****

**Blue Carbon International Policy Challenge – Guidance document**

# **Overview**

This guidance document has been prepared to help support your application. It includes key dates for the Blue Carbon International Policy Challenge (BCIPC), eligibility criteria, selection criteria, expected outcomes and reporting requirements and instructions on how to apply.

Further important documents include the overview of BCIPC topics, the application form and the budget template.

Completed applications must be emailed to marineclimatechange@gov.scot and must be received no later than 17:00 BST on 19 May 2022. An acknowledgement email will be sent on receipt of applications.

Applications will be assessed using a competitive scoring process based on the criteria set out below. Applicants will be informed of the outcome of the assessment in early June. Grant offer letters will be issued to successful applicants and feedback will be provided to those who were unsuccessful. IPC’s are expected to start by week commencing 13 June and must be completed by 3 October 2022. Please note that a single grant payment will be made in arrears on completion of the project.

If you have questions regarding the Blue Carbon International Policy Challenge that are not answered in this guidance, please contact marineclimatechange@gov.scot. We will also be running a virtual information session on 28 April 2022 at 11:00 (am) BST. To register, please visit EventBrite.

# **Key dates**

* Application process opens – 21 April 2022
* Closing date for applications – 19 May 2022
* Applicants notified of the outcome and grant offer letter issued to successful applicants – week commencing 6 June 2022
* IPC start date – projects are expected to start by 1 July 2022
* IPC end date – final outcomes are expected by 3 October 2022
* Deadline for claiming payment – 28 November 2022

# **Eligibility criteria**

The Scottish Blue Carbon Forum are looking for applications from blue carbon research and policy specialists who are committed to progressing science-policy dialogues and fostering international collaboration.

Please ensure you have read the information below and before putting together your application.

The applicant organisation (lead partner) must constitute a “legal person”, meaning it is legally constituted and can enter into a contract.

Organisations that are eligible as lead applicants include academic institutions and research centres, registered charities and community groups with legal personality and a bank account.

The lead applicant/organisation should be based in Scotland. The partnership should be international in nature (with at least two countries represented) and there is no maximum number of partners.

Applications may include more than one Scottish partner, so long as all adhere to the eligibility criteria. Applications including partners from multilateral organisations are welcomed.

Applicants must demonstrate in their application that they will use grant funding to advance the international policy challenge outcomes and international network building as part of Scotland’s COP26 legacy.

For this round of funding, organisations based in or affiliated with Russia or Russian organisations are not eligible partners.

Scottish public bodies and local authorities are not eligible to receive funding but are welcome to be included as partners, covering their own costs.

# **Selection Criteria**

A multi-disciplinary panel, appointed by Scottish Government, will assess and score the applications. The names of the panel members will be published on the website in the near future. Applications will be scored between 1 (low) and 5 (high), with a high score being awarded where the applicant’s response fully satisfies the criteria. Only sections marked with an asterix in the application form/ guidance will be scored. The application with the highest total score will be awarded the respective BCIPC grant.

The following factors will be considered during the scoring process:

* The proposal includes a diverse range of international partners, including multiple sectors or organisation types.
* The proposal demonstrates value for money.
* The proposal demonstrates value added.
* The proposal is ambitious in its scope and objectives, with carefully considered targets/milestones and demonstrates clear understanding of the IPC topic and intended outcomes.
* The proposed partners are experienced working internationally and demonstrate an awareness of blue carbon international research/policies.
* The applicant demonstrates an awareness of the relevance of the IPC to Scotland, and how delivery will support Scotland’s climate and environmental efforts.

