**Blue Carbon International Policy Challenge - Application form**

The closing date for applications is 17:00 BST on 19 May 2022. Projects must be completed by 3 October 2022.

Before completing the form, please ensure you have read the guidance notes. If you have any issues with the application form please contact marineclimatechange@gov.scot.

This form must be signed by an individual authorised by the applicant organisation to submit applications and sign contracts on their behalf.

**Section 1: Application overview**

|  |  |
| --- | --- |
| 1.1 Title of International Policy Challenge  |  |
| 1.2 Name of applicant organisation and application lead |  |
| 1.3 Project start date |  |
| 1.4 Project finish date |  |
| 1.5 Amount requested from the BCIPC fund  |  |
| 1.6 Short summary of the proposal (max 100 words)  |  |

**Section 2: Lead applicant organisation details**

|  |  |
| --- | --- |
| 2.1 Name of applicant organisation and application lead  |  |
| 2.2 Type of organisation and any registration number |  |
| 2.3 Address of organisation |  |
| 2.4 Website  |  |
| 2.5 What are the general activities of the organisation? (max 100 words) |
|  |
| \*2.6 What experience does the individual/organisation have of leading the management and delivery of this type of project? (max 100 words) |
|  |
| 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  |  |
| Safeguarding policy  |  |
| Equal opportunities / diversity policy |  |

|  |
| --- |
| 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.  |
| Name |  |
| Position in organisation |  |
| Address |  |
| Email address |  |
| Phone number |  |
| Social media (e.g. Twitter handles) |  |
| Please explain their suitability/qualifications for the role (max 100 words).  |  |

Partner organisation information

Please copy and paste this table for any additional partner organisations.

|  |  |
| --- | --- |
| 2.9 Name of lead individual and their organisation  |  |
| 2.10 Type of organisation and any registration number |  |
| 2.11 Address of organisation |  |
| 2.12 Website |  |
| 2.13 What are the general activities of the organisation? (max 100 words) |
|  |
| \*2.14 What experience does the individual/organisation have in delivering of this type of project? (max 100 words) |
|  |
| **\***2.15 Please describe the relationship between the applicant organisation and partner organisation (max 150 words) |
|  |
| 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 Framework  |  |
| Safeguarding policy  |  |
| Equal opportunities / diversity policy |  |
| 2.17 Details for the lead contact in the organisation  |
| Name |  |
| Position in organisation |  |
| Address |  |
| Email address |  |
| Phone number |  |
| Social media (e.g. Twitter handles) |  |
| Please explain their suitability/qualifications for the role (max 100 words) |  |

**Section 3: application detail**

|  |  |
| --- | --- |
| \*3.1 IPC Application (max 250 words) |  |
| \*3.2 Key targets/milestones (max 150 words) |  |
| \*3.3 Project plan and longer-term sustainability (150 words) |  |
| \*3.4 Risk Register: Please consider the potential barriers to successful completion of the project and highlight the key risks below. |  |
| **Risk** | **Likelihood of happening** (Low, Medium or High) | **How will you minimise the risk?** | **Recovery plan if the risk materialises** |
| 1.  |  |  |  |
| 2.  |  |  |  |
| (insert more lines as required) |  |  |  |

**Section 4: Budget**

This section provides the opportunity to expand on elements of the budget template that should be completed and submitted with your application.

|  |  |
| --- | --- |
| \*4.1 What is the total budget for the project? |  |
| \*4.2 How much is being requested from the Blue Carbon International Policy Challenge fund? |  |
| 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? |
|  |
| 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. |
|  |
| 4.5 Please provide staff costs in relation to delivery of your project  |
|  |
| 4.6 Please provide justification for any travel costs in your budget. |
|  |

**Section 5: Checklist**

**Before you submit, please check that your application consists of:**

|  |  |  |
| --- | --- | --- |
| [ ]  |  | **the Application Form (this document).** |
| [ ]  |  | **the Budget (Excel spreadsheet format provided) – with the Budget Notes section completed.** |

**Please ensure the following essential documents are attached to your application:**

|  |  |  |
| --- | --- | --- |
| [ ]  |  | A copy of the applicant organisation’s most recent audited or examined accounts – a hyperlink is acceptable.  |
| [ ]  |  | A copy of your organisation’s safeguarding policy – a hyperlink is acceptable. |
| [ ]  |  | A copy of your Equal Opportunities/Diversity policy - a hyperlink is acceptable. |
| [ ]  |  | A copy of your Fair Work First policy - a hyperlink is acceptable. |

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.

