



Angling Improvement Fund - ROUND 2 – 2021-22

Guidance Notes for Applicants:

BIOSECURITY AND INVASIVE SPECIES MANAGEMENT

Introduction

Angling Trust, with the support of the Environment Agency (EA), is once again seeking new project ideas for the next round of the Angling Improvement Fund (AIF) – Round 2- Biosecurity 2021-22.

The AIF is funded by income generated through the sale of the EA's coarse and trout fishing licences and aims to provide a direct benefit to anglers. It was established in 2015 and since then has reinvested over £2.3m of rod licence money into projects that directly benefit fish and fisheries in England. In the last round of the AIF (Round 1 2020-21) around 54 different projects were funded.

Projects need to ensure they are value for money for the fisheries money invested. Successful applicants will be expected to complete their project works ideally by the end of the year but certainly before the end of March 2022 at the very latest.

What types of project are we looking to fund?

We are looking for well-designed and planned projects that demonstrate a good understanding of the current impacts of invasive species and can evidence the benefits of improved biosecurity and/or invasive species management at the venue.

All proposals must have sought **independent expert advice** to assess the scale of the problem and recommend courses of action (see page 3). They will also have evaluated several solutions or alternative designs and chosen the one best suited to their site.

Projects should provide sustained benefits over several years. In general, preference will be given to projects likely to safeguard the highest number of angling opportunities, which would otherwise be lost due to decline of fish stocks and angling quality. Crucially, the applicant must convince the judging panel that they have the expertise (people and skills), means and ability to deliver a successful project as set out in their application and within the timescales permitted (see question 5).

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

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 (this should be explained fully in question 6).

Who may apply?

Any established organisation with an interest in promoting angling.

This can include angling clubs, angling projects, commercial angling venues, community organisations etc. We also welcome applications from local authorities or other public bodies offering angling on their waters. A joint application between two or more organisations would be most welcomed.

We will expect that all applicants will already be offering angling opportunities at the venue where the project work will be undertaken.

To be eligible, the project must be based in England and involve a form of angling covered by a valid EA non-migratory trout and coarse fishing licence, thus projects principally benefiting salmon or sea trout angling, sea angling projects or projects at tidal locations are not eligible.

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

Eligible work on invasive non-native species:

Funding is available to support:

- the installation of wash down facilities or purchase of equipment to improve biosecurity for invasive non-native species on the site. The equipment must only be used for the purposes of preventing the introduction or spread of invasive species and diseases onto or off site.
- a club member to become certified for herbicide work to manage invasive non-native species established at the venue.
- The purchase of equipment to undertake herbicide treatment.

Please note the fund is unable to consider requests for funding for the removal of zander, catfish or other non-native species of predatory fish from waterways. If a fishery or angling club would like advice on non-native fish species they should contact their local EA Fisheries Officer.

As previously mentioned, it is important and highly recommended that applicants should seek independent expert advice on legal methods of control suitable for the site e.g. Angling Trust Environment Officers, EA Fishery Officers and/or professionally recognised fishing consultants.

Eligible items:

We are looking to fund items that provide a sustained benefit over a period of years.

A wide range of improvements are eligible for funding, including:

- Installation of soakaways to collect water used to decontaminate angling gear entering and/or leaving the venue
- Purchase of pressure washers for use as a wash down station and/or to use to improve biosecurity during invasive species management
- Installation of other wash down station options including dip tanks
- Training to obtain a herbicide licence to spray invasive non-native species
- Repairs/ improvement works to an existing wash down station - the judging panel will consider applications from organisations wishing to complete and/or undertake essential repairs to an existing wash down station. Where this applies, you will need to provide details of the design and materials used in the existing wash down and fully explain what has happened to it. We may ask you to discuss your plans with one of the Angling Trust's Environment Officers if you have not already done so.
- Mitigation work to ensure access by disabled anglers is maintained (or enhanced) following installation of the wash down or other structures
- Fees to bona-fide professional contractors to implement the above
- Other measures to address risk factors for invasive non-native species

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 Environment Officer in your local area (see below) before starting your application.

Advice on invasive non-native species and the design and construction of wash downs:

The Angling Trust employs two Environment Officers (EOs); **Ian Doyle (North & Midlands)** and **Drew Chadwick (South & East)** who can offer bespoke free advice to clubs and fisheries. To contact Ian or Drew, which is strongly recommended, please follow the link below; <http://www.anglingtrust.net/invasive-non-native-species>.

The best design & choice of wash down at your fishery, if this is what is recommended (there may be other options available), will depend on the site of the proposed wash down, ground conditions, inflow/outflows, proximity to other water bodies, availability of manpower and machinery, existing biosecurity measures and of course price.

More information about invasive non-native species can be found by following the link below; <https://anglingtrust.net/invasive-non-native-species/>.

