**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 future schemes that reward environmental land management**

**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 this will contribute to the design of future scheme(s)**
* **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 you will monitor and evaluate your test or trial**

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

|  |  |
| --- | --- |
| **Proposal Ref:** | This will be populated by Defra |
| **Proposal Name:** | This will be populated by Defra |
| **Tests and Trials Officer** | This will be populated by Defra |

**Section 1. Proposer Details**

|  |  |  |
| --- | --- | --- |
| **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** |  |
| **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**   **other (please specify your trading status)Applicant / Organisation telephone number** | Choose an item. |
| **1.5** | **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**

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| --- | --- | --- | --- | --- |
| **2.1** | **Is this a test, trial or both?** | | Choose an item. | |
| **Tests** – focus on specific elements or likely building blocks of the new scheme. 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 2022. They are more complex and could take longer to establish. | | | | |
| **2.2** | **Please describe briefly the purpose of your to test or trial and how it addresses one or more of the policy questions (as set out in the guidance).**  Consider the following theme areas and how your proposal meets one or more of them;   * ***New and Innovative Mechanisms*** *- Mechanisms that will support the delivery of the new scheme (such as adopting new technology or novel approaches to establishing and making payments), that have not been used previously within agri-environment schemes and/or where the mechanism has not previously been used at the proposed scale.* * ***Payment mechanisms*** *– focusing on how the new scheme(s) will pay participants and the different mechanisms available* * ***Land Management Plans*** *– looking at what mechanism will participants use to plan and record which public goods they will deliver* * ***Advice and Guidance*** *– considering what expert support participants will require to help them plan and record the public goods they will deliver* * ***Collaboration*** *– focusing on how we encourage and incentivise collaboration for the delivery of public goods* * ***Spatial Prioritisation*** *– looking at what mechanisms are available to set and agree local priorities within a national framework for the delivery of public goods* | | | |
| ***Insert text here*** | | | |
| **2.3** | **Describe the objectives of your test or trial and the outcomes and outputs you will capture and evidence. Your objectives are what you intend to have done by the end of the test or trial.**  **Your Test and Trial 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 of a SMART objective:*   * *Co-design and develop 50 Land Management Plans across Dunlow County by 31st March 2020.* * *Develop a landscape plan for Dunlow State Park and agree local priorities, working with local farmers by 31st December 2019* * *Hold 10 workshops across Dunlow County to consider the Role of advice and guidance to deliver Land Management Plans by 31st May 2020* * *Trial a reverse auction approach, working with the Dunlow Water Authority, across the River Dunlow Catchment – holding 4 auctions between September 2019 and October 2020.* | | | |
|  | ***Insert text here*** | | | |
| **2.4** | **How will your test or trial help us to develop the design of the future scheme(s)? This should include the policy and delivery questions your test or trial will help us answer. You will need to reflect how you will test or trial these questions in the objectives identified above.** | | | |
| ***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:**   * Any organisations that will help you deliver the test or trial and their role * The expertise, capability and capacity of the proposal lead to undertake the activities proposed * Who will participate in the test or trial * 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, land owner, tenant and current engagement in existing stewardship schemes. | | | |
| ***Insert text here*** | | | |
| **2.7** | **Please describe how you will monitor and evaluate the test or trial. Use this section to tell us;**   1. **What data you will collect?** 2. **How will it provide evidence of what has been achieved (E.g. the test or trial objectives, outcomes and impact)?** 3. **How do you plan to collect the data?**   **d) How often will you collect the data?** | | | |
| ***Insert text here*** | | | |
| **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?** | | | |
| ***Insert text here*** | | | |
| **2.9** | **What is the timeframe for the delivery of your test or trial? Where possible 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.**  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 of 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** | | |
| *e.g. 5 Land Management Plans produced* | | *October 2021* | | |
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| **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. | | | |
| ***Insert text here*** | | | |
| **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)* | | | |
| ***Insert text here*** | | | |
| **2.12** | **Are there any Intellectual Property Rights that may affect the evidence or products developed from your test or trial? 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)* | | | |
| ***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.**  **The types of cost identified must align with those identified within the reimbursement policy as being eligible costs.** | | |
| **Type of Cost** | **Estimate of funding required from Defra (£)** | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
| **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.  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*** | | |
| **Indicators (Outputs)** | | | **Number** |
| No. of new and innovative mechanisms being tested and or trialled | | |  |
| No. of new IT platforms / systems developed | | |  |
| No. of new IT platforms / systems trialled | | |  |
| No. of Land Manager / Farmers participating | | |  |
| No. of LMPs developed | | |  |
| No. of Landscape / Catchment level Management Plans developed | | |  |
| No. of new (collaborative) platforms / networks developed | | |  |
| Other (please describe) | | |  |
| **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*** | | |