**Environmental Land Management: Tests and Trials**

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**Proposal Development Form**

**This form will enable you to provide us with more detail about your proposal so we can consider how it will contribute to the development of the new Schemes.**

**The form collects information to help understand the following questions:**

* **What it is you will test or trial?**
* **Whether this will be a test, trial or both, and the rationale for this**
* **How will this contribute to the design of the new schemes?**
* **How you propose to undertake your test or trial?**
* **Who will be involved?**
* **Timescales, including milestones of your test or trial**
* **How much it will cost and what funding you are seeking from Defra**
* **How will you monitor and evaluate your test or trial?**

**Please read through the Funding and Reimbursement policy prior to completing this form.**

|  |  |
| --- | --- |
| **Proposal Ref:** |  |
| **Proposal Name:** |  |
| **Tests and Trials Officer** |  |

**Section 1. Proposer Details**

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| --- | --- | --- |
| **1.1** | **Name of lead applicant / organisation** |  |
| **1.2** | **Organisation address, including postcode and telephone number** | Main business address including post code |
| **1.3** | **Main contact name (if different from 1.1)**   1. **Name** 2. **Email** 3. **Telephone**   **Name of contract signatory**   1. **Name** 2. **Email** 3. **Telephone** |  |
| **1.4** | **What is the legal status of your organisation? We need this information to draw up any agreement with you if funding is required from Defra. Examples include: Trading status**   1. **public limited company** 2. **limited company** 3. **limited liability partnership** 4. **other partnership** 5. **sole trader** 6. **third sector**   **If (d) other (please specify your trading status) Applicant / Organisation telephone number** | Choose an item. |
| **1.5** | **Please provide the VAT number for the lead organisation**  If not VAT registered, please enter N/A and complete a VAT declaration form **(your T&T officer will provided this)** | VAT Number: |
| **1.6** | **Is the applicant / organisation linked to any other business or organisation through shared ownership or control?** | Choose an item. |
|  | ***Insert text here*** | |