# **Expected outcomes and reporting requirements**

Specific outcomes and a clear scope have been proposed for each International Policy Challenge topic and are detailed in the overview document. The following general outcomes are expected for each IPC. Advice will be shared on expected format and timing with successful applicants

* **An interim report/short update to the SBCF steering committee and assessment panel** – this is a positive opportunity to discuss progress and request any advice or recommendations from the SBCF steering committee.
* **IPC policy brief** – this will take the form of a short briefing (4-6 pages) summarising the findings and opportunities from the project, as per the respective IPC outcomes. A standardised template will be provided to successful applicants, including assistance from designers to make this a ‘glossy’ publication.
* **IPC blog post and communications materials** – on conclusion of the project, successful applicants will be invited to provide a guest blog post for the Scottish Blue Carbon Forum website and to work with Scottish Government’s Marine Directorate to develop a range of communications products capturing project outcomes (including infographics, tweets).
* **Final grant report** - once the IPC brief has been completed, grant holders will be required to provide a report reflecting on the achievements and outcomes of the IPC. These, in addition to the final IPC brief, will be used to evaluate the success of the BCIPC. These materials may be published (in part or full) on the SBCF website.

# **Payment**

At conclusion of the project a single payment will be made to the lead applicant. Receipts for all costs should be kept and provided in support of claims. The deadline for claiming payment is 28 November 2022.

# **How to apply**

You can apply for the Blue Carbon International Policy Challenge by completing the application form and budget template. Both must be completed in full. The guidance below will help you complete the application form, separate guidance is provided to support filling out the budget template. If you have any questions that are not covered by this note, please email marineclimatechange@gov.scot.

[Section 1: Application overview](#_Section_1:_Application)

[Section 2: Lead applicant organisation details](#_Section_2:_Lead)

[Section 3: Application detail](#_Section_3:_Application)

[Section 4: Budget](#_Section_4:_budget)

[Section 5: Checklist](#_Section_5:_checklist)

[Section 6: Declaration](#_Section_6:_Declaration)

# **Application guidance**

Parts of the application form marked with an asterix ‘\*’ will be competitively scored as per the selection criteria.

##

## **Section 1: Application overview**

1.1 Title of International Policy Challenge – Please identify which of the 5 topics you are applying for.

1.2 Name of applicant organisation and application lead - The name of the organisation applying for funding, also the lead partner in the project.

1.3 Project start date – The date you intend the project to begin. We anticipate successful projects to be able to begin from 1 July 2022.

1.4 Project finish date – The date you anticipate the project ending. It must be completed by 3 October 2022, to allow preparation of outputs ahead of COP27.

1.5 Amount requested from the BCIPC fund – The amount of money you are applying for from the Scottish Government (maximum £10,000). This may not necessarily be the total cost to deliver the project. The budget section will give you the opportunity to detail any other sources of funding.

1.6 Short summary of the proposal (max 100 words) - please provide a punchy summary of your application and proposed approach/partners (elevator pitch style). This will be used to support announcement of successful projects.

## **Section 2: Lead applicant organisation details**

2.1 Name of applicant organisation and application lead – The name of the organisation applying for funding, also the name of the lead applicant in the project (authorising individual).

2.2 Type of organisation and any registration number - Please enter the organisation’s type e.g. academic institution, charity, and any charity number/regulation number

2.3 Address of organisation - Please enter the postal address of the organisation.

2.4 Website - Please enter the organisation’s main website and any page for your part of the organisation.

2.5 What are the general activities of the organisation? (max 100 words) – Please give some background on the organisation, their aims and activities.

\*2.6 What experience does the individual/organisation have of leading the management and delivery of this type of project? (max 100 words) - Please give some details that demonstrate you/your organisation has a track record of delivering similar projects or working on similar topics.

2.7 Please confirm that the organisation has the following policies in place (yes/no) and if there is anything you would like us to know about them. Please provide a link or attach a copy.

