

Hawick Flood Protection Scheme community timber project application

Organisation Name:	
Applicant Name:	
Purpose of the project	
<p>Scottish Borders Council (SBC) is taking forward the Hawick Flood Protection Scheme, which will deliver protection from a 1 in 75 flood event to over 900 residential and commercial properties at risk along the River Teviot and Slitrig Water – one of the biggest infrastructure projects ever to take place in the Scottish Borders.</p> <p>The Council will be removing a significant number of trees of various size and species from the areas around the river Teviot in preparation for the installation of the flood scheme. Every tree that is removed will be replaced with two new trees as part of the landscaping strategy for the town.</p> <p>A small proportion of the trees are the property of SBC and it is proposed these will be offered to community groups that are able to demonstrate a proposal that will deliver a benefit to their local community.</p>	
Scope	
<p>The harvested trees, situated on Mansfield Road and Duke Street, are lime trees and include trunks and branches of varying size.</p> <p>The trees are available to distribute to community groups who can use the timber in a project which will benefit the local community. Bids can be submitted from constituted community groups based in the Scottish Borders. Groups are welcome to contact SBC to discuss their idea before submitting an application.</p> <p>Bids will be assessed to ensure they meet the essential eligibility criteria laid out in the application form. An assessment panel will score eligible applications against the set criteria and the highest scoring applications will go forward to an evaluation panel.</p>	
	
<p>The harvested trees; the largest tree measures three metres in length</p>	

Before You Start

Essential eligibility criteria:

Proposed projects must be based in the Scottish Borders, connect to the vision and themes of the area's Community Plan or SBC's Corporate Plan and benefit communities in the Scottish Borders.

Any constituted group can apply and applicants must be aged 16 or over.

The final deadline for receipt of applications is 12noon on Monday 8 April 2019. Any applications received after this date/time will not be considered.

A weighting system will be used to score applications and is explained on the next page. An assessment panel will score applications against the essential eligibility criteria to determine the proposals that are likely to deliver the greatest benefit to local communities. The highest scoring applications will go forward to an evaluation panel to be assessed.

Successful projects will be monitored and evaluated to ensure the benefits stated in the application form are achieved. Timber must be used solely for the agreed purpose as set out in your application otherwise the group will be excluded from future initiatives associated with the scheme.

Successful groups will be responsible for arranging the transportation of the timber from the storage site in Hawick to their project base themselves. Groups must ensure the vehicle used to transport the timber is fit for purpose.

SBC will provide assistance in preparing timber for transportation. If the timber is not uplifted before 28 June 2019, it will no longer be available to the group and SBC will appropriately dispose of the timber.

An end of project evaluation form detailing community benefit and impact must be completed by all successful applicants.

If your activity requires leasehold of land or building this must be secured or in process on submission of your application. You should detail this as part of your application.

If your project involves any form of construction you need to have heritable ownership of the land or building, or hold a lease which cannot be brought to an end by the landlord for at least five years. Please detail this as part of your application.

Hawick Flood Protection Scheme **will not** support:

- Organisations who aim to make a profit
- Political or religious activities
- Projects that disadvantage any parts of the community
- Public sector provision that is required by statute (law)
- Activity generally understood to be the responsibility of statutory authorities, ie the supply of wood for technology classes in secondary schools
- Projects not aligned to Council and/or Community Planning Partnership policies, strategies and priorities
- Un-constituted groups

Please be advised that the proposed activities must be carried out in a way to ensure that the waste wood is managed without endangering human health and without using processes or methods which could harm the environment and in particular without; i) risk to water, soil, plants or animals; ii) causing a nuisance through noise or odours, or; iii) adversely affecting the countryside or places of special interest.

Bidders should be aware that the storage and reuse of wood waste must be authorised under the Waste Management Licensing (Scotland) Regulations 2011 (as amended), which is managed by SEPA.