**Section 2. Proposal Scope**

|  |  |  |  |
| --- | --- | --- | --- |
| **2.1** | **Is this a test, trial or both?**  This will be populated by Defra | Choose an item. | |
| **Tests** – focus on specific elements or likely building blocks of the new schemes. They will be short, low risk, involve limited funding, few participants and will be explorative and iterative. *(For example, a workshop or structured interviews could be used to test a land management plan).*  **Trials** – test the feasibility of new ideas. They will run for varying lengths of time. We will trial innovative and novel approaches to help us evaluate how we might cost-effectively roll these out more widely. Trials can run for various lengths of time and may run beyond 12 months They are more complex and could take longer to establish. | | | |
| **2.2** | **In 500 words or less, please provide a high-level overview of what the T&T is aiming to deliver, including how it addresses one or more of the policy questions as set out in the guidance. This should be based on the information provided in the EOI, but with more information/clarification as necessary.**  ***Example:*** *We will work with the xx-farmer cluster group to provide learning on how a collaborative group can provide a mechanism for delivering landscape scale environmental improvement projects alongside accessing private finance and the governance structures required to monitor outcomes and distribute funding. It will also explore any barriers to accessing private finance collaboratively or being part of a cluster group and how these can be addressed.*  ***Policy Question****: What is it about a financial incentive that would encourage farmers to join a collaborative group?*  *By* *providing learning on how a self-regulated farmer group can attract private finance to deliver environmental benefits at landscape scale. This will include the barriers to working collaboratively on long term agreements through the development of a governance model. We will gather farmers views though a series of workshops and test how financial incentives and de-risking long term agreements can aid collaboration.* | | |
| ***Insert text here*** | | |
| **2.3** | **Please provide the objectives of your test or trial, including:**   * **The activities you will undertake to achieve them, ensuring they are set out clearly and avoiding jargon or technical language.** * **How the activities will be undertaken** **(the number of workshops and the reports/summaries provided at each stage etc.)** * **Who you are working with (the number and type of participants and stakeholders).** * **How the objective will help address the policy question/s)** * **The timeframe of the activity and the milestone payment it is linked to.**   **The proposal development form should have a ‘Golden Thread’ that flows through the objectives (which should clearly link to the priority policy questions the T&T is seeking to address) and the Milestones which should clearly align with the objectives.**  **Your T&T officer will help you set out the objectives using the SMART criteria below**   * ***Objectives*** *should be SMART* * *S - specific, significant, stretching* * *M - measurable, meaningful, motivational* * *A - agreed upon, attainable, achievable, acceptable, action-oriented* * *R - realistic, relevant, reasonable, rewarding, results-oriented* * *T - time-based, time-bound, timely, tangible, trackable*   ***Example:*** *Objective 1: Collaboration – 1st October 2023 – 31st January 2024 (Milestone 1)*   * *Initial face to face briefing workshop for up to 40 farmers held in October 2023 to inform members of the cluster group on the scope of the project and gather views on being part of collaborative delivery group, including signing up at least 15 participants to the T&T (signing of the privacy agreement).* * *Scoping of relevant private finance funding opportunities completed by 31st October 2023.* * *Initial meetings held with financial adviser and legal adviser by 31st October 2023* * *Draft terms and governance document developed by 30th November 2023* * *Face to face workshop held in December 2023 for 15 farmers to discuss the draft terms and governance document and gather views on suitability, barriers and recommendations.*   *Output - Interim report 1 submitted to Defra by 31st January 2024 to include learnings form the 2 workshops and addressing the policy question: What is it about a financial incentive that would encourage farmers to join a collaborative group?* | | |
| ***Insert text here*** | | |
| **2.5** | **What area (geographic location and scale) will your test or trial cover?** *(Provide a map or geographic description of the general area you will be working, provide this as a GIS* *data layer* *if available or just an inserted picture. For those areas with a clearly defined and recognised location, a landscape description will suffice, e.g. National Park)* | | |
|  | ***Insert text here*** | | |
| **2.6** | **Confirm who will be involved in your test or trial and describe how you will deliver your test or trial. This should include:**   * **Who will be the project manager and what is their expertise, capability and capacity?** * **Who will be facilitating delivery and what is their expertise, capability and capacity?** * **Which organisations will be helping you to deliver the test or trial, what will their specific role be and what is their expertise, capability and capacity?** * **Who will participate in the test or trial including:**    + **The type of participants**   + **The number of land managers or farmers participating**   + **How you will select these participants**   + **The mechanisms identified to capture the information and evidence**   **Please include as much detail as possible on the type of participants, such as the farm sector, demographics, landowner, tenant, and current engagement in existing stewardship schemes.** | | |
| ***Insert text here*** | | |
| **2.7** | **What other actions do you need to take or consider to deliver your objectives? How will this aid the monitoring and evaluation of the test or trial? (**e.g. effective engagement with participants, delivery of robust data?) etc… | | |
| **Please describe how you will monitor and evaluate the test or trial under the following headings:**  **A. If relevant, can you detail any initial research done on this proposal and lessons learnt as a result?**  ***Insert text here***  **B. What data will you collect and how will it provide evidence of what has been achieved (**E.g., the test or trial objectives, outcomes and impact**)?**  ***Insert text here***  **C. How will you capture the data?**  ***Insert text here***  **D. How often will you collect data?**  ***Insert text here***  **E. How will you make sure any input from participants is not over burdensome (**i.e., done in an efficient and cost/time effective way for the participant? How do you think this can be overcome**)?**  ***Insert text here***  **F. What other activities do you need to complete to achieve your objectives relating to the test and trial? (**e.g., collaborating with other farmers, recruiting a facilitator/advisor**)**  ***Insert text here***  **G. What barriers do you think you may face while collecting data or conducting activities to achieve your objectives?**  ***Insert text here***  **H. What reports/outputs will you produce?**  ***Insert text here***  **I. What steps will you take to ensure that the outputs produced is of a good standard?**  ***Insert text here***  **\*\*It is important that you clearly align this section to your objectives.** | | |
| **2.8** | **What support, if any, will you need from us to collect, analyse and draw conclusions on the impact and findings of your test or trial?**  *Your T&T Officer will be able to advise you of what support is available.* | | |
| ***Insert text here*** | | |
| **2.9** | **What is the timeframe for the delivery of your test or trial? Please break this down into areas of deliverable activity. This should be set out in the form of a list of your key milestones within the table below, with dates by which you aim to achieve them.**  ***Milestones*** *must clearly align with your objectives and must set out the key deliverables or outputs that will be delivered throughout the T&T.*  *They are not tasks or activities - milestones act as signposts through the course of the T&T, helping ensure the T&T stays on track.*  *Milestones do more than just show progress, they can help you communicate what’s happening with your T&T. The milestones should set out clearly when key decisions, and deliverables will be taken/provided.*  *Be realistic, consider risks identified in 2.10 below. Be aware of the farming calendar and how this may impact upon any proposed engagement with farmers and land managers.*  *Please provide a rationale for the frequency and nature of milestones in the text box below.* | | |
| ***Insert text here*** | | |
| **The proposal holder needs to set out all the milestones contained within the proposal, including the dates on which they plan to submit claims for reimbursement of costs. The reimbursement costs should relate to the activity outlined within the milestones.**   |  |  |  | | --- | --- | --- | | **Milestone** | **Timeframe** | **Payment Claim Date** | | *Example:(PLEASE DELETE) Milestone 1 (addressing objective(s) xxx*  *Produce interim report of the findings from 2 workshops with farmers, scoping and drafting of a finance and governance document* | *1st October 2023 – 31st January 2024* | *31st January 2024 (please ensure the payment claim date matches the milestone end date)* | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | | | |
| **2.10** | **What risks have you identified that could affect the delivery of your test or trial?**  **Identify actions you will put in place to reduce or mitigate the likelihood of the risk occurring.**   * Risks are defined as ‘an uncertain event or condition that, if it occurs, has a positive or negative effect on a project's objectives. Mitigation is the action/s taken to minimise or eliminate the risk.   Consider the table below and add any additional Risks specific to your test and trial. | | |
| |  |  |  |  | | --- | --- | --- | --- | | ***Risk (examples)*** | ***Impact*** | ***Likelihood of this happening?***  ***Risk Level (Low, medium, high)*** | ***Mitigation (How will you minimise this risk?)***  ***Suggestions only please amend as appropriate*** | | *Project Facilitator is not recruited on time* | *Project start date is delayed*  *Deliverables and Milestones need altering* | Choose an item.  Choose an item. | *Example*   * *An employed member of staff has been identified to cover in case of delays* | | *Key staff leave or absent during project* | *Delay in delivering key milestones* | Choose an item. |  | | *Budget insufficient to support required outcomes* | *Will not fully meet outcomes* | Choose an item. |  | | *Not able to access systems to support activity* | *Unable to complete task* | Choose an item. |  | | *Data unavailable/inaccurate/ unusable*  *Data not cut to the spatial/ catchment area.* | *Additional time or costs required to source suitable data* | Choose an item. |  | | *Insufficient participants engaged* | *Report will not provide a full range of evidence* | Choose an item. |  | | *Sector/ demographic Feedback is underrepresented* | *Report will not be biased as not representative of all farmer types* | Choose an item. |  | | *Insufficient lead time* | *Test & Trial start date delayed* | Choose an item. |  | | *Dependency on other Key partners (may not be able to support with timeframe)* | *Delays in deliverables/ milestones* | Choose an item. |  | | *T&T not able to recruit/retain skilled staff* | *Delay in starting project* | Choose an item. |  | | *Dependency of contractors availability/ Contractors' quality of work* | *Delay in project start*  *Delay in deliverables/ milestones*  *Poor quality outputs* | Choose an item.  Choose an item.  Choose an item. |  | |  |  | Choose an item. |  | |  |  | Choose an item. |  | |  |  | Choose an item. |  | | | |
| **2.11** | **Does this proposal link with any other proposals for tests and trials?** *(Please provide details including how the proposals link and express your interest with working collaboratively with the other stakeholder leading the other proposal)*  If you are you using evidence from a different test and trial, you also need to provide the detail below. | | |
| ***Insert text here*** | | |
| **2.12** | **Are there any Intellectual Property Rights that may affect the evidence or products developed from your test or trial?** | | |
| ***Insert text here*** | | |
| **2.13** | **Will you and the participants consent to share information gathered prior to and throughout the test or trial and have any such information published, in consideration of data protection regulations?** | | Choose an item. |

