

ESIF Outline Application Form (E-Claims version)

ESIF-Form-2-015

The Outline Application must be completed by the **applicant** and submitted to the **Managing Authority**¹.

The **Managing Authority** will use the Outline Application form to carry out its assessment of the **applicant's** proposal with the aim of determining whether the application meets the relevant criteria to be considered for funding upon receipt of a satisfactory Full Application Form.

This initial assessment will include considering relevant representations from the **Local Enterprise Partnership Area European Structural & Investment Funds Committee** about the project's contribution to local economic growth conditions and opportunities in the context of Operational Programmes and the local European Structural & Investment Funds strategy and complementarity with other interventions.

For projects which cover more than one Local Enterprise Partnership area, the **applicant** only needs to submit one Outline Application but must attribute expenditure and certain other details to each area covered.

Please note that the **Local Enterprise Partnership Area European Structural & Investment Funds Committee** will have sight of the contents of this Outline Application, together with the Managing Authority's assessment. If the Outline Application contains commercially sensitive information which the **applicant** does not want to be shared with the **Local Enterprise Partnership Area European Structural & Investment Funds Committee**, the **applicant** must complete section 11, identifying the commercially sensitive information, requesting that this information is not released and explaining its reasons.

The **applicant** is required to verify the accuracy of the information provided in the Outline Application. Therefore the **applicant** is expected to undertake appropriate investigation to establish the accuracy of the representations.

Further information on the application process, including on State Aid law and procurement compliance, can be found on the gov.uk website.

Please enter the following information:

Applicant Organisation:	Stroud District Council
Name of Project:	Gloucestershire Rural Sustainable Drainage project
Name of relevant Operational Programme Priority Axis:	Priority Axis 6: Preserving and Protecting the Environment and Promoting Resource Efficiency.

¹ Throughout this document, unless indicated otherwise, the phrase "Managing Authority" will mean the European Regional Development Fund Managing Authority (Department for Communities and Local Government and its Growth Delivery Teams), the London Intermediate Body (Greater London Authority) and the European Social Fund Managing Authority (Department for Work and Pensions)

Identification	Unique Reference No.	From IT system or added by MA
Application version number; date received by the Managing Authority	Version #	Date

Which call for Projects are you responding to?

Name/unique identifier of Call	OC11R15P			
Have you submitted a linked/complementary application against another call?	Yes		No	X
If Yes, please state the unique identifier(s) of the calls to which you have responded.				

1.0 Applicant

1.1 Applicant organisation	Stroud District Council		
1.2 Status of organisation (limited company, registered charity, local authority, etc))	District Local Authority		
1.3 For private sector applicants, what is the size of the enterprise applying for funding?	Small	Medium	Large
1.4 Company/charity registration number (where applicable)			
1.5 VAT number (where applicable)	276 0920 51		
1.6 Applicant address	Stroud District Council		
1.7 Applicant address (row 2)	Ebley Mill		
1.8 Applicant address (row 3)	Ebley Wharf		
1.9 Town/City	Stroud		
1.10 County	Gloucestershire		
1.11 Postcode	GL5 4UB		
1.12 Main contact	Maria Hickman		
1.13 Job Title / Position in the Organisation	Housing Renewal Manager		
1.14 Email	Maria.hickman@stroud.gov.uk		
1.15 Telephone Number	01453 754454		
1.16 Mobile Number (optional)			
1.17 Has the organisation previously delivered European Social Fund, European Regional Development Fund or European Agricultural Fund for Rural Development (European Agricultural Guidance and Guarantee Fund / Rural Development Programme for England) funded projects, or is it a current Applicant / Grant Recipient for other 2014 -2020 funds? Please note that previous experience is not a requirement for funding.	Yes	No	X
1.18 If Yes, please provide the official reference number and name of fund for previous and existing European funded projects that the Applicant has been involved in. If this is not available, provide the name of the project, role within the project and start and end dates. (This should include any European Regional Development Fund / European Social Fund / European Agricultural Fund for Rural Development / European Agricultural Guidance and Guarantee Fund or Rural Development Programme for England projects from the 2000-06, 2007-2013 or the 2014-2020 Programmes).			



Project reference	Project name	Project Location	Your Role	Start Date	End Date
1.19 Will the project involve Delivery Partners? If yes, please complete Annex 1 for each Delivery Partner.					
Yes					

2.0 Project Details

2.1 Project Name		Gloucestershire Rural Sustainable Drainage Project	
2.2 Total European Structural & Investment Funds sought (£)		£600,000	2.3 Total Project Value (£) £1,200,000
2.3 Of which	European Regional Development Fund (£)	£600,000	
	European Social Fund (£)		
	Youth Employment Initiative (£)		
2.4 Name of relevant European Regional Development Fund or European Social Fund Operational Programme Priority Axis		Priority Axis 6: Preserving and Protecting the Environment and Promoting Resource Efficiency.	
2.5 Name of European Structural & Investment Funds Investment Priority		6d – Protecting and restoring biodiversity and soil and promoting ecosystem services, including through Natura 2000, and green infrastructure.	
2.6 Local Enterprise Partnership Area (s) covered		Gloucestershire	
2.7 Lead Local Enterprise Partnership Area		Gloucestershire	
2.8	1	2	3
	Proposed <u>Start Date</u> <i>i.e. date from which eligible expenditure will be incurred</i>	Proposed <u>Financial Completion Date</u> <i>i.e. date by which eligible costs will have been defrayed (ESF contractual completion date)</i>	Proposed <u>Project Practical Completion Date</u> <i>i.e. date by which all Outputs/Results will be achieved (ERDF only)</i>
	Proposed <u>Activity End Date</u> <i>i.e. date by which all the project activities described in the application and Funding Agreement will be completed</i>		
	01/06/2016		01/06/2019
			01/06/2019

2.10 Project Funding							
		ERDF / ESF (a) (£)	Public Match (b) (£)	Private Match (c) (£)	Total (d) (£)	Contribution rate (%) (a)/(d) x 100	Total public funding (%) (a+b)/d 100
Capital	ERDF	600,000	600,000		1200000	50	100
Revenue							
Sub Total							
Capital	ESF						
Revenue							
Sub Total							
Revenue	YEI						
Sub Total							
TOTAL							

3.0 The Business Case

3.1 What is the project? (100 words)

- What is it going to do?
- What will it achieve?

The project will extend the implementation of Rural Sustainable Drainage (RSuDs) and Natural Flood Management (NFM) throughout Gloucestershire. RSuDs and NFM aims to implement techniques to reduce flood risk by improving and restoring natural habitats to restore and make use of natural drainage processes. (See Annex 6 –The Parliamentary Office of Science and Technology note 484). We use a variety of measures to slow the rate of flood waters to reduce erosion of soil and silt levels, whilst improving aquatic habitats. Measures include creating ephemeral ponds and wetlands to hold flood waters and remove silt, improving connectivity between water courses and flood plains and providing new habitats for wetland and aquatic species.

3.2 How will the project be delivered, to and by whom?

Briefly explain:

- The specific activities that will be undertaken as part of the project
- Who are the target beneficiaries?
- Where the project activity will take place

The project includes the following specific activities:

- Design and Construction of Natural Flood Management systems, including creating Large Woody Debris leaky dams in water courses, by Stroud District Council (SDC), Tewkesbury Borough Council (TBC), Forest of Dean District Council (FoDDC) and Cheltenham District Council (CDC), Gloucester City Council (GCC)

and Gloucestershire County Council (GlosCC)

- Construction of features to ensure better connectivity between water courses and floodplains, by SDC, TBC, FoDDC, CDC, GCC and GlosCC,
- Construction of wetlands, and ephemeral ponds and pools to receive flood waters and increase biodiversity, by SDC, TBC, FoDDC, CDC, GCC and GlosCC,
- Creation of streamside corridors to increase biodiversity, including coppicing of over shaded riparian areas, by SDC, TBC, FoDDC, CDC, GCC and GlosCC,
- Creation of deflectors, diverters and bunds to attenuate water and increase infiltration of water, by SDC, TBC, FoDDC, CDC, GCC and GlosCC,
- Preventing soil erosion and use of natural construction systems (using timber) to reduce soil and slope erosion to prevent silt and soil pollution reaching water courses, by SDC, TBC, FoDDC, CDC, GCC and GlosCC,
- Removal of barriers to aquatic migration to increase the mobility of migratory species, by SDC, TBC, FoDDC, CDC, GCC and GlosCC,
- Targeted planting of trees to increase infiltration rates (where tree planting has not been selected as a funded activity under the Countryside Stewardship Scheme), by SDC, TBC, FoDDC, CDC, GCC and GlosCC,
- Undertaking project specific research and monitoring to allow verification of habitats improved and increase understanding of the multiple benefits delivered by the project, by the University of Gloucestershire and Gloucestershire Wildlife Trust
- Production of publicity materials, including informal guidance and learning, by SDC
- Identification of specific locations, landowners and opportunities to construct NFM to deliver maximum benefits for biodiversity habitat and reducing flood risk, by SDC, TBC, FoDDC CDC, CDC, GCC and GlosCC.

All activities are designed to improve or create aquatic, riparian and wetland habitats whilst at the same time reducing flood risk to downstream communities. Some activity will take place on farmed land, in particular some will take place on land eligible for funding under other European funds e.g. EARDF, however activity will only take place on land where activities are not currently funded within current Countryside Stewardship Scheme Agreements. This may particularly apply to flood plains. Most activity will take place on unfarmed land e.g. within water courses, riparian corridors, steep gulleys, eroded areas and parkland. We will ensure no duplication of funding, but there are significant benefits and added value from working on farmed and unfarmed land across a catchment scale.

The beneficiaries are the populations of Gloucestershire (597,000 in 2011) who will have an enhanced natural environment and also communities living downstream of projects who will benefit from reduced flood risk and better quality aquatic environments.