Successful bidders must be registered with SEPA under the terms of a paragraph 11 exemption (bailing, sorting, shredding, etc. of Specified Wastes) however there are no fees and the registrations are not time limited (there is no requirement for renewal).

The link to SEPA's online registration webpage can be found here:
<http://apps.sepa.org.uk/Wmx/pages/part1.aspx>.

Timber will not be released to successful projects until their registration with SEPA is confirmed.

Application Scoring

Responses to questions 1–7 will each be awarded a score of between 0-4 points. A description of how a response will be scored is detailed in the table below.

Each question has also been given a weighting which reflects the importance of a group being able to deliver their proposed project and their ability to address local need.

The points awarded for each question will be calculated against the weighting for each question and a final score produced.

Quality Criteria	Weighting TOTAL 100%
Proposal	10%
Delivery plan	15%
Resources	10%
Outcomes	25%
Experiences	30%
Milestone	10%

<p>0 Unacceptable</p>	<p>Response is not considered relevant. The response is unconvincing, flawed or otherwise unacceptable.</p> <p>Response fails to demonstrate an understanding of the requirement.</p>
<p>1 Poor</p>	<p>Response is partially relevant and poor. The response sufficiently addresses some of the specification output but contains insufficient/limited detail or explanation.</p> <p>The response demonstrates only limited understanding of the requirement. The answer contains ambiguities or deficiencies which could not be tolerated.</p>
<p>2 Acceptable</p>	<p>Response is partially relevant but acceptable. The response satisfactorily addresses some of the specification output and demonstrates a broadly satisfactory understanding of the requirement.</p> <p>The response meets the majority of the required specification outputs although may lack detail in certain areas containing ambiguities or deficiencies which could be resolved before contract award.</p>
<p>3 Good</p>	<p>Response is completely relevant and good. The response meets the specification outputs and is sufficiently detailed to demonstrate a good understanding of the requirement.</p> <p>The proposal may require further development but is considered credible in all areas but demonstrates an overall understanding of the requirement.</p>
<p>4 Excellent</p>	<p>Response is completely relevant and excellent overall. The response meets or exceeds the specification outputs. The proposal is comprehensive, unambiguous and demonstrates a good understanding of the requirement.</p> <p>The proposal is well thought out, highly credible and may offer added value or innovation.</p>

Your project must align to one of the following aspects of the

- Scottish Borders Council's Corporate Plan
- Scottish Borders Community Plan

Tick which themes your project aligns to:

Corporate Plan

- Our services for you
- Independent, achieving people
- A thriving Economy with opportunities for everyone
- Empowered, vibrant communities

Community Plan

- Our Economy, Skills & Learning
- Our Health, Care & Wellbeing
- Our Quality of Life
- Our Place

1. How much timber do you require for the project?

You should provide an estimated amount of timber you require for your project.

2. Tell us about your proposed project? Score 0-4 Weighting 10%

In this section you need to describe what your project is, where it will be based, who will be involved and how the timber would be used if your bid is successful.

Max 500 words

3. How are you going to deliver your project? Score 0-4 15%

Describe how you will implement the proposals stated in the previous section

Max 500 words

4. Resource Score 0-4 Weighting 10%

This must include the resources required to deliver the project in terms of premises, equipment, human resource and financial resource. You must state whether you have secured these resources already or are in the process of doing so and confirm that you have suitable transportation to remove the timber from site.

Max 500 words

5. What are your expected outcomes from the project? Score 0-4 Weighting 25%

How will the community benefit in terms of:

- The creation of jobs or training opportunities through the project?
- Learning programmes and activities for any age group?
- A community resource or asset?

Max 500 words

6. What past experience does your organisation have in delivering a similar project or element of a similar project? Score 0-4 Weighting 30%

We need to be satisfied that your organisation has the resources, capacity and experience to deliver the project you are proposing.

Please summarise projects your community group or partners relevant to your proposal, have been involved with in the past, the impact the projects had and any lessons learned.

