

# **Angling Improvement Fund 2017-18 ROUND 2**

## **GUIDANCE FOR APPLICANTS**

### **SPRING MAINTENANCE AND FISHERY IMPROVEMENTS**

#### **Introduction**

Angling Trust, working with the Environment Agency, is inviting applications to a new round of the Angling Improvement Fund (AIF), made possible by coarse, trout and eel fishing licence sales in England.

In this theme of the AIF, we are looking to support a wide range of maintenance, repair and improvement projects aimed at enhancing the attractiveness, accessibility and safety of stillwater fisheries and canal angling venues, ahead of the peak angling months.

Around £150,000 of funding will be available for this theme alone, sufficient to fund 30-40 projects across the country.

We anticipate that the majority of awards will be offered to quick-to-accomplish projects that address obvious defects and needs at fisheries. The maximum AIF grant that can be requested under this theme is £5,000 per project.

If funded, organisations must be able to complete their project in the spring or summer of 2018.

#### **What types of project are we looking to fund?**

Relatively simple and easy-to-deliver maintenance, repair and improvement project proposals are invited, particularly for work that can be finished in the spring or summer of 2018.

You must make a convincing case that the project will make the fishery a more attractive, accessible and safer place to fish at, and will sustain (and ideally increase) angler visits.

Ideally, you will have already sought the advice of an expert outside the club or fishery to assess the project need and review any designs, and your plans will already be fairly developed.

Projects should seek to provide sustained benefits over a number of years.

The best projects will also match any award with a similar amount of 'match funding'. This can be take the form of money contributed by the applicant or obtained as grants, OR be an in-kind contribution (e.g. volunteer time and expertise, donated materials or services given at a reduced rate).

Crucially, the applicant must convince the judging panel that they will be able to deliver the project described in their application.

In the assessment process, additional weighting will be given to projects that have plans to use their own match-funding contribution to promote their project and the benefits it will bring.

Organisations are welcome to apply for funding under two or more AIF themes in this Round (e.g. 'Spring maintenance and improvement projects' and 'Predation and fish protection'). In principle, there is nothing to prevent an organisation winning two or more awards, but (if offered funding for both), you should be honest about your ability to deliver the both projects in the required timeframe.

The AIF cannot pay for work already completed or pay for materials/services already purchased, but we welcome projects which, while discrete and useful in isolation, form part of a wider ongoing programme of improvements at the venue.

## **Who may apply?**

Any established organisation that wants to provide safe, accessible and enjoyable angling at a stillwater or canal angling venue. River-based projects are not eligible for funding in this round of the AIF.

This can include angling clubs, angling projects, commercial angling venues, charities, schools, colleges and community organisations. We also welcome applications from local authorities or other public bodies offering angling on their waters.

The Fund is not restricted to coarse angling projects and we would welcome applications from organisations that offer trout angling on stillwaters.

We anticipate that most applicants will already offer angling on their waters. If you are a community organisation, school or charity that does not own or manage a water in its own right, you may still apply for funding, but should obtain the permission of the body (club, fishery, council, etc.) that owns or leases the venue. In general, awards will be made to the body leasing or owning the venue where the improvement works take place.

To be eligible, the projects *must* be located in England and involve a form of angling covered by a valid Environment Agency coarse, trout and eel fishing licence.

Sea angling projects and projects at tidal locations are also not eligible.

It is not necessary to be an Angling Trust member club or affiliated organisation in order to apply.

## **Timelines for completion of funded projects:**

Successful applicants must be able to complete their project in the spring or summer of 2018.

## **Eligible items:**

Funding is offered for a wide range of repair and improvement items. Projects may include any combination of the following. (\*) – indicates (see notes below).

If the type of work you are considering does not appear on this list, it may still be eligible for funding! To find out, please contact the Angling Trust on [AlFAdmin@anglingtrust.net](mailto:AlFAdmin@anglingtrust.net) for advice before starting your application.

- (a) Urgent repairs and upgrades to angling infrastructure, such as stages, steps and bridges – particularly where the existing (poor) condition presents a safety hazard, or obstructs access;
- (b) Materials and charges for painting, carpentry and other minor repair and maintenance tasks;
- (c) Information boards and welcome signs;
- (d) Minor landscaping work;
- (e) (\*) Tree work, particularly where overhanging branches are a safety hazard;
- (f) Removal of vegetation overgrowth, particularly around angling pegs;
- (g) Improvements to interconnecting paths and surfacing;
- (h) (\*) Installation or upgrades to toilets and washing facilities;
- (i) Health and safety equipment (e.g. throw lines, life-saving aids (life-jackets for boat angling))
- (j) Security enhancements such as gates, fencing, signage, cameras, lighting and secure containers;