The project activities will take place within the County of Gloucestershire and activity will be focussed on catchments and water courses with degraded habitats AND water courses where there is potential to reduce flood risk. Most activity will take place within small water courses and the riparian areas of such water courses, but there will also be some activity taking place on eroded slopes and gulleys, within woodlands and across

flood plains.

Specific catchments and locations include (but are not limited to):

- catchments of the River Frome and River Cam in Stroud District;
- catchments arising from the Cotswold escarpment flowing towards Gloucester and Cheltenham;
- catchments flowing towards the Upper Thames in Cotswold District (River Churn, River Windrush & River Coln);
- catchments flowing towards Tewksbury; and
- multiple streams and catchments within the Forest of Dean.

The project outcomes (24 hectares of habitat improved) will be delivered by and be the responsibility of the District Council partners (SDC, CDC, TBC, FoD), acting within their own administrative boundaries and working on Ordinary Water Courses. SDC will provide some expert advice on Rural SuDs & Natural Flood Management techniques. Work to identify locations, landowners and opportunities for NFM and the design and delivery of construction may be contracted out or other arrangements put in place according to local priorities and taking into account land ownership or other interest in the land. Landowners or interested parties will be encouraged to implement works themselves to ensure longevity, buy-in and ownership of the approach within the river catchments in order to increase the extent of the benefits of the project.

Strategic Fit

3.3 Why is the project considered the best solution to the needs/opportunities set out in the Call Specification?

- Please explain how the proposal fits the Call criteria
- Explain why the proposal should be viewed as the best option (solution)

The Gloucestershire Call Specification invites applications for projects that will deliver “**Natural Solutions to Water Management**” to improve natural habitats, decrease water run-off, improve water quality and reduce flood risk through the extension of work already being carried out in parts of the county. **Our project is specifically focussed on these objectives by utilising and extending rural Sustainable Drainage systems and Natural Flood Management measures that match those described in the Call and those which have already been successfully trialed within a pilot catchment on the River Frome in Gloucestershire to other catchments throughout the County of Gloucestershire.** These catchments will include, but are not limited to:

- catchments of the River Frome and River Cam in Stroud District;
- catchments arising from the Cotswold escarpment flowing towards Gloucester City and Cheltenham;
- catchments flowing towards the Upper Thames in Cotswold District (River Churn, River Windrush & River Coln);
- catchments flowing towards Tewksbury; and
- multiple streams and catchments within the Forest of Dean.

This proposal provides the best option for the Call due to the project approach:

- 1) To implement rural Sustainable Drainage systems and Natural Flood Management measures** to attenuate water, reduce soil erosion, improve water quality and increase biodiversity in rural areas, including headwaters, streams, springs, wetlands and woodlands. These activities will **improve the environment for people and businesses** by increasing local natural capital through the improvement of the local environment for aquatic and bankside biodiversity and reducing local flood risk. As evidence that the rural Sustainable Drainage techniques are the best solution to achieve the desired outcomes, the Environment Agency published a report in 2012 “Rural sustainable Drainage Systems”, EA, 2012), that examined the evidence base and produced guidance for implementing Rural Sustainable Drainage Systems (RSuDS). The Executive Summary of this report states that *“Rural SuDS slow down or prevent the transport of pollutants to watercourses by breaking the delivery pathway between the pollutant source and the receptor. By **intercepting run-off** and trapping sediment before it leaves the field, they help maintain and manage the **provision of good water quality** by preventing the loss of soil, chemicals, nutrients and faecal organisms. A further benefit is their ability to **temporarily capture water and slow down flow**. This can **reduce localised flooding and provide valuable aquatic habitats** in the form of micro-wetlands for farmland wildlife and will encourage the downward movement of water to recharge aquifers.”* In addition to this, we know that Natural Flood Management techniques that utilise Large Woody Debris (LWD) in water courses are **beneficial to aquatic biodiversity**. LWD helps to vary the flow and shape of the channel, creating habitat for many species of plants, invertebrates and fish. Working with natural processes, we can use LWD to help restore the physical habitat within watercourses. We have appended factsheets (Annex 4 & 5) produced within the UK and from North America that describe both the habitat and Natural Flood Management benefits of introducing large woody debris to streams and water courses. Restoring LWD to streams and water courses is one of the best mechanisms for achieving restoration of natural habitats, biodiversity improvements and reductions in flood risk.
- 2) To implement the construction of ephemeral ponds, re-connection of floodplains, construction of wetlands and tree planting** within the project areas which will contribute to the objectives of the Gloucestershire Call including reversing the loss and degradation of habitats and species assemblages and enhancing the ecological value of watercourses for their own intrinsic value and to improve local ecosystem services, including floodwater attenuation, water quantity and quality regulation and soil retention.
- 3) To extend work already carried out in parts of the county to reduce flood risk** by implementing measures which have been trialled in the River Frome headwaters in Stroud District. This pilot has resulted in structures which have increased retention of floodwater during heavy rainfall events in late 2015/Jan 2016, which has **shielded communities downstream** in the river catchment from higher volumes of water at peak flow, thereby **reducing current local flood risk**. The organisations working in partnership on this project therefore have **experience of delivering a programme of effective enhancements to the natural environment**. Scientific study of the flood risk and ecological benefits of these structures through this project will enable an evidence-base to be developed for the natural flood management and rural Sustainable Drainage System measures.

- 4) To support sustainable economic growth throughout the county** by enabling a greater resilience to changes in climate through adaptation by implementing measures which reduce local flood risk during high peak flow. Peak flow may increase in volume of water and the frequency of high flow events due to the changes being observed and projected for our climate towards increases in more intense and heavier rainfall events. The measures installed by the project will reduce the rate of water passing through the catchment, thereby reducing the local flood risk. Reducing the local flood risk will help protect communities and businesses from the high costs of flood damage, repair and restocking which result from flood events. This will enable long-term investment into current and new businesses within these areas, leading to local economic growth and employment generation.
- 5) To target the implementation of the above measures on private and publicly-owned land** within catchments in each District of Gloucestershire and those of high flood risk, which will enable the project to benefit a large number of local people and businesses. This is a strategic approach aiming to reduce flood risk in high flood risk areas across a range of sites in different environments within the county. This will enable the collection of evidence from a wide range of environmental conditions to demonstrate the application of rural Sustainable Drainage Systems and natural flood management measures in all environments within the county (see below). Improvements to the natural environment on public land may increase visitor spend by increasing the attractiveness of the area and local tourism. Improving the local environment will lead to improvements in the health and wellbeing of local communities. As custodians of their local communities, local authorities are well positioned to lead others by example through their networks and sphere of influence on local communities and businesses, as previously demonstrated by the uptake of carbon reduction projects triggered by local authority initiatives.
- 6) To provide a range of evidence-based examples of the implementation and the multiple benefits of these measures in a range of local environments.** This strategic approach will be achieved through the monitoring and evaluation of the impacts of the measures on the local environment and biodiversity by the University of Gloucestershire and Gloucestershire Wildlife Trust alongside implementation of the measures by the district councils. The breadth of environments in which the project will implement measures will enable the development of a suite of case studies which can be utilised to encourage uptake of these measures by other landowners across the county and beyond, in environments ranging from valleys, escarpments and lowland flood plains to woodland and forest areas. The results of the project will therefore be applicable to the majority of aquatic environments across the country, enabling wider adoption of these techniques and receipt of the resulting benefits.
- 7) To publicize the results of the project widely to landowners within the county and across the country** through the networks of members of the project partnership, e.g. local farmers and landowners contacted through Wildlife Trust and Environment Agency advisory services, local authority business contact networks, partnership networks e.g. through Federation of Small Businesses and DCLG, university academic networks and papers to academic journals, national

Wildlife Trust events, WildNet and press releases to local newspapers and publications, e.g. Cotswold Life. This will encourage landowners and other local authorities to implement measures within their own catchments which will benefit themselves, local communities and businesses by improving local habitats and local natural capital. The measures will also reduce flood risk to their own land and to the properties of local communities and enterprises.

3.4 Explain how the project represents an appropriate means of delivering the relevant specific objectives and results of the relevant priorities set out in the Operational Programme?

Our project will improve and create aquatic, riparian and wetland habitats through the implementation of Sustainable Drainage and natural flood management measures as described in Sections 3.2 & 3.3 above. All measures can be considered as improving or creating Gloucestershire's "Blue Infrastructure" (which is a sub-set of Green Infrastructure). The Operational Programme describes Blue Infrastructure as "***the water-related features (rivers, ponds, lakes etc) that play a crucial role in providing benefits to people and wildlife***".

Section 2.A4 Investment Priority 6d.2.A.6.1 of the Operational Programme describes the type and examples of actions to be supported and their expected contribution to the specific objectives. It includes:

"Sustainable drainage can be a design function incorporated within Green Infrastructure. It can also make a contribution to the provision of Green Infrastructure, where natural solutions are used to provide such a function. Furthermore the volume and quality of water that flows into blue infrastructure, such as rivers, ponds and lakes, has a fundamental impact on their health and condition. Sustainable drainage can help improve this."

"Under this investment priority, indicative actions to be supported by European Regional Development Fund may include: Investment in green and blue infrastructure such as green corridors in urban areas and waterways; Sustainable drainage to improve water quality and in some cases local air quality."

The Gloucestershire Rural Sustainable Drainage Project is specifically designed to produce multiple benefits for biodiversity habitats, water quality and people (via reduced flood risk). The project outputs will deliver against the 2.A4 Investment Priority 6d - Protecting and restoring biodiversity and soil and promoting ecosystem services, including through Natura 2000, and green infrastructure of the Priority Axis 6: Preserving and Protecting the Environment and Promoting Resource Efficiency through the surface area of habitats supported in order to attain a better conservation status.

