**Adaptation Scotland Community Engagement Pioneer Project**

**Application form**

1. **Purpose**

This application form provides information about Adaptation Scotland Community Engagement Pioneer Projects, and invites organisations and communities to apply for project support.

1. **About Adaptation Scotland**

[Adaptation Scotland](http://www.adaptationscotland.org.uk/) is a programme funded by the Scottish Government and delivered by sustainability charity [Sniffer](https://www.sniffer.org.uk/).

Adaptation Scotland aims to support organisations, businesses and communities to increase resilience and adapt to the impacts of climate change.

1. **About Pioneer Projects**

Support and funding is being offered for one Community Engagement Pioneer Project to be developed and run as part of the Adaptation Scotland programme between September 2017 – March 2018.

This opportunity is open to all organisations and community groups based in Scotland. This includes public, private and third sector organisations and community groups based around particular locations and/ or interests.

No one organisation or community will be able to adapt in isolation. Pioneer projects provide a unique space for collaboration, enabling partners to develop a shared understanding of adaptation challenges and opportunities, and develop tools, resources and actions to address these.

Examples of past/ongoing Adaptation Scotland pioneer projects include:

* **Young People and Climate Ready Places** – we have worked in partnership with Pas to include adaptation as part of charrette projects and engagement with young people. [Lesson plans and teaching resources produced as part of this project are available here](http://www.adaptationscotland.org.uk/how-adapt/tools-and-resources/climate-ready-places-lesson-plans).
* **Are We Ready? Project** – we worked in partnership with the Scottish Communities Climate Action Network (SCCAN) to update the existing Are You Ready? film and facilitator resources and supported training for SCCAN members to use the resources, [view the project resources here](http://www.adaptationscotland.org.uk/how-adapt/tools-and-resources/are-we-ready).
* **Aberdeen Arts Project** – we are working in partnership with Creative Carbon Scotland and Aberdeen City Council to use creative arts to engage people in shaping Aberdeen’s city wide adaptation strategy, [find out more about this project here](http://www.adaptationscotland.org.uk/get-involved/our-projects/aberdeen-adapts-engaging-communities-through-art).
1. **What support and funding is available?**

Sniffer will work with you to develop your project, agreeing aims and objectives and helping you run the project to meet these.

Support and funding will include:

* project support from Sniffer’s Adaptation Scotland team including independent expert advice, administrative support and tried-and-tested facilitation services equivalent to 25 days staff time;
* funding of up to £10,000 administered by Sniffer to cover the cost of events, resources, communication materials and your staff time. [*Please note this funding can only be paid into the bank account of a legally constituted organisation. Should your project not involve such an organisation, Sniffer will administer the funding against invoices and receipts submitted.]*
* access to climate change adaptation experts through our extensive network of contacts.
1. **Selection Criteria**

We are looking for projects that:

* Demonstrate commitment to partnership working and are supported/ jointly proposed by organisations and communities.

*Adapting to the local impacts of climate change will require communities and organisations to work together to identify local impacts and share responsibility for taking action. We are keen to receive proposals from organisations and communities who would like to work together to take forward their adaptation work.*

* Build the capacity of organisations and communities to work together to identify climate impacts and actions to adapt.

*The project should create opportunities for shared learning and planning –for example learning together how to find out about local climate impacts and identify actions together to increase resilience.*

* Support organisations and communities to collaborate and include adaptation as part of a community development / engagement project (the project does not need to have climate change adaptation or mitigation as a primary focus).

*This could involve identifying opportunities to include adaptation within an existing community based project or within an existing engagement / planning process that does not currently include climate change adaptation.*

Please note that capital improvement projects such as improvements to buildings or greenspaces are not eligible.

1. **Who can propose a project?**

We welcome joint applications from organisations and community groups. Projects can also be proposed by individual organisations and/ or community groups but they need to demonstrate evidence of support from other partners.

1. **Timescales and selection process**

The project application form is provided as part of this document.

The deadline for submitting completed applications is **Friday 11 August 2017**.

Completed application forms should be submitted to adaptationscotland@sniffer.org.uk

One project will be selected that demonstrates the greatest potential to meet the criteria set out in Section 5. As part of the selection process Sniffer may contact the organisation or community leading the application to request further information.

The selected project will be announced by 8 September 2017.

Sniffer will work with the selected project to agree a project plan setting out timescales, deliverables and roles and responsibilities.

Sniffer will provide feedback on unsuccessful proposals including, where possible, advice on other potential opportunities for developing the project(s) proposed.

1. **Advice on proposing a project**

Please contact adaptationscotland@sniffer.org.uk with any questions about proposing a project and completing the project proposal form.

**Proposed Project Title:**

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| --- |
| **Organisation/ Community details** |
| ***Name of organisation and/or community***  | [Type here…] |
| **Size of organisation**  | Small (1-10 FTE) [ ] Medium (11-30 FTE) [ ] Large (31+ FTE) [ ]  |
| **Stage in adaptation process** | Beginner: no previous adaptation work [ ] Intermediate: some specific adaptation efforts [ ] Sector leader: some successful integration of adaptation efforts into organisational processes [ ]  |
| ***Contact details for project proposer*** |  |
| *Name* | [Type here…] |
| *Job title (optional)* | [Type here…] |
| *Email address* | [Type here…] |
| *Telephone number* | [Type here…] |

For joint applications please provide details for both partner organisations.

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| --- |
| **Organisation/ Community details** |
| ***Name of organisation and/or community***  | [Type here…] |
| **Size of organisation**  | Small (1-10 FTE) [ ] Medium (11-30 FTE) [ ] Large (31+ FTE) [ ]  |
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| ***Contact details for project proposer*** |  |
| *Name* | [Type here…] |
| *Job title (optional)* | [Type here…] |
| *Email address* | [Type here…] |
| *Telephone number* | [Type here…] |

***Q1) Why is the project needed and what will the project achieve? (****200 words****)***

*Please describe why this project is needed. Also tell us about short, medium and long term outcomes that you hope to achieve through the project. Please consider how they fit with the criteria set out under Section 5 (above).*

[Type here…]

***Q2) What will change as a result of the project?*** *(200 words)*

*What will be the benefits of the project? How will you measure progress towards the project outcomes?*

[Type here…]

***Q3) How will the project run?*** *(300 words)*

*What project activities will you carry out to deliver the intended outcomes? What is included and what is excluded from the scope of the project? How will you communicate with stakeholders?*

[Type here…]

***Q4) Tell us about the project deliverables*** *(300 words)*

*Include details of deliverables such as workshops, reports or communication materials*

[Type here…]

***Q5) Who are the key partners who will be involved?***

*Tell us about the other organisations, businesses, communities and/ or partnerships that you hope will be involved in the project. Where possible provide details of named individuals and let us know if they are supportive of this project proposal.*

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| ***Organisation/ community***  | ***Name*** | ***Role*** | ***Supportive of proposal (Yes/ No/ Don’t know)*** |
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***Q6) What will you contribute to the project?*** *(200 words)*

*If possible please tell us how much time you/ your organisation / community/ partners are able to contribute to the project? i.e. number of people and hours available*

*Are you able to provide any other resources such as venues, catering or additional project funding?*

[Type here…]

***Q7) What support would you like to receive?*** *(200 Words)*

*Tell us what support, information, types of resources and input you would like Sniffer to provide?*

[Type here…]