance to the RiverLife:Almond & Avon project team to discuss certain aspects of the project with the applicant to clarify details before they give their final decision.

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## 7. When will we know if our application has been successful?

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All applications will normally be acknowledged within five working days of receipt of the application and the assessment panel will aim to meet to assess applications within two weeks of the application deadline.

Applicants will be informed within five working days of the assessment panel meeting whether their application has been successful, and if so the amount of grant they have been offered. This will be followed up by written confirmation and a formal offer of grant for successful applicants.

For example, for applications received by the end of March, you can expect to hear by the end of April and for applications received by the end of October, you can expect to hear by the end of November.

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## 8. What kind of conditions and requirements will we need to meet?

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The grant offer letter will detail all conditions of the grant and specify the evidence required to prove the project has been completed.

In addition to any project specific conditions of grant, general conditions of grant will include:

- The grant can only be used to support the project specified in the application form;
- The offer of grant must be accepted in writing within a certain period, and the project must be completed and the grant claimed within a specified time period (usually within one year);
- RiverLife:Almond & Avon and the Heritage Lottery Fund must be acknowledged in all associated publicity, annual accounts and publications as appropriate.
- A minimum of three good quality photos of the project must be submitted to RiverLife: Almond & Avon for use in its own promotions and those of the Heritage Lottery Fund.

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## 9. When will the grant be paid and what is the process of claiming the grant?

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In most circumstances, grants will be paid in arrears, on successful completion of the project. To claim the grant, you will be required to submit relevant evidence of delivering your project, such as receipted invoices. Details of the evidence required for your specific grant claim will be specified in your grant offer letter or agreed in writing with you subsequently. Such records are likely to include receipted invoices, feedback forms, a photographic record of works and / or confirmation of receipt of other funds.

We appreciate that some smaller organisations may not have the required cash flow for payment of cash in arrears to be a realistic option. In such circumstances, we will discuss with you the potential for some money to be released up front. In such circumstances, it would be unlikely for more than 50% of the grant offer to be released up front.

If the application is from a non-VAT registered organisation, RiverLife:Almond & Avon can fund the gross cost of the project (i.e.VAT cost can be met by the fund). If the application is from a VAT registered organisation the fund cannot meet any VAT costs (i.e. use figures excluding VAT).

If a project is unable to fulfil its aims, meet its grant conditions and / or be completed within the agreed timescales then the panel has the right to “cease funding” the project, and not award any further funding.

Full details of grant payment conditions including information and records required to release grant payment will be made available to successful applicants on offer of grant.

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## 10. Will we be required to monitor and publicise the grant ?

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The RiverLife:Almond & Avon Project Team will monitor and evaluate the delivery of all projects awarded a Rivers for All grant. If any issues are highlighted as a result of this process the RiverLife team will discuss these with the project delivery team and try and ensure the required standards and outcomes are met. It is the desired intention to help all projects reach a satisfactory conclusion. However, RiverLife:Almond & Avon are required to safeguard the wise and legitimate use of Rivers for All and ensure compliance with the Heritage Lottery Fund’s requirements.

You will be required to undertake a midterm review as part of the feedback to RiverLife:Almond & Avon and the Heritage Lottery Fund Monitoring. In addition, you will also be required to submit a short Final Report on completion of the project.

We hope that you will want to let everyone know about your project and there will be lots of publicity around your project. RiverLife:Almond & Avon, River Forth Fisheries Trust and the Heritage Lottery Fund must be acknowledged on all completed projects and mentioned in all press releases and publicity material relating to projects. Logos must be displayed on any press releases or printed materials. RiverLife:Almond & Avon reserves the right to use any material submitted for publicity purposes.

More detailed information and guidance will be made available to successful applicants on acknowledgement of grant.