The Gloucestershire Rural Sustainable Drainage Project meets the requirement of the Operational Programme which states that:

"All Green Infrastructure projects are required to make a contribution towards biodiversity priorities (especially relating to national objectives to increase the provision of water, grass and woodland habitats) and in addition proposals will need to clearly show how they deliver at least one of the socio-economic benefits of Green Infrastructure below to

deliver:

- **Flooding alleviation and water management;**
- **Pollution management/ control/ regulation (water and air);**
- *Economic growth and investment (new market opportunities);*
- **Health, well-being, recreation and leisure (linked to a growth benefit);**
- *Provision of products from the land;*
- **Climate change adaptation and mitigation.”**

The Rural Sustainable Drainage and Natural Flood Management meet the requirement to **contribute towards biodiversity priorities** and **four of the desired 6 socio-economic benefits of Green Infrastructure** (highlighted in bold above).

These measures are specifically designed to **reduce flood risk** by providing a dispersed attenuation network to slow the flow of flood waters and reduce the speed at which flood peaks are generated.

Attenuation and slower flows of flood waters will reduce soil erosion and allow silts to accumulate on flood plains rather than in the water course. **Rural Sustainable Drainage systems will reduce the level of contamination reaching water courses** by allowing pollutants to drop out of the water column.

Reducing flood risk has direct **benefits to the health and well-being of affected communities**. There is a large body of evidence to show that reducing flood risk provides multiple health and economic benefits.

Flood risk is increasing and aquatic habitats are being impacted as a result of climate change. Flashier water courses prevent some species from feeding and breeding. Flashier rivers are more likely to cause flooding. Where engineered options are not available, cost-effective or desirable, natural solutions to flooding can provide multiple benefits including making a contribution to adapting to these impacts of climate change. **Restoring natural drainage pathways and reducing anthropogenic impacts will increase the ability of aquatic systems to adapt to climate change.**

3.5 Explain how the project is aligned to the local growth needs set out in the local ESIF strategy / strategies)?

The Gloucestershire Local Enterprise Partnership ESIF Strategy recognises that **the natural environment is an investment priority** within the County, as **the natural environment is one of the County’s greatest assets** and **improvement within the natural environment is a key element for local economic growth**. Environmental degradation and biodiversity losses have been witnessed across the county, including as a result of the 2007 Floods. The losses of species and degradation of habitats are reducing the county’s key ecosystem services, including flood water attenuation and water regulation. The degradation of the local environment and heightened flood risk will also reduce the county’s appeal to enterprises and staff, impacting local economic growth. **It is therefore important that environmental improvements are undertaken to reverse this loss and degradation, to increase the attractiveness of the area to enterprises by improving flood water attenuation, water management and other ecosystem services.**

This project contributes towards the Thematic Objective 6: Environment and

Resource Efficiency through implementing improvements to the local environment by installing rural sustainable drainage systems and natural flood management measures.

This project will help to deliver two of the investment priorities from within Thematic Objective 6:

- 1. Developing quality habitats through green infrastructure: Our project will restore and improve aquatic habitats** (streams, ponds and wetlands which are defined as Blue Infrastructure, a sub-set of Green Infrastructure) **by constructing rural sustainable drainage and natural flood management measures in areas of Gloucestershire**, throughout the Severn Vale. These will help to **mitigate the externalities** of major developments and increased housing needs as identified in the ESIF Strategy for Gloucestershire as well as the current degraded state of the environment, by **enhancing habitats and reducing flood risk, soil erosion and other important ecosystem services** conducted by our natural environment. The impact of the measures implemented through this project on the quality of the habitats and local environment will be **measured and monitored by the University of Gloucestershire PhD placement and Gloucestershire Wildlife Trust.**
- 2. Promoting natural capital as a driver of inward investment and tourism:** All the habitat improvements and restored habitat will **add to the Natural Capital of the County** and will act as an **additional driver of inward investment** in the Severn Vale.

The Growth Strategy requires that technology enterprises and large numbers of highly skilled professionals re-locate to Gloucestershire. There is evidence that the natural beauty and high quality environment (natural capital) in Gloucestershire influences the organisational and individual decisions to locate in and visit our county. **Improvements and enhancements of the environment in Gloucestershire will therefore drive economic growth.**

Activity in this project will be focussed in areas associated with high levels of natural beauty, including The Forest of Dean, Stroud Valleys, Cotswolds and Escarpment. **This project will work to enhance the natural beauty of areas of Gloucestershire through habitat improvements and restoration whilst protecting these areas from the effects of adverse environmental conditions.** The volume of water at peak flow during flooding events may increase due to the changes being observed and projected for our climate towards more intense, heavy rainfall events. The **implemented measures will reduce local flood risk** during peak flow by reducing the amount of water and delaying the passage of water through the catchment to reduce the flood risk to the communities and businesses in the river catchments. The implemented measures will also provide a longer period of time from heavy rainfall events to peak flow to **help people prepare for local flooding events.**

The measures will **reduce flood risk and improve local ecosystem services to increase the resilience of the county to adverse environmental conditions.** This will result in **improvements in the health and wellbeing** of communities. The measures will also **reduce the cost of flood events**, landslips and other adverse environmental conditions to communities and businesses by protecting them from the high costs of flood damage, repair and restocking. This minimised risk will help

the area to be seen as more resilient to adverse environmental conditions, including heavy rainfall. This will **enable investment** into current and new businesses within these areas, **leading to local economic growth and employment generation**. This project will therefore **support sustainable economic growth throughout the county**.

The impacts of climate change, especially flooding, have been highlighted as threats to Gloucestershire's local economy and communities within the Gloucestershire Local Enterprise Partnership ESIF Strategy. Intense, heavy rainfall events are likely to increase in the future due to changes in our climate. Introducing the measures in this project will help to **improve the future resilience** of the county and thereby **attract long-term investment** to the area where it can be evidenced that current and future flood risk has been reduced. The measures implemented through the project will therefore **enable greater resilience to changes in climate through adaptation**.

With the importance of the condition of natural environment in attracting inward investment, it is of **double benefit to the local area and economy to use natural flood management measures** installed through this project to reduce flood risk as these also improve the attractiveness of the natural environment.

The project will **contribute towards the Strategic Investment Activity “Environment and resources efficiency: Promote and enhance natural capital to support inward investment” outputs** to achieving support for 9,000 hectares across Gloucestershire through measures implemented on 24 hectares of land. This will **benefit significant areas of land** downstream by **reducing flood risk, water volume passing through the catchments during peak flow and soil erosion, therefore improving local biodiversity and the health and wellbeing of communities**.

3.6 Please identify any organisations offering the same or similar activity. Explain how the proposed project adds value to and doesn't duplicate existing provision, and does not conflict with national policy?

There is no organisation or project offering the same activity throughout Gloucestershire.

The catchment of the River Frome in Stroud District has been the focus for a **pilot project**, implementing this approach. The pilot is supported by funding allocated from the Severn and Wye Regional Flood and Coastal Committee, and is a partnership of the Environment Agency, Gloucestershire County Council and Stroud District Council.

Other Districts in the County are keen to replicate the learning and benefit from the approach taken in the pilot. Extending the approach to other Districts in the County will ensure the consolidation of the approach and brings considerable added value for the **ESIF Growth Strategy**, as activity will take place in parts of the County identified in the **Investment Priorities**. Scaling up current activity will accelerate the provision of the multiple benefits already achieved by the pilot project and ensure natural solutions to water management are embedded within the normal working practice of the other rural District local authorities in the County.

Added value will be achieved by joining up catchments and implementing measure across farmed and non-farmed land that are currently outside of the existing provision,

to achieve the scale of implementation needed to make a difference to both biodiversity and flood risk reduction. Whilst some of the areas for which funding is being sought (River Frome catchment) have an existing project and are identified as a priority catchment within existing EARDF plans, extending the approach to the whole of the geographical area of Gloucestershire will create significant added value.

There is no conflict with national policy. The Defra policy document “Biodiversity 2020. A strategy for England’s wildlife and ecosystem services ” identifies key actions and priorities, including the following:

“Water Management – We will protect water ecosystems, including habitats and species, through a river basin planning approach. We will also promote approaches to flood and erosion management which conserve the natural environment and improve biodiversity.”

Through this project, **we will encourage research and innovative practices which help us understand how we can more effectively reduce the risk of flooding and erosion to people and property through working with natural processes.**

Our project is also **consistent with the National Flood and Coastal Erosion Risk Management Strategy for England.** Section 3.3 identifies the strategy and actions that are consistent with our project:

“Section 3.3.3 Maintaining and improving FCERM systems to reduce the likelihood of harm to people and damage to the economy, environment and society”

“Using innovative approaches to managing risk may be undertaken alongside or instead of more traditional approaches. Their use may be co-ordinated across catchments or along the coast and may include property level protection measures, land management options to slow down the flow of water from the upland parts of a catchment, promoting flood storage or creating inter-tidal habitats to store tidal flows and dissipate wave energy to reduce risks. FCERM systems are interlinked and their development and management should be carried out collaboratively to ensure these links are maintained effectively.”