Items we cannot fund:

The following will not be eligible for AIF funding:

- Equipment, fees and expenses for routine maintenance/ upkeep services, e.g. grass cutting, routine inspections etc
- Stillwater habitat improvements such as improvements to bankside vegetation and marginal planting (please consult with your local EA Fisheries Team)
- Advertising, marketing or promotion costs - Applicants are encouraged to document promotional activities within their project as this is crucial to a successful project. Exactly how and where you propose to do this should be included within your form (see question 6 on the expression of interest form)
- Stocking: The judging panel will not approve requests to cover the costs of new or replacement fish stock
- Costs associated with surveys of piscivorous fish species e.g. zander, catfish etc or their removal or translocation
- Work already completed or pay for materials/services already purchased
- Crayfish traps

Assessment criteria:

Assessment will be based entirely on what the judging panel reads on the Expression of Interest form. The panel will judge proposals on how well they meet the following criteria:

- 1a. Evidence of Check, Clean Dry signage installed on site
- b. Evidence of other measures to prevent invasive non-native species spread onto/off the site.
- c. Presence of invasive non-native species on site or in the locality of the venue
- d. Effects of invasive species presence on fish, fishing and/ or other wildlife

It is **compulsory for every applicant** to supply evidence of a **completed [biosecurity risk assessment](#)** and certificates to show the lead applicant has completed Modules 1 and 3a of the free [GB Non-native Species Secretariat e-learning](#) on invasive non-native species.

Applicants are encouraged to attach to their form copies of any photographic or other evidence that helps demonstrate the impacts of invasive non-native species and benefit of improved biosecurity on the fishery.

2) Confirmation that you have sought expert advice (e.g. AT Environment Officers, Natural England, the Environment Agency or independent fishery consultants) on the problem and likely success of the proposed solution. Again, applicants are encouraged to attach copies of any reports/letters/messages from the experts they have consulted with, that support the project.

3) How you intend to make the project happen. Please give the judges confidence that you will deliver a successful project using people with the correct and relevant skills and experience, within the time stated, using the available budget etc.

If installing soakaways show us that you are using an effective design, including what standard of materials you are proposing to use.

4) Confirmation that the project can be completed by the end of the year or by 31st March 2022 at the very latest.

5) Confirmation that any required consents will be in place before the project starts.

6) Where a wash down station/ dip nets are being proposed, explain how you intend to ensure their use by your membership, events and visitors.

7) Where invasive species management is being proposed, explain how you intend to measure the effects of your project on invasive species populations.

8) The level of match funding you can contribute. A financial contribution from your own or other organisations plus volunteer time, donation of materials and other forms of in-kind contributions will be required. Additional weighting will be added to projects that have secured at least one other form of external funding e.g. a grant from a council, sports or environmental body towards the project. We are looking for all applicants to commit a comparable amount of match funding i.e. a minimum 50% of the project costs.

Award payments

There is a total of up to £50k available for this funding round. The award will be:

- Up to £5,000 for a full wash down facility (including soakaway)
- Up to £1000 for pressure washers, boot cleaners and other biosecurity alternatives, or for equipment for INNS management

Projects that apply for smaller amounts – e.g. £500, £2,000 etc. are taken just as seriously as those requesting the maximum for each category and indeed may be more attractive, if accompanied by a similar amount of match or in-kind funding. 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 the maximum £5,000.

You will need to provide receipts for all major materials or services purchased over £100. The Fund Admin Team will also request each successful applicant to complete an 'End-of-Project' report. We may visit your project at any point in its delivery to see how you are getting on.

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 sum which covers costs plus 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

Preference will be given to projects that offer a significant match-funding commitment (e.g. other grants, cash donations or contribution from the organisation applying), or which promise significant non-financial 'in-kind' support (e.g. labour, materials or expertise donated to the project). Most winning projects will include both a significant financial and in-kind contribution.

It helps to think creatively about match funding: whilst a project needs hard cash to pay for items, 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!

Voluntary time

The following monetary 'rates' are suggested to help you estimate the value (in monetary terms) of 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.

Promotion of the project

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 encourage applicants to include the costs of promoting the project as part of your match funding contribution.