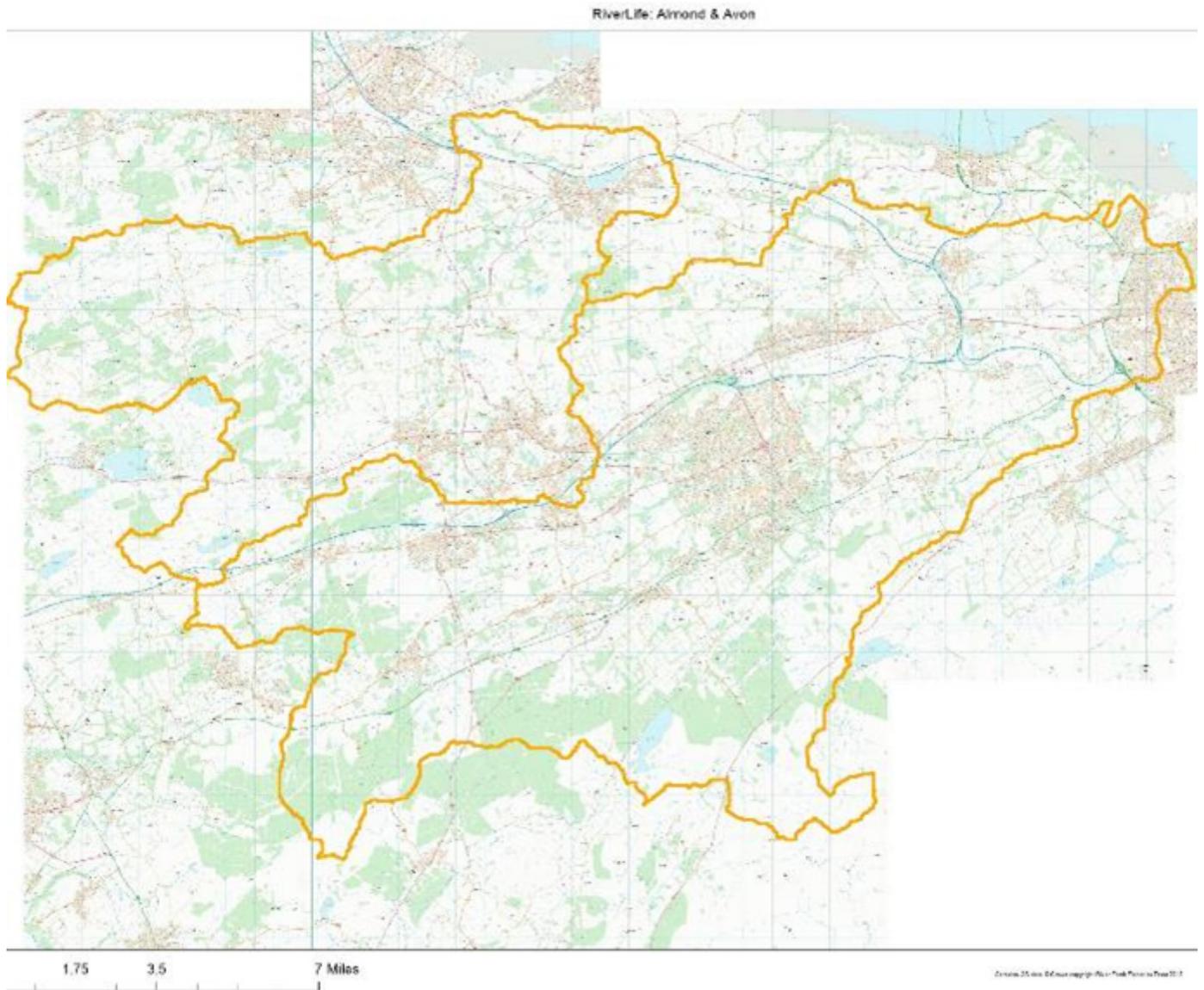
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## 11. Further questions and queries...

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If you have any further questions or queries, please contact the RiverLife Team on **0131 445 1527** or email us on **riverlife@fishforth.co.uk**.

Project Boundary for **RIVERLIFE: ALMOND AND AVON**



**River Forth Fisheries Trust**  
**The Clubhouse**  
**106 Biggar Road**  
**Edinburgh**  
**EH10 7DU**  
Tel. **0131 445 1527**  
Email. **riverlife@fishforth.co.uk**

