A close-up of a logo

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**DAERA Peatland Challenge Fund Competition**

**Application Form**

**This form is for projects which are seeking support to deliver outcomes the period 01 October 2024 to 30 September 2027**

This is a competitive fund. Successful projects will be those which will help to achieve the Environmental Impact Priorities we have identified for this Peatland Challenge Fund (PCF) Competition. These are outlined on the web site and the overarching EIPS for the Environment Fund are detailed in the Environment Fund (EF) Guidance Notes (Parts 1 & 2). DAERA will allocate the budget available to those projects which, together with current activity, will most efficiently help to meet DAERA priorities.

The Peatland Challenge Fund is supported with funding from DAERA and through the Irish Government’s Shared Island Fund.

Before completing this form, applicants MUST read the information provided in the accompanying guidance documents. We will not be able to process your application until we receive all the information relevant to your project.

Applications must be received by e-mail to [Peatlandchallengefund@daera-ni.gov.uk](mailto:Peatlandchallengefund@daera-ni.gov.uk) including a signed Certificate (the last page of the form) by the **closing date 12 noon on 19th June 2024**

**Please remember that the Overarching Eligibility Criteria** for the Strategic Strand of the Environment Fund continues to apply to your organisation’s application:

***A grant application may be submitted by not for profit organisations or councils which will deliver measurable key environmental outcomes at a Northern Ireland wide scale, sub-regional scale, river catchment scale, on or related to a designated site, or on NIEA owned/managed natural environment sites.***

**THE INFORMATION PROVIDED ON THIS FORM MAY BE**

**MADE AVAILABLE TO OTHER DEPARTMENTS/AGENCIES OR FUNDING PROVIDERS**

**FOR THE PURPOSES OF PREVENTING OR DETECTING CRIME**

**SECTION A: You and Your Organisation**

1. **Applicant Organisation (the Lead Partner)**

Name:

Address:

Postcode:

Telephone:       Web address:

Please only give business information. Personal e-mail/telephone number, address details should not be submitted.

Is any other organisation going to be a partner in delivering this project? **Yes**  **No**

If Yes, please list the organisation(s) here:

##### **Grant Officer**

Name:

Position in Organisation:

Telephone:

E-mail:

Address:

Postcode:

Only supply business information. Personal e-mail/telephone numbers or address details should not be submitted.

##### **Project Manager** (if different from Grant Officer)

Name:

Position in Organisation:

Expertise relevant to the project:

Telephone:

E-mail:

Only supply business information. Personal e-mail/telephone numbers or address details should not be submitted.

##### **Voluntary Organisation – Aims and Objectives** (Local authorities move to next Q)

Are you a not-for-profit organisation? **Yes  No**

Are you registered with the Charity Commission? **Yes  No**

Does the Constitution of your organisation allow you to apply for funding, to employ staff (if applicable) and to undertake this project?

**Yes  No**

Have you uploaded your current Constitution and associated required documents to the Government Funding Database (not required for councils)?

**Yes  No** Date last updated:

If No, please explain:

**SECTION B: The Project**

1. **Project Title**

1. **Previous DAERA Funding**

Have you obtained DAERA (including Challenge Fund and Rural Development Programme) funding for this or a similar project on a previous occasion?

**Yes  No**  Previous DAERA Funding Reference Numbers

1. **Project Timetable**

Project start date:

Completion date:

Length of project:

1. **Project Location Information**

List all key areas in which your project will be carried out

Address or area(s) in which the project is to be carried out:

Council area (HQ):

Council areas (Operational Area):

Parliamentary Constituency (HQ)

Parliamentary Constituencies (Operational Areas)

Assembly Constituency Area (HQ)

Assembly Constituency Areas (Operational Area)

Grid reference (if relevant):

1. **Project Summary** (**BRIEF** overview of the project – 100 words maximum)