**Fair Work First Policy**

* Fair Work First is the Scottish Government's policy for driving high quality and fair work across the labour market. Please confirm that in carrying out the project you will give regard to the [Fair Work Framework](https://www.fairworkconvention.scot/the-fair-work-framework/) (Yes/No/Hyperlink to relevant policies)

**Safeguarding**

* We expect all organisations that receive Scottish Government funding to have robust safeguarding policies and procedures in place, to protect anyone connected to the grant, and to have clear processes in place if the organisation becomes aware of specific incidents relating to abuse or malpractice. Please confirm if you have a safeguarding policy and include a hyperlink, if relevant (Y/N/Hyperlink)

**Equalities/diversity**

* We expect all organisations that receive Scottish Government funding to operate inclusively and it is for this reason that we ask you to demonstrate how you promote equal opportunities and diversity. This should cover paid staff and any volunteers you engage with. Please confirm your organisation operates inclusively and demonstrate how you promote equal opportunities and diversity. Include a hyperlink, if relevant. **(**Y/N/Hyperlink to relevant policies)

2.8 Details of the IPC project lead/manager. This will be the person overseeing the project if the application is successful. This can be the same person identified as the main contact in Section 1, but does not necessarily need to be, if for example they are not the authorising individual for this application. – Please include any links to online CVs/biographies on organisation websites

## **Partner organisation information**

All projects must have at least one partner based in another country to Scotland, noting that Russia is not currently an eligible country. You may also include additional Scotland-based partner organisations. If your proposed project includes multiple partners, please copy and paste this section so they are all included in the application.

2.9 Name of lead individual and their organisation – The name of the partner organisation and individual(s) involved.

2.10 Type of organisation and any registration number - Please enter the organisation’s type e.g. academic institution, charity, and any charity number/regulation number

2.11 Address of organisation - Please enter the postal address of the organisation.

2.12 Website - Please enter the organisation’s main website and any page for your part of the organisation.

2.13 What are the general activities of the organisation? (max 100 words) – Please give some background on the organisation, their aims and activities.

\*2.14 What experience does the individual/organisation have in delivering of this type of project? (max 100 words) - Please give some details that demonstrate the individual/organisation has a track record of delivering similar projects or working on similar topics.

\*2.15 Please describe the relationship between the applicant organisation and partner organisation (max 150 words) - please provide some background on your relationship with the partner organisation. For example: Have you worked together before? Is this a new partnership? If so, how do the organisations complement each other and how will your partnership support successful delivery of the IPC? If you have worked together before please provide details of any recent joint projects.

2.16 Please confirm that the organisation has the following policies in place and/or will give regard to the following policies and frameworks in delivery of the grant. If relevant, please provide a link or attach a copy of your organisations’ policies.

**Fair Work First Policy**

* Fair Work First is the Scottish Government's policy for driving high quality and fair work across the labour market. Please confirm that in carrying out the project you will give regard to the [Fair Work Framework](https://www.fairworkconvention.scot/the-fair-work-framework/) (Yes/No/Hyperlink to relevant policies)

**Safeguarding**

* We expect all organisations that receive Scottish Government funding to have robust safeguarding policies and procedures in place, to protect anyone connected to the grant, and to have clear processes in place if the organisation becomes aware of specific incidents relating to abuse or malpractice. Please confirm if you have a safeguarding policy and include a hyperlink, if relevant (Y/N/Hyperlink)

**Equalities/diversity**

* We expect all organisations that receive Scottish Government funding to operate inclusively and it is for this reason that we ask you to demonstrate how you promote equal opportunities and diversity. This should cover paid staff and any volunteers you engage with. Please confirm your organisation operates inclusively and demonstrate how you promote equal opportunities and diversity. Include a hyperlink, if relevant.(Y/N/Hyperlink to relevant policies)

2.17 Details for the lead contact in the organisation - Please provide details for the person in the partner organisation who will lead on their element of the project. Please include any links to online CVs/biographies on organisation websites.

## **Section 3: Application detail**

\*3.1 IPC Application (max 250 words) - This is your opportunity to tell us about your proposed approach to the IPC and to explain why you and your partner organisation(s) are suitable candidates. Please ensure you refer closely to the IPC scope and outcomes outlined and include details of how all partners will participate.