“To achieve wider environmental objectives and other benefits, the measures used to manage all flood risks (including local sources of flooding) and coastal erosion will work with natural processes wherever possible and be based on partnership working with local communities. Working with natural processes can include taking action to manage flood and coastal erosion risk by protecting, restoring the natural function of catchments, rivers, floodplains and coasts (see Figure Seven). This could, for example, involve using farmland to store flood water temporarily, reinstating washlands and wetlands to store flood water away from high risk areas or allowing cliffs to erode to provide sediment that may be deposited elsewhere. Other techniques include protecting and restoring natural river, estuarine and coastal systems and features. The maintenance and restoration of a range of ecosystem services, or natural functions of the environment, can provide valuable additional benefits including:

- *water quality improvements through reductions in run-off and diffuse pollution;*

- *water resource provision through aquifer recharge;*
- *mitigation of and adaptation to climate change through measures such as wetland creation and coastal and fluvial realignment; and*
- *the provision of urban biodiversity and amenity green spaces through sustainable drainage systems (SuDS)."*

The project is **consistent with the European Water Framework Directive objectives** to develop "*long-term sustainable water management based on a high level of protection of the aquatic environment*". The Water Framework Directive aims to achieve this "*in all surface and groundwater bodies*" and to introduce "*the principle of preventing any further deterioration of status*". The installation of rural Sustainable Drainage Systems and natural flood management measures will help towards these aims and objectives **by improving soil retention and floodwater attenuation to enable increased natural infiltration**. The structures installed will **increase the available habitat for bankside flora and fauna**. The measures will also **improve aquatic habitats by providing the structures which give the opportunity macroinvertebrate community development and consequently other fauna and flora in the watercourse**, including native brown trout and declining populations of water voles in headwater streams, which will **improve the ecological quality of watercourses**. The measures will therefore **restore natural processes** in catchments previously modified by anthropogenic activities.

The project is **consistent with the Climate Change Act (2008)** which outlines the need for all sectors to plan and prepare for climate change. This project will contribute towards climate change adaptation by increasing the resilience of communities and businesses to flooding from high rainfall events which are projected to increase in the future.

The project **measures will be implemented where the measure has not been specifically funded through any other European-funded scheme**, e.g. the Countryside Stewardship Scheme. However, this means to achieve multiple benefits, **we may work on land eligible for and in receipt of EARDF funding for other purposes**.

This project will **contribute towards the aims of the Natural Environment White Paper (2011)** to mainstream the value of nature throughout society in order to facilitate greater local action to protect and improve our natural environment, grow a green economy and reconnect people. The project will **implement rural Sustainable Drainage Systems and natural water management measures** which are noted as measures which can contribute towards the aims of the Natural Environment White Paper as they "*are designed to mimic natural drainage as closely as possible*" and "*provide an example of green infrastructure and an illustration of opportunities to achieve multiple benefits from the management of land*" where "*well-designed systems can increase habitats for biodiversity and provide additional green space for communities to enjoy, as well as increasing the resilience of built areas to a changing environment*". The project will therefore help to **improve the ecological quality of watercourses whilst restoring natural processes**. The project will implement these **measures at a local scale and develop case studies** which can be used to **encourage others to adopt natural solutions to water management** in the county and beyond. The project will help to **grow a green economy** by protecting businesses by reducing flood risk in catchments across the county to the benefit for current

enterprises and new enterprises starting up or moving to Gloucestershire. The project will also help to reconnect people with nature through the **publicity of the case studies**.

The measures implemented will be **in line with Natural England's Green Infrastructure Guidance (2009)** by considering the landscape and delivering improvements in water management, biodiversity and climate change adaptation.

Under **Section 11: Conserving and enhancing the natural environment, National planning policy** states that "*the planning system should contribute to and enhance the natural and local environment by:*

- *Protecting and enhancing valued landscapes, geological conservation interests and soils;*
- *Recognising the wider benefits of ecosystem services;*
- *Minimising the impacts on biodiversity and providing net gains in biodiversity where possible;*
- *Preventing both new and existing development from contributing to or being put at an unacceptable risk from, or being adversely affected by unacceptable levels of soil, air, water or noise pollution or land instability; and*
- *Remediating and mitigating despoiled, degraded, derelict, contaminated and unstable land, where appropriate*".

This project contributes towards developing an understanding of the multiple benefits of rural Sustainable Drainage System and natural flood management measures **to enable the development of local planning policy through the implementation of trials across the county, in line with the national planning policy aims.**

Under **Section 10 of the National Planning Policy**, it is stated that "*local planning authorities should adopt proactive strategies to mitigate and adapt to climate change, taking full account of flood risk, ...*". **Through this project, local planning authorities are acting proactively to trial rural sustainable drainage systems and natural flood management measures which will enable them to develop evidence-based policy and guidance to tackle flood risk and climate change** across Gloucestershire, an area which saw devastation in the Floods 2007.

This project will **contribute towards the following themes and visions from the local Sustainable Communities Strategies:**

- "*Environment*" and "*Economy and Skills*" Theme Groups which work to ensure "*the actions we all take today mean that Gloucestershire remains a great place to live and work, and we do not compromise the quality of life for future generations*" (Cotswolds Local Strategic Partnership, 2004)
- "*Where the high quality of our environment is valued and enhanced for future generations and the causes and effects of climate change are addressed*" and "*Where the economy is vibrant and strong and people can access the services they need*" (Forest of Dean Local Strategic Partnership, 2008)
- "*The environment is healthy and safe for all*" and "*A vibrant urban economy supports a diverse society*" (Gloucester Partnership, 2008)
- The themes of "*Caring About the Future Environment*" and "*A Sustainable Thriving Economy*" help to deliver the vision that "*we want local people, families, their*

communities and businesses to be resilient to change and able to thrive in a way that does not compromise the quality of life for present or future generations” (Stroud District Local Strategic Partnership, 2010)

- To deliver the vision to be “*A Borough of healthy, strong, thriving and sustainable communities, both rural and urban, where people want to live, work and visit*” through the themes of “*A Sustainable Natural & Built Environment*” and “*A Thriving Economy*” (Tewkesbury Borough Local Strategic Partnership, 2010)

The measures implemented by the project as examples of **sustainable drainage systems are considered the “favoured approach”** in Stroud District to deal with surface water in local planning policy. Green infrastructure and sustainable drainage systems are also seen to “enable provision of infrastructure in ways consistent with cutting carbon dioxide emissions and adapting to changes in climate” and are an expectation within new developments.

The provision of Green Infrastructure is being discussed between all Gloucestershire district and county councils **aiming to provide a District-wide Strategic Framework for Green Infrastructure requirements** (Stroud District Local Plan, 2015). The **joint approach of this project to implement the rural sustainable drainage systems and natural flood management measures across all Districts within Gloucestershire** fits within the joint approach local authorities are taking to take green infrastructure provision across the county.

Some of the measures implemented through the project are **included within the local authority planning policy guidance on sustainable drainage design and adoption**, e.g. Gloucester City Council Sustainable Drainage: A Design and Adoption Guide (2013). The project also involves **implementing measures which have been designed and trialled in the Stroud District**, which have not to date been incorporated within local authority guidance due to the timing of the recent trial and guidance development, however all Districts are delivery partners in this project and are keen to see investment in these rural Sustainable Drainage System and natural flood management measures in their local authority areas.

4.0 Project Schedule

4.1 Key dates and milestones

Complete the schedule below with the key project milestones for the on-going development and implementation of the project which must include any dates linked to procurement activity and for securing necessary consents e.g. planning permissions, securing budget approval or third party match funding.

Milestone	Start Date	Completion Date
Project Inception Meeting	06/2016	07/2016
Project Governance established	06/2016	07/2016
Contracts set up between Lead & Delivery Partners	06/2016	06/2016
Appointment of PhD student	08/2016	10/2016
Production of initial project	09/2016	12/16

communications		
Identification of landowners/locations	08/2016	03/19
Baseline site surveys undertaken	06/2016	06/2019
Implementation of at least two projects per District	06/2016	06/17
Implementation of at least three projects per District	06/2017	06/19
Final PhD report received		06/2019
Project outputs report (hectares of habitat created/improved)		06/2019
Publicity of project case studies	06/17	06/2019

5.0 Costs and Funding

5.1 Please summarise what the project budget (as detailed in the Financial Tables Annex at <https://www.gov.uk/government/publications/european-structural-and-investment-funds-outline-application>) will be spent on.

1. Project management and project support: **£120k** match funding project management (SDC) + **£45k** ESIF project admin & support (delivered by SDC)
2. Additional project technical support (Environment Agency) £0k
3. Publicity materials, including informal guidance and learning: **£20k** ESIF funds (delivered by SDC)
4. Identifying sites and design & construction of multiple Natural flood Management schemes and projects throughout Gloucestershire: **£915k** (delivered by SDC, TBC, FoDDC, CDC, GCC) £485 ESIF and £430 match funding
5. A funded PhD to monitor and research wider project benefits for flood risk: **£30k** match funding (University of Gloucestershire) + **£30k** ESIF (delivered by University of Gloucestershire)
6. Pre and post works site surveys to confirm biodiversity gain and contribution to meeting ESIF targets: **£20k** match funding (Gloucestershire Wildlife Trust) + **£20k** ESIF funds. There may also be a % of construction costs in addition to allow for larger project evaluation. (delivered by Gloucestershire Wildlife Trust)

Total project budget = £1,200k

5.2 Comment on how the project costs have been estimated. What is the level of certainty relating to the costs you have identified? More detail will be required at the full application stage.

A proportion of project costs are estimated accurately according to known expenditures, including project management, project support, PhD and medium scale projects (as identified within Milestones) Costings for multiple smaller projects are not easily identified apriori, but the project will be structured so that construction and activity will cease when the funds are exhausted. Many projects will be of relatively low

value compared to the total budget available and projects and contracts will be commissioned on a needs basis by each authority as the project is implemented. This means overspend is very unlikely to occur as projects will simply not be commissioned once we are nearing the end of the funds.

5.3 Please advise if the project budget includes any Value Added Tax you cannot recover from HMRC (recoverable Value Added Tax)

Yes

5.4 If the project is responding to a Multi Local Enterprise Partnership area call, explain how the costs have been shared between areas.