**Assessment of need for government intervention through grant aid Strategic Case**

1. **Strategic Context - Environmental Need for project**

**What is the strategic context for this project – WHY does it need to be done? WHAT EVIDENCE do you have that it needs undertaken? WHAT is the current gap in provision? WHAT are the IMPLICATIONS of the project not being undertaken?**

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| **Strategy/Policy/Legislation/**  **PfG** **– Title** | **Description/Evidence of Environmental Need and the specific GAP in current provision that the proposal will fill.** | **Describe the implications if the project does not proceed.** |
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##### **Additionality and Duplication**

What other provision is there that meets the Needs you have identified? Would any of the Options impact on any existing project or organisation in Northern Ireland? If yes, give details of the expected impacts.

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| **Other Provision and Providers** | **How will you minimise Duplication and maximise Additionality** |
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##### **Lessons Learned from previous Environment Fund (EF) Funding.**

Outline all lessons learned from previous EF Funding. (If your organisation has not previously received EF funding, move to next question).

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| **Lesson Learned** | **How will the Lesson Learned be integrated into the proposed new project?** |
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Project Outcomes, Targets and Measurement – based on the Needs and Gaps identified above

1. **Delivery of PCF Environmental Impact Priorities**

**WHAT** are the overall outcomes your project aims to bring about?

**HOW** do they contribute to the PCF Environmental Impact Priorities?

**HOW** you are going to achieve the outcomes? Describe using SMART criteria - **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime-Bound

**HOW** are you going to measure that the Targets have been achieved?

**Quantify** the % of the project that will focus on the DAERA Environmental Impact Priority Areas – only fill in whichever Priorities you propose to meet (not all of them)

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| **Environmental Impact Priority** | **What Environmental Outcomes do you aim to deliver? How will they deliver the Environment Fund priorities?** | **Indicator/Targets, Baselines and Milestones (SMART) to achieve outcome** | **Method of Assessment/ Monitoring** |
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##### **Statistical Reporting**

##### You outlined the project targets and monitoring in 13). There are a number of statistics that we will require ongoing monitoring of. Please fill in your relevant baselines and targets for these in the tables below.

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| --- | --- | --- | --- | --- | --- | --- |
| **Benefit profile** | **Benefit** | **Benefit to be Measured** | **Baseline Value** | **Method of measurement** | **Target Value** | **Current position** |
| Favourable management and associated reporting of nature Recovery Networks, habitats and species.  Species management  Species monitoring | Ha of designated site being favourably maintained or managed towards favourable condition | Area of designated site under favourable management (Ha) |  |  |  |  |
|
| Priority habitat managed in favourable condition (Ha) |  |  |  |  |
| Priority habitat restored/improved (Ha) |  |  |  |  |
| Priority habitat created (Ha) |  |  |  |  |
| Mixed habitat being managed for nature conservation - OECM (Ha) |  |  |  |  |
| Land purchased (Ha) |  |  |  |  |
|
| Comprehensive monitoring and evidence programme | National or regional dataset - % required dataset to be collected through this project |  |  |  |  |
| Number of Volunteer days undertaking monitoring |  |  |  |  |
| Water quality | Meet the EU Water Framework Directive requirements for inland waters. | Water quality status in freshwater. |  |  |  |  |
| Net zero target by 2050 | Natural carbon stores protected and restored | Change in emission |  |  |  |  |
| Public environmental awareness and action | Raise environmental awareness and increase civic environmental action | Level of public concern for the environment |  |  |  |  |
| Number of people who “Volunteer to help care for the environment” |  |  |  |  |
| Schools working towards Eco-Schools Awards |  |  |  |  |
| Number of recognised national awards |  |  |  |  |
| Leaders upskilled |  |  |  |  |
| Volunteers trained |  |  |  |  |
| Number of people involved in improving local environment quality (where this is not included in the Volunteer monitoring numbers) |  |  |  |  |
| Number of programmes to influence environmental behaviour change |  |  |  |  |
| Number of local places improved plus associated number of Ha |  |  |  |  |
| Amount of information accessed |  |  |  |  |
| Landscape scale and other plans created and/or implemented |  | Plan name  Ha or area covered |  |  |  |  |
| OTHER (your choice) |  |  |  |  |  |  |
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##### **Designated Sites Statistics**

These statistics will need to be reported against by grant recipients annually. Please summarize the information into this table if you are providing a spreadsheet for multiple sites and actions.