- (k) (\*) Repairs to buildings, aprons and/or surrounding areas principally used by anglers in connection with fishing (can include stores and classrooms);
- (l) Protective clothing and shared equipment for use by volunteer working parties;
- (m) Vehicle upgrades or transport-related costs if provision can be assured for several years;
- (n) Other facilities not already covered, in particular features likely to encourage participation by women, families and children, such as: family-sized platforms, hard-standing and picnic areas, classroom/ covered coaching areas, information boards;
- (o) (\*) Purchase of dinghies/ boats and cutters, or dyes, herbicides, etc. for seasonal weed control on stillwaters;
- (p) Siltex treatment;
- (q) Measures to help protect fisheries at risk of low or fluctuating water levels, or poor water quality during periods of drought (e.g. installation of aerators, water test kits)
- (r) Materials and contractor fees to implement the above.

Notes:

- (\*e) Appropriate permissions should be obtained before felling or cutting trees that might be subject to protection orders.
- (\*h) includes plumbing and sewerage connection of existing toilet/ washing facilities.
- (\*k) Funding will not normally be provided for repairs or improvements to reception areas, shops, cafés or other commercial or business facilities not directly connected with angling.

- (\*o) Applications for funding for weed cutters, or dyes/ herbicides for seasonal weed control are advised to consult the EA for advice on the suitability of the proposed method.
- (\*p) Requests for aerators should provide evidence of poor water quality or poor fish health resulting from poor water quality. The applicant must have obtained consents etc. for associated power supplies.

As in previous rounds, applicants are strongly encouraged to use their own or external funds (i.e. their match-funding contribution) to promote/ market the new facilities.

#### **Items we cannot fund:**

- River access improvements or angling infrastructure (funding was available for improving river angling access in Round 1 of this year's Fund)
- Buildings or physical items with only subsidiary relevance to angling or preparation for angling;
- Coach fees or expenses.
- Transport – if there is no funded plan for provision in future years;
- Advertising, website development or other marketing or promotion costs. This work is essential to most projects but must be funded through the match-funding (i.e. applicant's own) contribution);
- **Stocking:** The judging panel will not normally approve requests to cover the costs of new or replacement fish stock unless this is essential to the success of a project targeted at children or hard-to-reach groups, and cannot be met by the organisation's own match-funding contribution. If fish stocking is recommended at the venue, potential applicants are advised to consult their

local EA fisheries team who may be able to advise on suitable sources of fish.

- Materials, plant hire and contractor fees for major structural works and in-water works (e.g. revetment works, dredging and silt removal). Clubs and fisheries wishing to undertake this work should consult their area Environment Agency fisheries team. Some works may qualify for funding from the EA's Fisheries Improvement Programme.
- Costs associated with the removal of invasive non-native plant species (again, fisheries are strongly recommended to contact their local EA Fisheries team for advice on this type of work, which may qualify for EA Fisheries Improvement Fund support.

### **Judging criteria:**

Judging will be based entirely on what the Panel reads in the Application Form and on how well they meet the following criteria:

- 1) A commitment to complete the project before September 30<sup>th</sup> 2018;
- 2) Your arguments for why the project is **needed** at your venue;
- 3) Details of any **expert advice** you have sought in planning your project;
- 4) **How you intend to make the project happen.** Give the judging panel confidence that you will deliver a successful project using people with the relevant skills and experience, in the time stated, using the available budget etc.
- 5) Your estimate of the **number of angling visits** safeguarded or, better still, generated by doing the project;
- 6) **Other beneficial outcomes;**

- 7) Your proposals for **recording** angling usage and other benefits;
- 8) The level of **match funding** you can contribute. While a financial contribution from your own organisation plus volunteer time, donation of materials and other forms of in-kind contributions will all be taken into account, additional marks will be available to projects that have secured at least one other form of external funding (e.g. a council, sports or environmental grant);
- 9) **Your use of match-funding:** e.g. plans to use part of your match funding to promote and advertise the project.
- 10) **Safeguarding** measures in place, health and safety risks reviewed, and - where structured coaching and activities are planned - the use of qualified, licensed coaches; confirmation that all necessary insurances will be in place before commencement of the project.

### **Award payments**

The maximum amount of AIF grant that may be requested under this theme (Spring maintenance and fishery improvements) is £5,000 per project. Project proposals requesting smaller amounts are taken just as seriously as those requesting £5,000.

While we will try to offer an award sum that matches the amount requested, Angling Trust may contact organisations with promising proposals to discuss whether the project can be delivered with a smaller award. Angling Trust reserves the right to offer any award sum up to a maximum.

Angling Trust will ask to see receipts for purchases of materials or services.