No

5.5 Briefly explain the impact for the project for each of the following:

- If the project did not receive European Structural & Investment Funds
- If the level of European Structural & Investment Funds was reduced
- If there was a delay in European Structural & Investment Funds

If the project did not receive ESIF funding, implementation would be continued but be restricted to the Stroud River Frome catchment, but we would lose the opportunity to create a county-wide catchment-level project. It is likely a small number of projects would continue to be implemented throughout other catchment areas in the County, but projects would not deliver biodiversity gain as this would not be a main driver of the work. We would also not achieve the added value from a full county wide, catchment based approach to NFM.

If the level of ESIF funds were reduced, implementation would be reduced in proportion to the reduction in funds. However, it is likely that projects would be limited to medium sized projects and that smaller scale projects that deliver high biodiversity value, would not be the focus of the project. Biodiversity gain would not be a significant factor in delivery of existing projects.

If there was a delay, then the project start date would be delayed.

5.6 State the source(s) of your match funding. Is it in place yet and if not, when is it likely to be confirmed?

Match funding is as follows:

- £120k capital: Severn and Wye Regional Flood and Coastal Committee (Confirmed)
- £50k capital: Stroud District Council (Confirmed)
- £70k capital: Tewksbury Borough Council (Confirmed)
- £20k staff time: Gloucestershire Wildlife Trust (Confirmed)
- £30k capital: University of Gloucestershire CCRI (Confirmed)
- £245k capital: Gloucestershire County Council (GlosCC) (£195 confirmed, £50k unconfirmed)
- £50k capital: Cotswold District Council (Confirmed)
- £15k capital: Gloucester City Council (GCC) (Confirmed)

Total Match funding confirmed = £550k + (£50k unconfirmed), so total expected = £600k

6.0 Deliverables

6.1 Please complete the Outline Application Deliverables Table annex at <https://www.gov.uk/government/publications/european-structural-and-investment-funds-outline-application>. Please then describe the rationale and assumptions you have made in establishing each deliverable (output or result) which will be achieved. This must link clearly to the project's activity and objectives. Please explain your method for calculating the target levels.

The main Output expected from this project is identified in the Call as C23 - Surface area of habitats supported in order to attain a better conservation status. Target Output levels are based on a pro-rata division of the total target for the fund (100Ha), based upon a project with a value of £1.2M, we have calculated that the share of the target output for this project is 18Ha. We have therefore split this target equally for each year of activity. For Results, we have assumed this relates to activities and have allocated a % for each activity for each Quarter or each year of the project. At this stage we have assumed our results are the same as our broad budget headings and activity headings, which are:

1. Project Management
2. Project Support and Admin
3. Publicity & Communications
4. Design and Construction of Natural Flood Management
5. A PhD to report on the contribution made to flood and water management
6. Site surveys pre-& post construction to validate habitat created or restored to improve conservation status

We have identified bespoke outputs and results but if these are required to be included within existing headings, we could complete this in the detailed application.

7.0 Project Management and Governance

7.1 Outline the project management and control systems that will be established for the project, demonstrating that the project has the appropriate capacity to meet the requirements of the European Structural & Investment Funds.

The Stroud Rural SuDs pilot already has a project and Governance structure in place to implement the project and provide advice and oversight to ensure the correct use of funds and the successful implementation of the project. We would anticipate using the existing project & Governance structure, but will include all project partners with appropriate:

Project Management: Stroud District Council

Project Officer: Stroud District Council

Strategic Group:

This group will be formed with senior members of key partner organisations and will

meet every 6 months. They will agree the overall vision for the project and will steer the project on the strategic level.

This group will be responsible for:

- Setting overall project vision and scope
- Establish project aims
- Securing core & identify project funding for project
- Gain support from key stakeholders for the project approach
- Maintain a strategic overview of the project and any other related work

Members of the Strategic Group: (The exact membership is still flexible, with some organisations waiting to see if they should focus efforts on the working group)

- Gloucestershire County Council representative
- Stroud District Council representative
- Severn and Wye RFCC member
- Two representatives of Flood Action Groups from the Stroud Valleys
- Environment Agency Flood Risk Manager
- National Farmers Union representative
- Natural England representative
- Gloucestershire Wildlife Trust
- Country Land and Business Association
- Lower Severn Drainage Board
- National Trust
- Cotswold District Council
- Tewksbury Borough Council
- Forest of Dean District Council
- Gloucester City Council
- University of Gloucestershire
- GFirst LEP / DCLG

Working Group:

This group will act as a support to the project officer and will be staff responsible for delivering the project on the ground. The group will meet every two months or as required.

The group will:

- Establish practical project objectives
- Act as point of contact into relevant partner organisations
- Ensure day to day running of project is in line with strategic objectives
- Input technical advice and support to project staff
- Assist in securing project funds

Members of the Working Group:

- Gloucestershire County Council
- Stroud District Council
- Environment Agency representatives
- Natural England representative

- Gloucestershire Wildlife Trust representative
- Rivers Trust representative
- National Trust representative
- Cotswold District Council
- Tewksbury Borough Council
- Forest of Dean District Council
- Gloucester City Council
- University of Gloucestershire

Partnership Experience:

The pilot project involved working with local landowners and project partners have a wealth of experience in working with local communities, community groups, developers and businesses, as the project involves District and County-level local authorities, Gloucestershire Wildlife Trust and other organisations, each of whom have a track record of designing and implementing projects which are sustained beyond the initial funding and of reporting project outcomes through structured monitoring an evaluation processes. Examples of projects implemented by the project partners are available upon request.

7.2 Outline how the project will gather evidence of outputs and results.

We will have two forms of monitoring and recording to enable the project to gather **qualitative and quantitative evidence of outputs and results:**

1. **Gloucestershire Wildlife Trust** staff will prepare and implement a methodology for both pre- and post-works survey to record the contribution to the biodiversity target made by each of projects
2. The **PhD post within the University of Gloucestershire** will develop and implement a methodology to monitor and research the hydrological impacts of the work to determine the contribution of the overall project to flood management.

7.3 Please describe whether or not the necessary team is in place to carry out the project and if not, what the plans are to recruit the relevant expertise?

The team is already in place to deliver this project. Please refer to Section 5.1 for a summary of what each partner will deliver.

8.0 Financial Management and Control

8.1 Describe the financial management and control procedures for the project, including the process for compiling and authorising European Structural & Investment Funds claims for payment.

Overall financial responsibility will be with the lead partner Stroud District Council.

As a local government organisation, Stroud District Council use the Agresso Business World route 66 financial management system. The project will be financially managed through this system utilising its own budget code which will enable all payments made to be easily identified through the course of the project and will produce monitoring reports.

All requests for payment will follow the Council's standard procedures which will

include a payment request form to be submitted along with any relevant invoices or time records.

As part of the project, an administrator will be engaged to oversee on a daily basis the administrative process and compiling of records.

The project will be subject to an annual internal audit

A budget report will be presented to each meeting of the board.

8.2 European Structural & Investment Funds are paid to Grant Recipients in arrears. Please explain how the project will manage its cash flow throughout the project lifetime.

Project partners are public bodies who have the financial resources to cover cash flow, although project payments will be made as soon as the receipts of ESIF funds make that possible.

8.3 How will you ensure that only eligible and defrayed expenditure is included in a claim to the Managing Authority?

All capital works will be subject to production of a valid invoice and a site inspection by a project officer prior to payment. In addition, the project will be subject to internal audit from time to time.

Any expenditure relating to staff time will be checked against submitted time records.

8.4 If applicable, how will you ensure that Delivery Partners / financial beneficiaries engaged in the delivery of the project will comply with the requirements relating to defrayal of expenditure?

A budget report will be made to the board at each board meeting.

Payments will not be made until valid invoices have been submitted and checked and where capital works are involved a site inspection has been carried out.

Financial management procedures will form part of the partnership agreement to be agreed between the delivery partners at the beginning of the project. All partners will agree to co-operate with any audit the lead authority under take.

8.5 Describe the system used for filing and retrieving original invoices; explain how evidence of costs incurred will be checked and verified.

An administrator will be engaged as part of the project and they will compile a filing system to keep original copies of invoices as well as ensuring scanned copies are stored.

Payments will not be made unless the correct application form has been submitted along with the original invoices. For capital works, a project officer will have checked the works carried out on site and authorised the payment to be made.

8.6 Please explain how the accounting software and systems used will be capable of maintaining separate records for the project and producing detailed reports to demonstrate where the European Structural & Investment Funds is being spent. If applicable, please describe how your partner's software/systems will manage project

finances.

Stroud District Council, the lead partner, uses the Agresso Business World route 66 Financial management system. This system enables project budget codes to be set up to enable financial tracking of all expenditure made relating to a specific project. The system also has built in functions which enable range of monitoring reports to be produced in relation to a specific project.

In addition to the checks carried out by Stroud District Council before making payment, each local authority partner will have utilised their own financial management system to carry out their own checks prior to submission for payment.

9.0 Compliance

European Structural and Investment Funds are regularly audited and may be subject to recovery where the compliance requirements have not been met. For this reason, many applicants choose to obtain their own independent advice from a law firm or suitable organisation to assist them to structure their project in line with the compliance requirements.

Procurement Law

9.1 Is your organisation a “Contracting Authority” under the Public Contracts Regulations?

Yes

9.2 If not, please set out the reason(s)

Not Applicable

9.3 Confirm that you have completed Annex 2a, listing all contracts that will be used to provide goods, works or services to the project and which have already been awarded prior to this application.

Yes

9.4 Confirm that you have completed Annex 2b, listing all the contracts that will need to be awarded to deliver the Project but which have not been awarded prior to this application.

Yes, as far as we are able at this time. The nature of the project is such that it will consist of a small number of contracts of £20k to £50k and a large number of projects valued at £5k to £20k. It is therefore not possible at this stage to identify them. At the relevant time in the project, any capital works carried out will be tendered in accordance with the appropriate methodology for certain levels of work as identified in the Local Authorities approved Procurement Guidelines and procedures.