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| **List all the designated sites you plan to manage.** | **Designations - SAC, SPA, ASSI, RAMSAR etc.** | **Size of managed area (Ha)** | **Area proposed to be under favourable management (ha)** | | |
| Yr1 | Yr 2 | Yr 3 | |
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**SECTION C: Option Appraisal and Funding Profile Economic Case**

**Sufficient information must be contained in this Section to meet with the requirements of** Better Business Cases NI - [Better Business Cases NI | Department of Finance (finance-ni.gov.uk)](https://www.finance-ni.gov.uk/topics/finance/better-business-cases-ni)**. A separate Economic Appraisal is not required.**

1. **Consideration of Options**

Describe the options considered to deliver your aims.

No Funding Option (if your organisation was to receive no funding from the PCF).

**Outline the WHAT THIS WOULD DELIVER, and what it would not – the consequences of this option, including the elements of the objectives or targets in Q13 and Option 1 that will not be achieved.**

Status Quo Option – current level of EF funding.

**Outline the WHAT THIS WOULD DELIVER, and what it would not.**  **Outline the consequences of this option, including the elements of the outcomes or targets in Q13 and Option 1 that will not be achieved.** Move on to Option 1 if you do not currently receive EF funding.

Option 1 - your preferred option/proposal

Option 2 – another way of delivering the outcomes or a reduced option (particularly if at least 20% less funding was received than the Status Quo option.

**Outline the WHAT THIS WOULD DELIVER, and what it would not. Outline the consequences of this option, including the elements of the outcomes and targets in Q13 and Option 1 that will not be achieved.**

1. **Monetary Costs of Options**Provide a breakdown in the tables below of the costs for each of your options you have brought forward for further analysis. **For applications which comprise a number of distinct projects, the costs should be outlined on a project-by-project basis.** Costs should be listed under the following headings:

* Site works
* Equipment (itemised)
* Promotion, including signage
* Monitoring
* Salary costs
* Volunteer costs (that may be being used as match funding)
* Travel and subsistence
* Training and conferences
* Office overheads
* Other

Where there is insufficient room in the tables below to provide a full breakdown of costs, you **MUST** input a funding summary into these tables and append the full breakdown to your application.

* 1. **No Funding Option** (Any elements of the project you would still deliver without any PCF funding).

| **Item Of Expenditure** | **Cost (£)**  **1 Oct 2024 – 30 Sept 2025** | **Cost (£)**  **1 Oct 2025 – 30 Sept 2026** | **Cost (£)**  **1 Oct 2026 –**  **30 Sept 2027** |
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| **Total Annual Cost (£)** |  |  |  |

* 1. **Status Quo Option** – if any current EF grant continued at the same rate

| **Item Of Expenditure** | **Tick if PCF support sought** | **Cost (£)**  **1 Oct 2024 – 30 Sept 2025** | **Cost (£)**  **1 Oct 2025 –**  **30 Sept 2026** | **Cost (£)**  **1 Oct 2026–**  **30 Sept 2027** |
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| **Total Cost** | |  |  |  |
| **Total Eligible Expenditure** | |  |  |  |
| **Amount sought from PCF** | |  |  |  |
| **Match Funding** | |  |  |  |
| **% PCF: whole project cost** | |  |  |  |
| **% PCF: eligible project costs** | |  |  |  |

* 1. **Option 1**

| **Item Of Expenditure** | **Tick if PCF support sought** | **Cost (£)**  **1 Oct 2024 –**  **30 Sept 2025** | **Cost (£)**  **1 Oct 2025 –**  **30 Sept 2026** | **Cost (£)**  **1 Oct 2026 –**  **30 Sept 2027** |
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| **Total Eligible Cost** | |  |  |  |
| **Amount sought from PCF** | |  |  |  |
| **Match Funding** | |  |  |  |
| **% PCF: whole project cost** | |  |  |  |
| **% PCF: eligible project costs** | |  |  |  |