**Section 3. Costs**

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| **3.1** | **How much will it cost to deliver your test or trial? Please identify what funding you will need from Defra to be able to conduct your test or trial in the table below based upon the eligible expenditure detailed within the funding and reimbursement policy provided. Where possible should be actual costs (not estimates)** | |
| **Type of Cost (please itemise)** | **Funding required from Defra (£)** |
| Facilitation Costs  *Example: (PLEASE DELETE)*  *Project Manager 24 days @£400/day = £9,600*  *Project Assistant 30 days @£300/day = £9,000* | *£18,600* |
| Participant Costs  *Example: (PLEASE DELETE)*  *4 x half day workshops for 15 farmers @£200/day = £6,000*  *1 x full day farm monitoring for 15 farmers @£200/day = £3,000* | *£9,000* |
| Venue Hire  *Example: (PLEASE DELETE)*  *Venue hire for 4 workshops @ £150/workshop = £600* | *£600* |
| Operating Costs  *Example: (PLEASE DELETE)*  *Legal Adviser 8 days @ £600/day = £4,800*  *Financial Adviser 6 days @ £450/day* = *£2,700* | *£7,500* |
|  |  |
| **TOTAL** |  |
| **3.2** | **Value for Money (VfM)**  Please use this section to explain how your proposal provides value for money. (We have a duty to ensure that any government funding provides VfM for the public purse).  Please tell us how you have developed your proposal, detailing how the costs included are the minimum required to ensure the delivery of the test and / or trial proposed.  We will judge each proposal on its merits, but we will also use the information supplied by you in the table below, to benchmark against similar proposals as part of the VfM assessment.  You must provide evidence that you have tested the market for any subcontractors you wish to engage to ensure open and fair process  We recognise that some proposals may require more funding to deliver than others. This section provides the opportunity for proposal holders to justify the cost of delivering the proposal.  **Your Tests and Trials Officer will support you to complete this section.** | |
| ***Insert text here*** | |
| **3.3** | **Are you already in receipt of any funding to support the delivery of this test or trial?** If so, provide a short description of the approximate amount, where this funding comes from and what it is being used for. | |
| ***Insert text here*** | |
| **3.4** | **Are you reliant upon other sources of funding to enable delivery of the proposal?** If the answer is yes, confirm approval of matched funding and or confirm when approval will be granted | |
| ***Insert text here*** | |