9.5 Describe how the Applicant Organisation:

9.5.1 has tested each of the contracts listed in Annex 2a and established that each is able to demonstrate compliance with the European Structural & Investment Funds requirements for procurement.

9.5.2 will deliver the tender processes listed at Annex 2b so that they comply with the

relevant procurement requirements, including

- Advertising contract opportunities to the market; and
- Evaluating bids in an open transparent and non-discriminatory manner.

9.5.3 shall ensure that all procurement documents are retained with a view to providing relevant information in the event of an audit or other investigation.

Please provide further information on any contracts you have referred to in Annex 2a in which there has been a single tender action, the use of a framework or dynamic purchasing system (in particular if this has not been set up by the applicant) or where the contract has been extended.

Applicants should refer to the Procurement Law guidance which can be found on the www.gov.uk website which sets out national rules for procurements below the Public Contracts Regulations thresholds.

There are no contracts to declare in Annex 2a.

All capital spend will be procured in accordance with the Local Authorities adopted Procurement Guidelines and procedures as stated within the Constitution the full details of which can be found on www.stroud.gov.uk. Detailed below is the relevant section relating to contracting procedures. While there will be a small number of larger value contracts, it is anticipated that most capital spend on any one project will be in the range of £5k to £20k.

'Procurement Thresholds

7. Each potential contract shall be progressed according to the total estimated value of the contract as calculated and shown in CPPR 10 below. The total estimated value of a contract is the cost of the contract to the Council not just for the initial term but also for any extended term to its conclusion. Where there is doubt over the total estimated value of a contract, the next financial threshold up should be used.

*8. Where the total estimated value of the contract is equal to or more than five thousand pounds (£5,000.00), the South West Procurement Portal (www.supplyingthesouthwest.org.uk) must be used **unless** an exemption from Version November 2015 6.3 Section 6 Contract 7 Procurement Procedure Rules compliance with these CPPRs can be properly applied (See CPPR 15 – 18 inclusive below). Further guidance in connection with the use of the South West Procurement Portal can be obtained from the Council Procurement Officer.*

*9. Contracts with a total estimated value of **£5,000 or above** must be notified to the Council Procurement Officer using a completed Procurement Plan Form **prior** to the commencement of a tender or quotation exercise. This completed Procurement Plan Form must be shared with the Legal Services Manager to ensure that appropriate contractual terms and conditions are being relied upon for the particular tender or quotation exercise. The Council Procurement Officer shall retain a record of all completed Procurement Plan Forms submitted.*

10. The following procurement thresholds must be followed when purchasing goods or services or arranging works on behalf of the Council :

Up to £5,000 Officers must be able to demonstrate value for money by comparing prices from different suppliers or contractors. It is recommended that **at least three suppliers or contractors are approached** by telephone or e-mail and prices obtained. All prices received should be recorded in writing by the Officer obtaining the prices. All contracts or purchase orders must be in writing.

£5,000 to £50,000 Having first complied with the requirements of CPPR 9 above, Officers must be able to demonstrate value for money by obtaining **at least three written quotations** from different suppliers or contractors utilizing the South West Procurement Portal. A quotation is a written document that clearly sets out the requirements of the Council and invites suppliers or contractors to submit a price(s) for the supply of their goods, services or works. All contracts or purchase orders must be in writing.

All contracts with an estimated value of £25,000 and above must also be published on the Contracts Finder operated by the Cabinet Office (through the South West Procurement Portal) in accordance with the provisions of Part 4 Chapter 8 of the Public Contracts Regulations 2015.

£50,000 to EU Thresholds Having first complied with the requirements of CPPR 9 above, **at least three formal tender responses** must be obtained in accordance with the procedures set out in these CPPRs and utilizing the South West Procurement Portal. Advice on these procedures should be obtained from the Council Procurement Officer. All contracts must be in writing.

Where a **works contract** to be tendered has a total estimated value within **10%** of the relevant EU threshold, the above EU Thresholds procedure described below should be followed.

Where a **supplies or services contract** to be tendered has a total estimated value within **5%** of the relevant EU threshold, the above EU Thresholds procedure described below should be followed.

Above EU Thresholds Having first complied with the requirements of CPPR 9 above, any Contract with a total estimated value above the relevant EU Threshold must be **formally tendered** in accordance with the provisions of the Public Contracts Regulations 2015 and utilizing the South West Procurement Portal. Advice on these procedures should be obtained from the Procurement Officer. All contracts must be in writing.

Tenders (for contracts with a total estimated value of £50,000 or more)

11. Notwithstanding the requirements of CPPR 9 above, advice in relation to the most suitable form of tendering procedure must be obtained from the Council Procurement Officer **prior** to the commencement of the tender exercise. The tender documentation routinely included with each invitation to tender published by the Council shall be in a form approved by the Council Procurement Officer in consultation with the Legal Services Manager.

12. Depending on the nature of the goods, services or works to be procured by the Council, it will be necessary to consider the most suitable form of contract to be relied upon. Advice in relation to the most suitable form of contract to be relied upon should be obtained from the Legal Services Manager **prior** to the commencement of the tender exercise. ‘

Exemptions

15. Subject to CPPR 18 (d) and (e) below, an exemption from compliance with these CPPRs **must** be approved by the Strategic Head (Finance and Business Services) **prior to**

the commencement of the tender or quotation exercise and can only apply to contracts which have a total estimated value which can clearly be demonstrated to be below the relevant EU threshold. ‘

All submitted quotations or tenders from contractors will be retained, including those that are unsuccessful. Original invoices from contractors will all be retained on paper file and scanned electronic file.

The partnership agreement to be established between the delivery partners will clearly state the information to be retained and procurement procedures to be used at the beginning of the project.

Regular budget updates will be given to the project board at its meetings.

State Aid Law

9.6 Please list all the organisations (if known) which may benefit from the funding of the project.

There are none to declare at this stage and there are not expected to be any during the course of the project due to the nature of the project and that most individual projects are expected to be between £5000 & £20,000.

9.7 For each potential beneficiary (including the applicant and any Delivery Partners) identify whether they meet the State Aid test. If you believe a potential beneficiary is outside the scope of State Aid, please provide the reasons.

Applicants may wish to refer to the European Commission’s “Notion of State Aid” guidance and the Department for Communities and Local Government’s ERDF guidance on State Aid law available at:

<https://www.gov.uk/government/publications/european-structural-and-investment-funds-programme-guidance>

If you intend to use the General Block Exemption Regulation (GBER) please confirm that no work has been started before the Start Date indicated in 2.8 of this application.

Not Applicable

Where the Applicant Organisation regards an organisation as being in receipt of State Aid, please identify the proposed exemption which will be used (for non-General Block Exemption Regulation exemptions, the answer should list the name of the scheme and the Commission reference number).

Not applicable

Where a State Aid exemption is applied, describe the system in place to collect relevant documentation to demonstrate compliance and to meet the annual reporting requirements.

Not Applicable

Income Generation

9.14 Please explain how and if the project is likely to generate income (European Regional Development Fund only).

Not Applicable

Publicity

9.15 Please explain how the project will meet the European Structural & Investment Funds Publicity Requirements.

The project will comply with the branding and publicity requirements as detailed in the ERDF and ESF Branding and publicity guidance document ESIF-GN-1-005 version 2 published October 2015 in so far as the constraints of the project allow. The project is to build a large number of small interventions in some remote parts of the rural landscape and some will be on private land. It will therefore not be possible to comply at all project sites with the requirement to have plaques, billboards or posters erected. Where some projects are carried out on public land or where the public have access such as via foot paths or bridle ways then it would be the intention to erect information boards which would include the relevant logos and branding for the ERDF contribution. The size of such boards would be dependent upon the site and are unlikely to come within the definition of 'billboards'. This is something that would need to be discussed further if this application is successful in reaching the next stage of the bid process.

All project partners will have a dedicated section on their web sites for the project which will include the relevant ERDF logos and identify the way in which the project has developed acknowledging the contribution of the ERDF in enabling this. As each small scheme is completed under the project it will be added to the website building up case studies as the project progresses.

All project partner communications officers will be involved in developing a press launch at the beginning of the project and developing a marketing plan which will involve regular local press briefings as each individual project is completed.

A short 20 minute film has already been produced for the initial Stroud Pilot which has proved to be a very effective means of communicating this work and has been viewed by over 2000 people internationally. A further film would be produced as part of this project at the end of year one when there are appropriate structures on the ground to film, but would also include commentary from previously flooded communities who would have some measure of protection from these works.

Regular visits will be arranged to enable interested parties to visit and learn from the work being carried out. This would include those from flooded communities, landowners, other agencies, professionals.

At least one conference will be held in year 3 to aid in the dissemination of the findings to other professionals and landowners who could incorporate rural SuDS works in their future projects.

Officers working on the implementation of individual projects will be available to give presentations to other conferences and seminars within the UK as requested.

The project will be supporting a PhD Student who will be producing a report on the project at the end of year 3.

Dissemination of the learning and encouraging others to use Rural SuDS techniques in their day to day land management and development is a fundamental principle of the project. All opportunities which will enable this as the project develops will be

used to their full advantage.

The requirement to comply with the ERDF publicity guidelines will be incorporated into the partnership agreement between the partners.

10. Support for Cross Cutting Themes

10.1 Support for the Sustainable Development theme (European Regional Development Fund and European Social Fund)

- How does the project respect the principle of sustainable development? In particular how does the project maximise positive environmental impacts or mitigate potential negative impacts (with regard to the “polluter pays” principle where appropriate)?

“Living Within Environmental Limits”

“Respecting the limits of the planet’s environment, resources and biodiversity – to improve our environment and ensure that the natural resources needed for life are unimpaired and remain so for future generations.”