## **Treatment of VAT**

As most angling clubs will not be VAT-registered (and therefore unable to recover VAT on purchases), any that are selected for funding will receive an award that cover costs plus payable VAT, up to a maximum of £5,000 per project.

Where the organisation is VAT-registered (and so able to recover VAT) the award will only cover the net amount, which again must not exceed £5,000.

## **Match Funding (including volunteer time equivalent value):**

Priority will be given to projects that offer a significant 'partnership' funding commitment (e.g. other grants, cash donations or contribution from the applicant), and/or which promise significant non-financial 'in-kind' support (e.g. labour, materials or expertise donated to the project). The majority of winning projects will include both a significant financial and in-kind contribution.

It definitely helps to think creatively about match funding. While a project needs hard cash to pay for things, there are other forms of support that are just as critical to a project's success. Everything that goes into a project has a value!

Marketing and promotion of the new facilities is a key part of delivering a successful project, but cannot be funded directly by the AIF grant. For this reason, we are encouraging all applicants to include the costs of promoting the project as part of your match-funding contribution.

The following monetary 'equivalents' are given as a guide to help you estimate the value (in cash terms) of the time donated by your volunteers. If you choose to apply different multiples, please tell us why.

Unskilled/labour = £50 per day

Semi-skilled = £75 per day

Skilled (e.g. project manager) = £150 per day

Professional (e.g. architect/legal) = £300 per day.

Projects should try to maximise the value of this 'match-funding' Ideally, the judging panel would like to see parity between the amount requested from the AIF, and the contribution secured by the applicant from other sources.

Bids that fail to include matched funding, either financial or as 'in kind' support, are unlikely to be successful.

### **Disability Access:**

It is important that you consider the effects of any new features e.g. paths/ routes/ gates on people's ability, and particularly the ability of disabled people, to access fishing areas. If disabled access is likely to be compromised, can this be remedied? (e.g. by changing the placement of fencing, modifying the design of access gates, etc.)

Please recognise the many different forms that disability can take, including visual impairment and learning disability, and long-term health conditions.

If you think your project will include access improvements for disabled users, we recommend that you consult these sources of specialist guidance at an early stage in your planning:

(1) Access for all: Opening Doors. A guide to support sports clubs to improve physical access for disabled people. Produced by the English Federation of Disability Sport (EFDS) with the Centre for Accessible Environments (CAE). Available online at [http://www.efds.co.uk/resources/case\\_studies](http://www.efds.co.uk/resources/case_studies)

(2) EFDS has also developed a handy tool kit for clubs (the 'Inclusion Club Hub'). You can use this to audit your club to see

how inclusive you are.

[http://www.efds.co.uk/our work in sport/club development](http://www.efds.co.uk/our_work_in_sport/club_development)

(3) Access to Angling: best practice guidance. A unique guide for fishery owners and managers containing practical examples written jointly by the British Disabled Angling Association (BDAA) and the Centre for Accessible Environments (CAE). BDAA can also arrange to inspect your fishery and help draw up a plan to improve access in a coordinated way.

The Angling Trust has a number of copies of the BDAA guide to give away free of charge to angling clubs, fisheries and other angling providers. If you would like a copy, on a first come-first served basis, please contact the Fund Administrator, Angling Trust at [AIFadmin@anglingtrust.net](mailto:AIFadmin@anglingtrust.net). Alternatively, you can request a copy direct from BDAA at [info@bdaa.co.uk](mailto:info@bdaa.co.uk) or download a copy at <https://spaces.hightail.com/space/DuciM> (if a code is requested enter the words FREE).

### **Working with young people and vulnerable adults:**

Please note that if the main purpose of the project is to improve facilities with a view to running coached angling sessions, Angling Trust will insist that any coaches appointed hold a current AT Coach Licence. To evidence this, we will ask funded projects to submit coach license numbers to us. For more details on becoming an angling coach, please view:

[www.anglingtrust.net/landing.asp?section=1143&sectionTitle=Coaching](http://www.anglingtrust.net/landing.asp?section=1143&sectionTitle=Coaching)

### **Submitting an Application:**

If you are uncertain about the eligibility of your project or have a question on the AIF application process, please contact the

Fund team on [AlFadmin@anglingtrust.net](mailto:AlFadmin@anglingtrust.net) or call Mark Wilton, Fund Administrator on 07495433626.

Applications must be made using the new online grant management system, which can be accessed via the Angling Trust Improvement Fund webpages [www.anglingtrust.net/improvementfund](http://www.anglingtrust.net/improvementfund)

We will not be able to accept applications submitted via email or post, using the old MS Word application forms.