**Section 6: Declaration**

On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Applicant organisation’s name)

I hereby submit this application for a grant under the Scottish Government Blue Carbon International Policy Challenge fund 2022-23 on the whole terms and conditions as set out in this application form and confirm that I hold the relevant signing authority to make this application.

I understand the information supplied by me will be treated in confidence, but may be submitted for checking against records held by other government departments, other agencies, local authorities and the police, where it is necessary for the purpose of assessing eligibility for grant funding.

I authorise HM Revenue & Customs to provide the Scottish Government with any information relevant to this application, and with any information needed to check the information I have provided. I understand any information provided to HM Revenue & Customs in connection with this application may be used by them for their own statutory purposes.

I agree that representatives of the Scottish Government may contact me if further information or evidence is required to verify and/or process this application. I understand that failure to provide any additional information or evidence requested may impact on the ability of the Scottish Government to process this application. I understand that provision of false or misleading information may disqualify this application. .

I have read and understood the privacy policy contained in Annex A.

**I hereby declare that, to the best of my knowledge and belief, the information provided in this application is true, complete and accurate.**

**Authorised signatory details**

 Authorised Signatory First Name Authorised Signatory Last Name

|  |  |  |
| --- | --- | --- |
|  |  |  |

 Authorised Signatory Position Authorised Signatory Email

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Main contact person during application assessment process**

 Main Contact First Name Main Contact Last Name

|  |  |  |
| --- | --- | --- |
|  |  |  |

 Main Contact Position Main Contact Email

|  |  |  |
| --- | --- | --- |
|  |  |  |

 Main Contact Phone

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Annex A: Scottish Government privacy notice – Blue Carbon International Policy Challenge fund 2022-23.**

**1. Legal basis**

The Scottish Government seeks to ensure that the data collected through the Blue Carbon International Policy Challenge fundform is fairly and lawfully processed in accordance with Data Protection Laws as detailed under the Data Protection Act 2018 (DPA). Any personal information gathered through this application form will be treated as confidential in line with the principles of the Data Protection Laws. [Article 6(1)(b) of the General Data Protection Regulation (GDPR)](https://www.privacy-regulation.eu/en/6.htm) will apply for the purposes of the fund.

**2. Your data**

We will collect data about you, your organisation and any organisation(s) you partner with for the purpose of the Blue Carbon International Policy Challenge fund in to order to process your application. Information gathered will include the following: individual names and organisation names, postal addresses, email addresses, phone numbers, positions and charity numbers if applicable.

We collect a minimum amount of your personal data in order to contact you about your application. Decisions about the fund are made using business information provided, and not your personal data.

**2. The purpose**

The information provided in the application form will be used for administering the Blue Carbon International Policy Challenge fund, including assessing your grant eligibility and making grant payments. Processing the information is obligatory in order to fully assess your application before a funding decision can be made.

**3. Sharing of data**

We may share the information gathered through the application form with public bodies assisting in the assessment process. It may be necessary to check details of your application with HM Revenue & Customs. Any data shared externally will refer to business information only and no individual data will be shared. The Scottish Government and in accordance the Scottish Blue Carbon Forum may publish Blue Carbon International Policy Challenge fund data on its website, however it will not allow any individuals to be identified. The information may include your organisation’s name, type of organisation, location of organisation and location(s) in which the project is carried out, sector of activity, amount of grant and objectives of the grant.

**4. Storing of data**

Data gathered for the purpose of the Blue Carbon International Policy Challenge will be securely stored on Scottish Government’s Record Management system – eRDM.

**5. Retention period**

The Scottish Government is committed to keep only what we need for no longer than necessary.

We keep the data for as long as the Blue Carbon International Policy Challenge fund exists. After this period, the data will be disposed of. Payment records may be kept for longer - usually 6 years.

**6. Data protection rights**

You have the right to:

* request information about how your personal data is processed and to request a copy of your data
* to request that any inaccuracies in your personal data are rectified without delay
* request that any incomplete personal data is completed
* request that your personal data is erased if there is no longer a justification for it to be processed
* object to the processing of your personal data

**7. Scottish Government’s Data Protection Officer**

The Scottish Government endeavours to meet the highest standards when collecting and using your personal data. If you would like to raise any concerns, please contact DataProtectionOfficer@gov.scot

**8. Complaints**

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

casework@ico.org.uk