* 1. **Option 2**

| **Item Of Expenditure** | **Tick if PCF support sought** | **Cost (£)**  **1 Oct 2024 –**  **30 Sept 2025** | **Cost (£)**  **1 Oct 2025 –**  **30 Sept 2026** | **Cost (£)**  **1 Oct 2026 –**  **30 Sept 2027** |
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| **Total Eligible Cost** | |  |  |  |
| **Amount sought from PCF** | |  |  |  |
| **Match Funding** | |  |  |  |
| **% PCF: whole project cost** | |  |  |  |
| **% PCF: eligible project costs** | |  |  |  |

1. **Benefits – Monetary and Non-Monetary**

Are there any **monetary** benefits associated with the options for your project?

Are there any **non-monetary benefits**?

Identify any monetary and wider non-monetary benefits of each option **and** describe how each benefit impacts upon the options.

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| **Benefit** | **Benefit Type** | **Impact on No Funding Option** | **Impact on Status Quo Option** | **Impact on Option 1** | **Impact on Option 2** |
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1. **Risk and Uncertainty**

Outline the possible risks and uncertainties (to delivery of outcomes, financial and otherwise), associated with each option, the potential effects of these risks and uncertainties on the outcomes of the project and any action which you will take to minimise or overcome these risks.

L: Likelihood: 1 Low – 5 High

I: Impact on Benefit/project outcomes: 1 Low – 5 High

R: Risk Score LxI

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|  | **No Fund** | | | **Stat Quo** | | | **Opt 1** | | | **Opt 2** | | |  |
| **Risk description** | **L** | **I** | **R** | **L** | **I** | **R** | **L** | **I** | **R** | **L** | **I** | **R** | **How will you reduce the risk? - Countermeasures** |
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| **Total Risk Score** |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **Preferred Option**
   1. Rank the options (1, 2, 3, 4), in terms of which offers the greatest potential benefits.

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| --- | --- | --- | --- | --- | --- | --- |
| **Option** | **Total Project Cost £** | **EF Funding Request £** | **Match Funding £** | **Risk Score** | **Ranking** | **Reason for Ranking** |
| No Funding |  |  |  |  |  |  |
| Status Quo |  |  |  |  |  |  |
| Option 1 |  |  |  |  |  |  |
| Option 2 |  |  |  |  |  |  |

* 1. Demonstrate the potential value for money of the highest-ranked preferred option.

(This should be presented using the '4Es' in terms of which offers the greatest potential benefits - [Assessing value for money - National Audit Office)](https://www.nao.org.uk/successful-commissioning/general-principles/value-for-money/assessing-value-for-money/))

**Financial Case**

1. **Are you seeking to include Salaries costs? Yes  No**

**If Yes: What posts are you seeking funding for? You must append an organisational staff structure (for NI), highlighting those posts applied for under this PCF and job descriptions for each post.**

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| **Job Title** | **Role** | **Salary £** | **NICS equivalent grade** | **% officer time to be spent on PCF project** |
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| Total number of staff |  |
| Full time equivalent number |  |

1. **Are you VAT registered? Yes  No**If Yes, at what level and is this constant across the year? (These VAT costs should be *excluded* from the funding applied for from DAERA).

1. **How have you sought to promote** cooperation between organisations, share costs, increase efficiency and streamline activities?

1. **a) What** **other DAERA funding** are you in receipt of, or have applied for, or are part of another body’s application to PCF for?

**b) Are you a proposed partner** in another organisation’s application where they are the Lead Applicant? If so, provide brief details.

**c) If you have submitted/are a partner in another PCF application, please outline YOUR priorities** between these applications for us to consider if WE have insufficient budget to fund all of the elements outlined in the applications.