The project is based upon restoring or creating habitat for biodiversity and at the same time achieving enhanced flood risk management using techniques based upon working with natural processes. For example, we will use locally sourced timber for Large Woody Debris leaky structures, usually sourced on the work site. Trees used are coppiced to ensure longevity and that transportation is usually zero. The project contains elements to ensure biodiversity benefits from each individual project can be maximised during construction. Every project will be designed to create net biodiversity gain, improve water quality and ensure resilience of natural habitats to climate change. The projects will also contribute to reducing flood risk and increasing the resilience of communities and businesses to climate change, thereby maximising resource efficiency by minimising the risk of flood damage to goods and disruption to services.

“Using Sound Science Responsibly”

“Ensuring policy is developed and implemented on the basis of strong scientific evidence, whilst taking into account scientific uncertainty (through the precautionary principle) as well as public attitudes and values.”

The project will add to the existing stock of knowledge about the multiple benefits from Natural Flood Management and rural Sustainable Drainage Systems. A student PhD will be employed by the University of Gloucestershire specifically to look at the flood management benefits of the work. Gloucestershire Wildlife Trust will monitor and evaluate the biodiversity benefits of the project. The project will use a scientific approach to develop strong scientific evidence of the multiple benefits of Natural Flood Management and rural Sustainable Drainage Systems in order to develop a suite of case studies on a wide range of environments so that the measures can be implemented across suitable sites in the county and beyond. We will also make links with other academic institutions and make our projects available for further research and data gathering. Evidence gathered can then be used to inform implementation in other locations within the county and beyond through the extensive networks of the

partner organisations (see Section 3.3 Point 7).

“Achieving a Sustainable Economy”

“Building a strong, stable and sustainable economy which provides prosperity and opportunities for all, and in which environmental and social costs fall on those who impose them (polluter pays), and efficient resource use is incentivised.”

All the habitat improvements and restored habitat implemented through this project will add to the Natural Capital of the County and will act as an additional driver of inward investment. The Growth Strategy requires technology enterprises and large numbers of highly skilled professionals re-locate to Gloucestershire. There is evidence that the natural beauty and high quality environment (Natural Capital) will influence the organisational and individual decisions that will drive this growth. Activity in this project will be focussed in areas associated with high levels of natural beauty, including The Forest of Dean, Stroud Valleys, Cotswolds and Escarpment.

This project will work to enhance the natural beauty of areas of Gloucestershire through habitat improvements and restoration whilst protecting these areas from the effects of adverse environmental conditions. The volume of water at peak flow during flooding events may increase due to the changes being observed and projected for our climate towards more intense, heavy rainfall events. The implemented measures will reduce local flood risk during peak flow by reducing the amount of water and delaying the passage of water through the catchment to reduce the flood risk to the communities and businesses in the river catchments. The implemented measures will also provide a longer period of time from heavy rainfall events to peak flow to help people prepare for local flooding events.

The measures will reduce flood risk and improve local ecosystem services to increase the resilience of the county to adverse environmental conditions. This will result in improvements in the health and wellbeing of communities. The measures will also reduce the cost of flood events, landslips and other adverse environmental conditions to communities and businesses by protecting them from the high costs of flood damage, repair and restocking. This minimised risk will help the area to be seen as more resilient to adverse environmental conditions, including heavy rainfall. This will enable investment into current and new businesses within these areas, leading to local economic growth and employment generation. This project will therefore support sustainable economic growth throughout the county.

The impacts of climate change, especially flooding, have been highlighted as threats to Gloucestershire’s local economy and communities within the Gloucestershire Local Enterprise Partnership ESIF Strategy. Intense, heavy rainfall events are likely to increase in the future due to changes in our climate. Introducing the measures in this project will help to improve the future resilience of the county and thereby attract long-term investment to the area where it can be evidenced that current and future flood risk has been reduced. The measures implemented through the project will therefore enable greater resilience to changes in climate through adaptation.

With the importance of the condition of natural environment in attracting inward investment, it is of double benefit to the local area and economy to use natural flood management measures installed through this project to reduce flood risk as these also improve the attractiveness of the natural environment.

10.2 Support for the Equality and Diversity theme (for the European Regional Development Fund this is defined as 'Equality and Anti-Discrimination'; for the European Social Fund this is defined as 'Gender Equality and Equal Opportunities')

- How will equality between men and women be taken into account and promoted in the project?
- What steps will be taken to prevent discrimination based on racial or ethnic origin, religion or belief, disability, age or sexual orientation during the preparation and implementation of the project?
- How will accessibility for persons with disabilities be taken into account in the project?

We recognise that groups and individuals within society face both direct and indirect discrimination and that some individuals face discrimination in more than one respect. As such, we will ensure that all partners fully adhere to the Equality Act 2010 and have an active Equality Policy in place. Where possible, we will ensure that all delivery partner staff have undertaken equality and diversity training.

Our project will respect the principles of non-discrimination and equal opportunities, and be relevant to all communities in Gloucestershire.

Communications will undergo an assessment of their suitability prior to publication to ensure equality issues form part of the design process. Online communications will be designed to AA accessibility standards. Large font and Braille copies of literature will be offered and made available on request.

We will undertake equalities and rural proofing throughout the development of the project. A copy of the Equality Assessment can be supplied if requested.

Data Protection Act 1998 and Freedom of Information Act 2000

The Department for Communities and Local Government is the data controller for the purpose of the Data Protection Act 1998.

By proceeding to complete and submit this form, you consent that we may process the personal data (including sensitive personal data) that we collect from you, and use the information you provide to us in accordance with our Privacy Policy below.

11.0 Confidential Information

11.1 Please insert here any information that you wish to keep confidential from the Local Enterprise Partnership Area European Structural & Investment Funds Committee and explain the reason why. Please note that the Managing Authority as a public body is bound by the Freedom of Information Act and may have to disclose information if requested.

12 Declaration & Signature

I declare that I have the authority to represent Stroud District Council in making this application.

I understand that acceptance of this Outline Application does not in any way signify that the project is eligible for ESIF support or that ESIF has been approved towards it.

On behalf of Stroud District Council and having carried out full and proper inquiry, I confirm to the Department that:

- Stroud District Council has the legal authority to carry out the project; and
- The information provided in this application is accurate.

I confirm to the Department that:

- I have informed all persons in relation to whom I have provided personal information of the details of the personal information I have provided to you and of the purposes for which this information will be used, and that I have the consent of the individuals concerned to pass this information to you for these purposes.
- I shall inform the Department if, prior to any European Structural & Investment Funds being legally committed to Stroud District Council, I become aware of any further information which might reasonably be considered as material to the Department in deciding whether to fund the application.
- Match funding will be in place prior to any award of European Structural & Investment Funds.
- I am aware that if the information given in this application turns out to be false or misleading, the Department for Communities & Local Government (for the European Regional Development Fund) and the Department for Work and Pensions (for the European Social Fund) may demand the repayment of funding and/or terminate a funding agreement pertaining to this Application.

I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant or for the purpose of assisting any person to obtain grant is liable to be prosecuted. A false or misleading statement will also mean that approval may be revoked and any grant may be withheld or recovered with interest.

You should not commence project activity, or enter in to any legal contracts, including the ordering or purchasing of any equipment or services before the formal approval of your project and you have signed an European Regional Development Fund or European Social Fund Funding Agreement. Any expenditure before the approval date is incurred at your own risk and may render the project ineligible for support.

Signed For and on behalf of the Applicant Organisation			
Name (Print)	Barry Wyatt		
Position	Strategic Head (Development Services)	Date	26 th January 2016

Outline Application Financial Tables – please see
<https://www.gov.uk/government/publications/european-structural-and-investment-funds-outline-application>

Outline Application Deliverables Table Annex – please see
<https://www.gov.uk/government/publications/european-structural-and-investment-funds-outline-application>

Annex 1 Delivery Partners

Annex 2a Procurement

Annex 2b Future Procurement

Annex 3 Sustainable Development Policy and Implementation Plan and Gender Equality and Equal Opportunities Policy and Implementation Plan (European Social Fund) – please see Outline Application Guidance document on www.gov.uk

Annex 1 - Delivery Partners			
What other organisations will be involved in delivering the project?	<i>Please copy and paste this table for each Delivery Partner.</i>		
Name of partner organisation	Gloucestershire County Council		
Status of organisation	Local Authority		
Company/charity registration number (where applicable)			
Contact person	David Parish		
Position in organisation	Principle Flood Risk Management Officer		
Email			
Telephone number			
Address		Postcode	
Role in European Structural Investment Funds project delivery	Lead Local Flood Authority. Strategic policy and provider of flood grant in aid. Landowner.		
Contribution to match funding	£245k(£195k confirmed + £50k unconfirmed)		
Relationship to lead applicant	LLFA		
Is a contract in place between the applicant and the Delivery Partner(s)?	NO	If not yet in place, when will it be completed?	06/2016
Please describe how the Delivery Partner was identified:			
Lead Local Flood Authority. Strategic policy and provider of flood grant in aid.			

What other organisations will be involved in delivering the project?	<i>Please copy and paste this table for each Delivery Partner.</i>		
Name of partner organisation	Gloucestershire Wildlife Trust		
Status of organisation	Charity/Third Sector		
Company/charity registration number (where applicable)	232580		
Contact person	Richard Spyvee		
Position in organisation	Living Landscapes Manager		
Email			
Telephone number			
Address		Postcode	
Role in European Structural Investment Funds project delivery	Monitoring and reporting on contribution to achievement of biodiversity target. Landowner & delivery of projects		
Contribution to match funding	£20k		
Relationship to lead applicant	None		
Is a contract in place between the applicant and the Delivery Partner(s)?	NO	If not yet in place, when will it be completed?	06/2016
Please describe how the Delivery Partner was identified: GWT is the County Wildlife Advisor and contains the necessary expertise to undertake the task. It is also a major landowner.			