\*3.2 Key targets/milestones (max 150 words) – please outline how you intend to deliver the IPC. What are the key aims/milestones against which progress in achieving the expected outcomes shall be monitored? How will you promote engagement, international network building and collaboration? A bullet point list may be suitable.

\*3.3 Project plan and longer-term sustainability (150 words). Your answer should demonstrate your plans for managing and delivering the IPC outcomes within appropriate timescales and available budget. You should also indicate any activities supporting the longer-term sustainability of project aims, or plans you may have for continuing the work started under this project, any links between this work and other related projects should also be provided.

\*3.4 Risk Register - Please consider the potential barriers to successful completion of the project and highlight the key risks below – Successful applicants should maintain their own risk register. Please use this section to identify the most likely and significant potential risks and explain your mitigation measures. For example, the short timescale available for delivery and uncertainty of the COVID-19 pandemic. We do not expect this list to be exhaustive.

## **Section 4: Budget**

This section works alongside the budget template you should complete and submit with your application form.

\*4.1 What is the total budget for the project? – This should combine the amount being requested from the Blue Carbon International Policy Challenge fund and any other sources of funding.

\*4.2 How much is being requested from the Blue Carbon International Policy Challenge fund? – How much funding are you applying for from the Scottish Government towards the total budget (this can be the same figure as above).

4.3 How much (if any) match-funding (both actual and in-kind) has been secured towards the total budget from other sources? Please list sources and amounts. Is the proposed approach dependent upon additional funding being secured? – Additional in-kind or match-funding is not essential for the project but we are happy to consider applications that include it. Actual match-funding is a monetary contribution towards the total cost of the project. In-kind match-funding is a non-monetary contribution of goods, services or staff/volunteer time. There is also a section for this in the budget template.

4.4 Please provide justification for any capital expenditure over £250 in your budget. An explanation of what constitutes capital expenditure has been provided in the guidance notes – Capital costs are one-time costs incurred to acquire assets or improve the useful life of existing assets and in this context include the purchase of tangible fixed assets such as equipment, IT equipment and machinery to be used in the production of goods or the rendering of services. These should include all costs related to the asset such as transportation, installation and disposal costs. Capital items in a budget will be carefully scrutinised and organisations will need to justify clearly in applications why these items are needed. For example, we would not expect to fund a new laptop for a staff member to use in the regular course of their job.

4.5 Please provide staff costs in relation to delivery of your project – Staff costs in the budget proposed will be considered carefully in relation to the activities outlined in the application and their inclusion should be justified.

4.6 Please provide justification for any travel costs in your budget. – Due to the COVID-19 pandemic and the environmental impact of air travel, train travel is encouraged in Europe and virtual engagement is encouraged. However, where justified and permitted, proposals for international travel will be considered, recognising the value of site visits and in-person meetings to foster international partnership building.

## **General budget guidance**

Funding cannot be used to:

* purchase or repair buildings
* purchase land
* purchase vehicles
* pay per diems or attendance allowances
* carry out revenue-raising activities
* pay for religious services or religious materials
* pay for material that is designed to support political activity, a political party or a specific movement/group (such as an environmental activist group/local lobby group);
* fund ordinary ongoing costs of public sector organisations
* overhead costs
* pay for consultancy fees (if consultancy firms are included in an application, their time must be funded from other sources)

Funding can be used, for instance, to pay for

* staff costs
* IT hardware and software
* learning materials
* equipment and implementation costs
* travel and accommodation costs in line with relevant COVID-19 travel guidance.

All costs and items must relate exclusively to the project

## **Section 5: Checklist**

Please ensure you have completed the checklist and attached all the relevant documentation to your submission email. Failure to do so may result in delays in processing or a rejection of your application.

## **Section 6: Declaration**

Please ensure you complete all fields. If the authorised signatory is not submitting the final application themselves, you must ensure they are copied in to the email.