1. **State Aid**

Is it likely that there will be Economic Gain as a direct result of this project (e.g. will a product be sold; will a charge apply for a service provided; or will your costs of production be cheaper than another business if this funding is awarded to you)?

**Yes**  **No**

Is there potential for distortion of the market if this funding is awarded to you?

**Yes**  **No**

Please provide details of any de minimis aid received during the previous 3 years, as we need to check that our support, added to that previously received, will not exceed the threshold of €200,000 over the last 3 fiscal years. Aid includes not only funding but also assistance such as free or subsidised consultancy services, marketing advice etc. If you are in any doubt about whether previous assistance received classes as de minimis assistance, please include it.

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| **Body providing the assistance/aid** | **Value of assistance (£)** | **Date of assistance** |
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**Further details**

**SECTION D: Constraints and Barriers, Legal Requirements and Environmental Statement Commercial Case**

Now outline the key issues or constraints that have the potential to impact on the proposal, including any mitigation and monitoring.

1. **Identify and explain any mitigation or reduction of procurement risks:**

1. **Land Ownership**

If this project is based on a piece of land, do you own the land, have legal approval or have authority to carry out the work on it?

**Yes  No  N/A**

Details (attach evidence if appropriate):

1. **Provision of Access**

**a)** If this is an access project, does it relate to:

* An asserted public right of way. **Yes  No  N/A**
* A permissive path**. Yes  No  N/A**

Details:

**b)** If you are NOT a District Council, do you have a written undertaking from the council to maintain and keep open the access route for public use if you are no longer able to do so?

**Yes  No  N/A**

Details:

**Please include relevant copy of agreement.**

1. **Environmental Statement**

Describe any potential negative environmental impacts that your project could have and how these impacts will be addressed:

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| --- | --- | --- |
| **Potential Environmental Impact** | **Mitigation Measures proposed** | **Residual Risk, Monitoring, and action required** |
| Biodiversity/ Ecology |  |  |
| Water Environment |  |  |
| Landscape/Visual |  |  |
| Noise/Vibration/Air Quality/Community Effects including Vehicle movements |  |  |
| Cultural Heritage |  |  |
| Population/Waste |  |  |
| Geology |  |  |

**For further guidance please use the following link:** [Environment Fund 2023-28 Environment Statement Guidance Note](https://www.daera-ni.gov.uk/publications/environment-fund-2023-28-environmental-statement-guidance-notes)

1. **Designated Sites Appropriate Assessment**
2. Will any of your project be carried out on, adjacent to, or is there any link to, a designated site (e.g. watercourse flowing into the site)?

**Yes  No**

**If No, proceed to question 30.**

**If Yes:**

1. What sites may it have an effect on (list all ASSIs/SACs/SPAs/RAMSAR sites affected)?

1. Are you the owner/occupier of the land? **Yes  No**

**If No, you must provide the written permission of the landowner to carry out the works.**

Are you a public body? **Yes  No**

**If Yes, you must provide a copy of the Appropriate Assessment for the works on site where the site is designated SAC, SPA or RAMSAR.**

1. Has Consent/Assent already been obtained for the proposed project? **Yes  No**

**If Yes, provide a copy of the Consent/Assent with your application for funding and proceed to the next question. If you are a public body (and therefore a Competent Authority) and your proposal has the potential to affect a Natura 2000 site (SAC/SPA/RAMSAR) please also include a copy of your HRA.**

**If No, complete the following questions for the proposed operations. If you are working on multiple sites, append the answers for every site to your application.**

* 1. Where will the works be undertaken? You must provide a map.

* 1. How will the works be carried out? Include full details, including number of people, machinery tools, materials, transport etc.

* 1. Who will undertake the works? Include the number of people and experience and nature of employment e.g. contractors.

* 1. When will the works be undertaken (exact date if possible)?

* 1. What is the proposed duration of the works?

* 1. For repeat operations/works, when were they last undertaken?