What other organisations will be involved in delivering the project?	<i>Please copy and paste this table for each Delivery Partner.</i>		
Name of partner organisation	Tewkesbury Borough Council		
Status of organisation	Local Authority		
Company/charity registration number (where applicable)			
Contact person	David Steels		
Position in organisation	Environmental Health Manager		
Email	david.steels@tewkesbury.gov.uk		
Telephone number	01684 272172		
Address	Council Offices, Gloucester Road, Tewkesbury	Postcode	GL20 5TT
Role in European Structural Investment Funds project delivery	TBC's primary role will be identifying sites, and design & construction of multiple Natural flood Management schemes and projects. Landowner.		
Contribution to match funding	£70k		
Relationship to lead applicant	None		
Is a contract in place between the applicant and the Delivery Partner(s)?	NO	If not yet in place, when will it be completed?	06/2016
Please describe how the Delivery Partner was identified: TBC has identified similar Natural Flood Management projects and has a shared interest in the approach.			

What other organisations will be involved in delivering the project?	<i>Please copy and paste this table for each Delivery Partner.</i>		
Name of partner organisation	University of Gloucestershire		
Status of organisation	Charity/Higher Education		
Company/charity registration number (where applicable)	06023243		
Contact person	Chris Short		
Position in organisation	Convenor Environmental Dynamics and Governance Research Priority Area		
Email	cshort@glos.ac.uk		
Telephone number	01242 714550		
Address	The Park, Cheltenham GL50 2RH	Postcode	GL2 9HW
Role in European Structural Investment Funds project delivery	Assessing contribution made by NFM and RSuDS to flood and water management		
Contribution to match funding	£30k		
Relationship to lead applicant	None		
Is a contract in place between the applicant and the Delivery Partner(s)?	NO	If not yet in place, when will it be completed?	06/16
Please describe how the Delivery Partner was identified: University of Gloucestershire has worked in partnership on other aspects of the project deliver within Stroud District and have a good understanding of the aims and objectives and expertise to supervise a relevant PhD.			

What other organisations will be involved in delivering the project?	<i>Please copy and paste this table for each Delivery Partner.</i>		
Name of partner organisation	Cotswold District Council		
Status of organisation	Local Authority		
Company/charity registration number (where applicable)			
Contact person	Claire Locke		
Position in organisation	Head of Environmental and Commercial Services		
Email	Claire.locke@cotswold.gov.uk		
Telephone number	01285 623000		
Address	Cotswold District Council, Trinity road, Cirencester,	Postcode	GL7 1PX
Role in European Structural Investment Funds project delivery	Delivery Partner		
Contribution to match funding	£50k		
Relationship to lead applicant	None		
Is a contract in place between the applicant and the Delivery Partner(s)?	NO	If not yet in place, when will it be completed?	06/16
Please describe how the Delivery Partner was identified: Strategic lead for flood risk management in Cotswold District.			

What other organisations will be involved in delivering the project?	<i>Please copy and paste this table for each Delivery Partner.</i>		
Name of partner organisation	Gloucester City Council		
Status of organisation	Local Authority		
Company/charity registration number (where applicable)			
Contact person	Meyrick Brentnall		
Position in organisation	Neighbourhood Manager		
Email	Meyrick.brentnall@gloucester.gov.uk		
Telephone number	01452 396829		
Address	Herbert Warehouse, The Docks, Gloucester	Postcode	GL1 2EQ
Role in European Structural Investment Funds project delivery	Landowner and project delivery		
Contribution to match funding	£15,000		
Relationship to lead applicant	None		
Is a contract in place between the applicant and the Delivery Partner(s)?	NO	If not yet in place, when will it be completed?	06/16
Please describe how the Delivery Partner was identified: Strategic lead for flood risk in Gloucester City and landowner			

What other organisations will be involved in delivering the project?	<i>Please copy and paste this table for each Delivery Partner.</i>		
Name of partner organisation	Forest of Dean District Council		
Status of organisation	Local Authority		
Company/charity registration number (where applicable)			
Contact person	Laurence King		
Position in organisation	Shared Principal Engineer for West Oxfordshire District Council, Cotswold District Council and temporarily at the Forest of Dean District Council Environment & Commercial Services		
Email	Laurence.king@westoxon.gov.uk		
Telephone number	01993 861341		
Address	Council Offices, High Street Coleford,	Postcode	GL16 8HG
Role in European Structural Investment Funds project delivery	Project Delivery		
Contribution to match funding	£0 – but receipt of flood grant in aid from GCC		
Relationship to lead applicant	None		
Is a contract in place between the applicant and the Delivery Partner(s)?	NO	If not yet in place, when will it be completed?	06/16
Please describe how the Delivery Partner was identified: Strategic lead for flood risk in Forest of Dean District			

What other organisations will be involved in delivering the project?	<i>Please copy and paste this table for each Delivery Partner.</i>		
Name of partner organisation	Environment Agency		
Status of organisation	Defra Sponsored Public Body		
Company/charity registration number (where applicable)			
Contact person	Brian Smith		
Position in organisation	FCERM Advisor		
Email	Brian.smith@environment-agency.gov.uk		
Telephone number	01684 864328		
Address	Riversmeet House, Northway Lane, Tewskbury	Postcode	GL20 8FD
Role in European Structural Investment Funds project delivery	Project Technical advise and consenting		
Contribution to match funding	£0		
Relationship to lead applicant	None		
Is a contract in place between the applicant and the Delivery Partner(s)?	NO	If not yet in place, when will it be completed?	06/16
Please describe how the Delivery Partner was identified: Lead advisor on technical aspects of project delivery			

What other organisations will be involved in delivering the project?	<i>Please copy and paste this table for each Delivery Partner.</i>		
Name of partner organisation	English Severn and Wye Regional Flood and Coastal Committee		
Status of organisation	Statutory Committee		
Company/charity registration number (where applicable)			
Contact person	Anne Wheeler		
Position in organisation	Committee Chair		
Email	ESWRFCC@environment-agency.gov.uk		
Telephone number	0203 025 1656		
Address	c/o: Lucy Evans Hafren House Welshpool Road Shrewsbury Shropshire	Postcode	SY3 8BB
Role in European Structural Investment Funds project delivery	Project funding		
Contribution to match funding	£120,000		
Relationship to lead applicant	Existing project funding body		
Is a contract in place between the applicant and the Delivery Partner(s)?	YES	If not yet in place, when will it be completed?	
Please describe how the Delivery Partner was identified: Funding body for existing Stroud Rural Suds project			

2a. Procurement Law: procured contracts

Please provide details of all contracts that will be used to provide goods, works or services to the project and which have already been awarded prior to this application.

	Value of the contract ² (Highest value first)	Anticipated value of works, supplies or services which will be provided to the Project under the contract.	Name of supplier	Date of the contract	Description of works, supplies or services provided under the contract	Process used to select supplier e.g. OJEU	How was the contract advertised?	Does your organisation hold all the relevant procurement documents?
1	£							
2	£							
3	£							
4	£							
5	£							

2b. Procurement Law: Future procurements

Please provide details of all contracts that will need to be awarded to deliver the Project but which have not been awarded prior to this application.

	Anticipated value of the contract (Highest value first)	Will the contract only be used to provide works, supplies or services to the Project?	Description of works, supplies or services that will be provided under the contract	What procurement process do you anticipate using to select the supplier?	Where will the contract opportunity be advertised?	What processes will be put in place to collect appropriate records to demonstrate compliance in the event of an audit or other investigation
1	£					
2	£					
3	£					
4	£					
5	£					

² If the contract relates to recruitment managed by an agency, this will be the cumulative value of annual salaries

The Data Protection Act: Freedom of Information Act 2000

The Data Protection Act puts obligations on users of personal information and lays down principles for its use. One principle states that the information has to be processed fairly and lawfully. This means you are entitled to know how we intend to use any information you provide. You can then decide whether to proceed with your application and to give your information to us.

The Departments for Communities and Local Government and Work and Pensions, undertakes to use its best endeavours to hold confidential any information provided in any application form submitted, subject to our contracting obligations under law, including the Freedom of Information Act 2000. If you consider that any of the information submitted in the application form should not be disclosed because of its sensitivity then this should be stated with the reason for considering it sensitive. xxx will then consult with you in considering any request received under the Freedom of Information Act 2000 before replying to such a request.

Use of Your Personal Information

Our main use for your personal information is to process and assess your Outline Application for funding and capacity to administer that funding. The Department may publish details about this application on the Department's website. This may include all or some of the project and applicant details.

It is Government Policy to share information with relevant agencies for the purposes of Fraud prevention. By signing this Application you are giving your consent to the information contained within to be used for such purposes.

We may use your information for the purposes of statistical analysis and may share anonymised information with other government departments, agencies or third parties for statistical analysis and reporting purposes.

Our policies and procedures in relation to the application and evaluation of grants are subject to audit and review by both internal and external auditors. Your information may be subject to such audit and review.

Sometimes you will be required to supply personal information relating to third parties i.e. delivery partners. In these circumstances you must ensure that you inform the delivery partner how you use their information and that this information will be passed to us.

You may be required to supply some sensitive personal information. The Data Protection Act defines sensitive personal information as "*racial or ethnic origin, political opinions, religious beliefs, Trade Union membership, physical or mental health, criminal offences and proceedings*". We will only use this information for the purpose for which you have provided your explicit consent. We may also use this information for the purposes of statistical analysis and may pass this to other Government Departments on an anonymous basis for this purpose.

We will not hold your information for longer than is necessary. We will hold the majority of your information for a minimum of three years after programme closure, currently expected to be

2032, unless we have a legitimate reason to keep this for longer, for instance defending any legal proceedings that may be brought against us by any person or body in relation to your application or the services we have provided, or as is required by law or any regulatory body or recommended by any relevant code of practice.

If you believe that any information that we hold about you is inaccurate or incorrect, please tell us and we will correct it.