Max 500 words

7. Milestones Score 0-4 Weighting 10%	
In this section you need to tell us your proposed timescales for the project.	
When do you expect to start the project?	
When do you require the timber?	
When do you expect to be delivering you expected outcomes?	
When do you expect the project to end?	

8. What happens at the end of your project or when your funding is spent?
<p>In this section you need to describe, either ...</p> <ul style="list-style-type: none"> • How you plan to end your project, taking into consideration the impact of finishing the activity and how you might address this <p>Or ...</p> <ul style="list-style-type: none"> • How you plan to continue delivering your project when the timber you have received has been used, for example will an income be generated, are you relying on finding timber from elsewhere, donations etc <p>Max 500 words</p>

8. Group/Organisation Details:	
Group/Organisation Name:	
Main Contact Name:	
Position in Group/Org:	
Organisation Address:	

Post Code:	
Telephone Number:	
Email Address:	

9. Equalities	
<p>It is your responsibility to ensure that you have an acceptable Equality Statement or Equal Opportunities Policy and procedures in place to ensure activities will be delivered free from discrimination and offered fairly and equitably.</p> <p>For more information on equalities please contact The Bridge on 01896 755370 or visit http://onlineborders.org.uk/community/thebridge or for those based in Berwickshire call BAVs on 01361 883137 or visit http://www.bavs.org.uk/.org.uk/</p> <p>If you do not have an Equal Opportunities Policy or Equality Statement, tell us how your organisation takes account of equal opportunities legislation by including all sections of your community (including promotion of equality of access to services irrespective of race, disability, gender, age, sexual orientation, religious or political beliefs).</p>	
Write here ...	
<p>If your project involves working with children or vulnerable adults, it is your responsibility to have acceptable safeguarding policies and procedures in place. Advice on requirements can be obtained from Volunteer Centre Borders on 0845-602-3921</p> <p>Does your idea/project involve work with children, young people under the age of 18 or vulnerable adults? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>If yes, what safeguarding policies do you have in place and how often are these reviewed? Please provide a copy of these or give full details below:</p>	
Write here ...	

10. Agreement & Submission

How to submit your application:

- All applicants must complete the 'Hawick Flood Protection Scheme' application form.
- The application form should be submitted by email or hard paper copy no later than the date specified.
- Applications will be checked to make sure projects meet the essential criteria and evaluated on the quality of the response to each question.

All applicants will be notified following the decision of the evaluation panel.

Please tick the undernoted to confirm that:-

- You wish to apply for timber on behalf of your group/organisation
- The answers to the questions in this form are true and accurately reflect your application
- You will deliver the activity as described in the application form
- You understand if you make misleading statements or withhold information, your application will become invalid
- You will co-operate with the monitoring of your project
- You accept that if information about this application is requested under the Freedom of Information Act we will release it in line with our requirements under the Act
- You have the appropriate insurances, completed risk assessments & relevant permissions to manage the timber and take forward your project

I agree to all of the above

Disclaimer:

Scottish Borders Council accepts no responsibility for any damage to property or vehicles, or injury to any person during collection of the timber or implementation of your project. You are responsible for ensuring that you have appropriate insurances; completed risk assessments; and relevant permissions for and in relation to the collection and transportation of the timber, and the implementation of your project. You are also responsible for ensuring that all individuals have the appropriate skills and/or training; and equipment, including personal protective equipment to carry out the operations in which they are involved.

Title:		Forename(s):		Surname:	
Position in group/org:				Date:	

#For assistance in completing this form and all other queries please contact the Hawick Flood Protection Scheme Team at Scottish Borders Council on 01835 825095.

All completed forms and attachments should be submitted by 12noon on Monday 8 April 2019 via email to hawickfloodps@scotborders.gov.uk **OR** in hard copy to Hawick Flood Protection Scheme Team, Scottish Borders Council, Council Headquarters, Newtown St. Boswells, Melrose TD6 0SA

Further information can be found on the following website: www.scotborders.gov.uk/hawickfloodscheme.