* 1. Detail any mitigation measures or pollution prevention measures to be incorporated where appropriate (such as timing outside bird breeding season, buffer zones to water courses etc.).

* 1. Is the work required for the maintenance or restoration of the site features?

1. **Planning Permission**

If this project requires Planning Permission, has the permission been obtained? **Yes  No  N/A**

Details:

**Include a copy of any relevant Planning Permission.**

1. **Is there a Historic Building, Monument or Archaeological feature on the site? Yes**  **No**

**Please refer to Peatland Challenge Fund Guidance Note 2, Section 31 and 32 for new Historic Environment Division guidance on Peatland Restoration.**

If YES please give details:

**Please provide evidence, relevant copy extracts, the name of the person you consulted etc.**

1. **Does the project require Scheduled Monument or Listed Building Consent? Yes  No**

If YES has this been obtained? **Yes  No**

**Provide evidence, relevant copy extracts, the name of the person you consulted and any other relevant information.**

1. **Are there any other Constraints or Barriers that might impact on the delivery of your proposed project? Yes  No**

If YES please give details:

1. **Funding Promotion**

How will you promote the receipt of any funding received?

**SECTION E: PROJECT DELIVERY and MONITORING FOR THE PREFERRED OPTION Management Case**

1. **Project Implementation**

Describe the actions you intend to implement to achieve the project objectives and targets, if funding is awarded – **HOW**, **WHEN, WHO**? This may include employing staff/contractors, undertaking surveys or conducting site work.

**For large projects a time schedule of the whole project and a work plan must be appended.**

**If any project has site based elements, including outdoor recreation, provide detailed maps/drawings of these elements of the project and design drawings if appropriate.**

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| --- |
| **Implementation - Actions required to achieve targets (SMART)** |
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1. **Sustainable impact of the project & long-term Management/Maintenance**

How will each of the outcomes delivered by your project be sustained in the future?

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| --- | --- | --- |
| **Outcome** | **How will the outcome be sustained after EF funding finishes?** | **Who will do this?** |
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**SECTION F: Further Information and Authorisation**

1. **Enclosures**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Submitted electronically** | **To be sent by post** | **Enclosed** |
| **Map** |  |  |  |
| **Drawings** |  |  |  |
| **District Valuer’s Certificate** |  |  |  |
| **Staff Structure** |  |  |  |
| **Job Descriptions** |  |  |  |
| **Proof of ownership or permission to carry out project on land** |  |  |  |
| **Undertaking of District Council to maintain access route** |  |  |  |
| **Appropriate Assessment** |  |  |  |
| **Designated site notifiable operations consent/assent authorisation** |  |  |  |
| **Signed Certificate by applicant** |  |  |  |
| **Other (please specify)** |  |  |  |
|  |  |  |  |

**Submit this form and all required documents by e-mail to:**

[**Peatlandchallengefund@daera-ni.gov.uk**](mailto:Peatlandchallengefund@daera-ni.gov.uk)

You are welcome to send feedback on this programme to the above address.

## DAERA Peatland Challenge Fund

**CERTIFICATE BY APPLICANT ORGANISATION/ APPLICANT**

#### PROJECT TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This form must be signed and countersigned by 2 mandated individuals who are authorised to sign on behalf of the organization.

I certify that the information contained in this application is correct and confirm that this project will be carried out as described.

I confirm that this organisation/I will undertake regular monitoring of the project to ensure it conforms to the application and the Regulations and to keep adequate records for this purpose.

I will consult DAERA immediately in writing if any significant changes to the project are proposed.

#### Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name in block capitals:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Status of signatory:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(E.g. Secretary, Director, project manager, etc.)

#### Countersigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name in block capitals:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Status of signatory:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(E.g. Secretary, Director, project manager, etc.)

**Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please print and sign this certificate and send a scanned signed copy along with your application to the following e-mail address:** [Peatlandchallengefund@DAERA-ni.gov.uk](mailto:Peatlandchallengefund@DAERA-ni.gov.uk)