Before completing the Budget Section (page 9 on the expression of interest form), please see an example below;

1. Project costs

Items or services you need to <u>purchase to deliver the project</u> (including materials, services and contractors/ provider fees)	Cost of item (exclusive of VAT) (£)	VAT (£)
Soakaway materials – pressure washer, hose, pipe	4000	800
Equipment hire – Plant and machinery	1000	200
Contractor fees	2000	400
Total cost of items (excluding VAT)	7000	
Total VAT payable	1400	
(A) Total costs inclusive of VAT	8400	

2. Other grants or financial support in place e.g. clubs/fishery's own cash contribution or other grant obtained		
Name of funder	Value of funding (£)	Confirmed? (Y/N)
Applicant's own cash contribution	2400	Y
Grant ABC fund	2000	Y
(B) Total funding from other sources	4,400	
If you are proposing to use matched funding or your own organisations own funds to pay for a particular item in table 1 above please say which ones:		
Contractors fees		

3. Funding requested from the angling improvement fund (C)	£4000
Note this figure will automatically be calculated for you (A) – (B)	

4. Non-financial/ in-kind contribution	
Describe any non-financial support promised to the project e.g. donations of materials, or volunteer time given free of charge	Estimated monetary value (see supporting guidance for calculator)
6 days labour by 5 volunteers (6 x 5 x £50)	£1500
Plant/machinery operator provided free of charge by a member	£1000
(C) Total estd. Value of in-kind contributions	£2500

5. Total value of the project Note this figure will be automatically calculated for you (A) + (D)	£10,900
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Disability access:

It is important that you consider the effects of the installation of wash down facilities on the ability of less abled people to access fishing areas. If disabled access is likely to be compromised, can this be remedied e.g. by changing the location of the wash down station, modifying the design of the facility etc. If you think your project will include access improvements for less abled users, we recommend that you consult these sources of specialist guidance at an early stage in your planning: 1) 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.

A copy of this guide can be downloaded direct from the BDAA website at;

https://bdaa.co.uk/pdfguide/bdaa_guide.pdf

(2) Access for all: Opening Doors. A guide to support sports clubs to improve physical access for disabled people. Produced by Activity Alliance (formally English Federation of Disability Sport - EFDS) with the CAE available online at;

<http://www.activityalliance.org.uk/how-we-help/resources>

(3) Activity Alliance 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.activityalliance.org.uk/how-wehelp/programmes/68-inclusive-club-development>.

Applying:

Only forms submitted via the on-line grant application system will be accepted, any other format such as a letter, email etc will not be accepted. If you have not already done so you will need to register your detail onto the system, please follow the link below;

<https://grants.anglingtrust.net/>

Please type your answers using a legible font e.g. Calibri 11.

Your expression of interest form should be submitted no later than midday **on Wednesday 15th September 2021** when the fund will be automatically closed. We will be assessing projects received **by midday 27nd October 2021** with a view to awarding funds to any that are deemed essential and high priority. Or if there is a compelling need for the proposed work to be undertaken in the summer.

If you are shortlisted to receive a funding offer, we may ask to see copies of:

- The organisation's most recent audited accounts, recent bank statements, or equivalent (**NOTE – if selected for funding the grant will only be paid into an account held in the same name as the applicant**)
- 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
- The organisation's child protection/Safeguarding policy

In the event of any queries or questions please contact the AIF Admin Team on; AIFadmin@anglingtrust.net or ring 0115 822 4561 or 07495 433626.

Notification of results

All communication will be with the main contact person as detailed on the application form, usually this will be by email or by phone.

It is expected that judging will be completed within 6 weeks of the submission deadlines. All applicants will be contacted and advised of the current situation at that point in time.

Unsuccessful applicants will be informed of the panel's decision as soon as possible and will be sent feedback on their application.

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 Terms and Conditions (T&C's) 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. 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&C's 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, do not 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.

Funded organisations should consider what responsibilities they have as a client under the Construction (Design and Management) Regulations 2015 (CDM 2015) and the Health & Safety at Work Act 1974. Remember, just appointing a contractor to do the work does not mean that you do not have responsibilities.

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.pdf> Under Common Law, voluntary organisations and individual volunteers have a **Duty of Care** to each other and to others who may be affected by their activities.

Where something goes wrong, individuals may, in some cases, sue for damages using the civil law if they are injured because of another person's negligence. **Please think about any machinery you have on site and who is using it and where. You must carry out a Risk Assessment before starting any work as without doing so may invalidate any insurance cover you have.**

A Risk Assessment and/or a method of works should always be completed by a person with the appropriate skills, knowledge, experience and training.

We would also advise any successful applicant to appoint a competent site manager to oversee any works. The following is a selection of 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
- Land Registry Search (if required)
- Flood Risk Environmental Permit, refer to: <https://www.gov.uk/guidance/flood-risk-activitiesenvironmental-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 in a designated conservation area, works are likely to need formal assent
- Historic England
- Forestry Commission

- Other local interest groups

A useful summary is available relating to Countryside Stewardship works but many of the issues could apply to AIF funded projects:

<https://www.gov.uk/government/collections/countrysidestewardship-get-paid-for-environmental-landmanagement#wildlife-offers>

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

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 fences, gates etc, but could include any part of your venue accessible to the public.