**Applications must be submitted no later than midday on Thursday 25<sup>th</sup> January 2018. Please be aware that the online grant management system will not permit applications to be submitted after this time.**

#### **Supplementary documents:**

It is not essential that you attach additional supporting documents to your application form, however, if a club, fishery or other organisation is selected for funding, we may however ask to see copies of the following:

- The organisation's child protection policy;
- The organisation's most recent audited accounts, recent bank statements, or equivalent;
- Evidence of prices or copies of quotations
- Confirmation of partnership funding, or offers/promises of funding
- A copy of the lease agreement for the site where the project will take place (if applicable)
- Confirmation that Public Liability Insurance cover is in place.

## **Notification of results**

All communication will be with the contact person specified by you when you register on the online grant system. Usually we contact you by email, but may call you by telephone, e.g. to clarify points in your application.

It is expected that judging will be complete within 2-3 weeks of the submission deadline and entrants will be notified of their result shortly after. Unsuccessful applicants will be informed of the Panel's decision as soon as possible and will receive feedback on their application.

We expect to make formal offers to winning projects by March 31<sup>st</sup>, 2018. Projects that accept offers of funding should plan to complete their projects in the spring or summer of 2018. If your project is delayed and you cannot finish your project before the end of September, you must notify the AIF Fund team.

Please note that grants cannot be awarded to an individual, and where an organisation is not formally constituted, we would not pay a grant into an individual's bank account.

We strongly recommend against embarking on your project until an offer of an award is issued and you have read and accepted the AIF terms and conditions.

## **Terms and Conditions:**

Successful applicants will be asked to read and accept a set of Terms and Conditions governing the delivery of the project.

Among these, you must allow Angling Trust to name your organisation and any partners and to feature the project in future Angling Trust or Environment Agency promotions or communications. An end of project monitoring report must be submitted upon completion of the project. Angling Trust staff

may also contact you following the commencement of the work to arrange a site visit.

If you are successful in obtaining an AIF award, we will ask you to promote the project on your website and/or social media.

A copy of the T&Cs is available on request.

### **Making Sure Your Project is Safe and Legal**

It is essential that improvement works are carried out in a safe manner and that you obtain all necessary planning, safety, health and environmental consents and authorisations e.g. from the riparian owner, Environment Agency or Local Authority, before you begin any work. This should be built into your project planning and may influence your funding proposal. If you have any doubt that you can implement the project in a safe, legal way, don't start!

The award of a grant from the AIF is only one factor in preparing for a project: crucially it does not give you permission to begin a project that is unsafe, or awaiting consents. Indeed, under the Terms and Conditions of an AIF grant, Angling Trust may request the repayment of the full award in such circumstances.

In particular, funded organisations should consider what responsibilities they have as a client under the **Construction (Design and Management) Regulations 2015 (CDM 2015)**. Complying with CDM 2015 will help ensure that no-one is harmed during the work, and that the building or installation is safe to use and maintain while giving you good value.

A free leaflet can be downloaded from the HSE website at:

<http://www.hse.gov.uk/pubns/indg411.htm>

The following is a selection of particular permissions or consents that you may need to obtain, and organisations you may need to consult, depending on the nature of the project:

Approvals and consents (could) include:

- Utility/Services Search (may take up to 3 months)
- Land Registry Search (if required)
- Environmental Permit (EP) for flood risk activities. Refer to: <https://www.gov.uk/guidance/flood-risk-activities-environmental-permits>

External consultation (could) include:

- Landowner consultation, if entry or access over land is required
- Local Authority (planning and potentially archaeology). The Local Authority Planner should always be consulted on construction projects. This will have cost and timescale implications and may require supporting information such as ecological surveys and a formal flood risk assessment.
- Natural England - if the project is located in a designated conservation area, if so works likely to need formal assent
- Historic England
- Other local interest groups.

A useful summary is available relating to Country Stewardship works but many of the issues could apply to AIF funded projects: [www.gov.uk/guidance/countryside-stewardship-manual/4-getting-consents-and-permissions](http://www.gov.uk/guidance/countryside-stewardship-manual/4-getting-consents-and-permissions)

Actual and potential risks associated with the following environmental and health hazards should be assessed before beginning work and should be reviewed on an ongoing basis during the life of the project (this list is a minimum):

- Access route and assessment of designated work area;
- Overhead or underground services;

- Confined spaces;
- Hazardous materials;
- Working near water
- Waste management requirement

More detailed advice on how to work safely, in or near water will be made available on the Improvement fund webpages.

If you employ staff or are using volunteers to do part of the works, it is also sensible to compile a complete list of emergency contact details and have an agreed process in case an incident occurs.

Safety does not end with the completion of the project. An agreement should be in place stating who is (legally) responsible for any new, repaired or upgraded facilities, and a maintenance plan agreed, which should include a schedule of safety inspections and maintenance checks. This is particularly relevant to angling platforms, but could include any part of your venue accessible to the public.