

An Introduction to Completing Your Full Proposal

The second stage in applying for an **SRDP Rural Priorities Contract** is the full proposal. This can be completed when the **Statement of Intent** (SOI) has received positive feedback and an “Amber Light” from the **Case Officer** or if the SOI stage has been bypassed (please contact Rural Direct to request our Briefing on bypassing the SOI).

The full proposal must: show how a project will meet all of the relevant eligibility criteria, address the 14 scoring criteria, and explain how the project will be successfully delivered.

When do you need to get your proposal ready by?

Each Regional Proposal Assessment Committee (RPAC) round has two crucial deadlines:

Submit – this is the latest date by which you should have your proposal substantially ready. In addition to submitting the required information through the online system, by this date you must also have uploaded or sent all the supporting documentation to the Case Officer.

Commit – this is the date by which your proposal must be ready to go before the RPAC

The **commit** deadline is normally two to four weeks after the **submit** deadline. During this time you should expect feedback from your Case Officer on any issues or concerns, clarifications or additional information required.

You should note that by **submitting** your proposal online you are ‘handing over’ control of and access to the **online** case to the Case Officer and you will not be able to amend the proposal on-line until the Case Officer reopens it to you.

The timescales for getting feedback are not fixed and will vary according to the complexity of your case, the number of cases in your area and any additional consultation or expert input the Case Officer may need to consider. It is in your best interests to have as much done as possible before you submit and to submit as early as possible. If you submit early there may be more opportunity to have an ongoing dialogue with your Case Officer.

You can find scheduled submit and commit deadlines for forthcoming RPAC rounds at:
www.scotland.gov.uk/Topics/farmingrural/SRDP/RuralPriorities/KeyFacts/RPACDates/

How do you submit your proposal online?

In the **Rural Payment Online** system you will need to complete the **compulsory information** for your chosen **Option(s)** and **Priorities**.

From the Rural Priorities web pages click through into **Rural Payments Online** <https://sedsh04.sedsh.gov.uk/esd/PresentLogin.do> and log in. Click through into **Rural Priorities Contracts** and select the relevant Case by clicking on the blue **Case Number**. This is the same process you would have followed to submit your SOI. Now when you reach the screen relating to your proposal there will be two new tabs.

Tab1 - Case Details - contains the SOI or Case Summary text already submitted (unless you bypassed the SOI). You may, but you should not normally need to, amend this.

Tab2 - Options - shows the **Priorities** and **Options** you have already selected. These can be amended or added to if you wish or if your Case Officer has suggested a more appropriate route in their feedback.

Click the **Priority** title (for example 'Increased provision of buildings + facilities'). This will open the **Supporting Statement** free-text box with a maximum of 5000 characters available. The Supporting Statement should be used to *make the case* for your project against the 14 Assessment Criteria. Depending on the size and complexity of your project you may require more space to make your case. If so, further justification can be given in section 3 of the relevant **Outcome Plan**.

If you do need more than the 5000 characters allowed in the online Supporting Statement you can use it to either present a short summary of how you meet all 14 criteria and expand this in the Outcome Plan; or start the full narrative of your response using all the available characters and then continue the narrative in the Outcome Plan. **Remember to save the Supporting Statement before you return to main page each time you make changes.**

Supporting your application

There are new assessment criteria to be used for proposals submitted on or after 16th November 2011. Refer to the Rural Direct Briefings '**7a - Supporting your Full Proposal: submissions before 16th November 2011**' or '**7b - Supporting your full proposal: submissions after 16th November 2011**' for guidance on how to complete outcome plans and how to make a case against the assessment criteria.

Next click the **Option** title(s) relevant to your application (for example Support for the Development and Creation of Micro-enterprises). This will open a new screen that may have further **Compulsory Information** questions. If so, click **Answer Questions** and select the relevant responses from the drop-down menus.

The option title will also appear on the screen above a table of eight headings. Rural Priorities asks you to be clear about when you will undertake and claim funds for your project. You must indicate this clearly by having a row in this table for every calendar year in which you plan to claim money for the work you have done. For example if you plan to start a project in the last quarter of 2011 and complete it by the middle of 2012 you must create two rows showing the appropriate Year of Claim. To do this click: **Create New Row**.

For each new row created you must enter a Description, Unit of Measure, Unit Cost, Quantity and Year of Claim.

The screenshot shows a web application interface for the Scottish Council For Vol. Organisations. The main heading is "Case Information" and the sub-heading is "Scottish Council For Vol. Organisations". Below this, there is a "Breifing 7 Proposal" section with fields for "Case Number: 4182498", "RPAC Region: Dumfries and Galloway RPAC", and "Case Status: Proposal Incomplete". There are tabs for "Case Details", "Options (2)", "Case Docs", and "Compulsory Info". The "Options (2)" tab is active, showing a form for "Regional Priority Code: D+G31", "Option Title: Development/Creation Of Micro-Enterprises", and "Option Code: RP31201". Below this is an "Option Justification" field with the text: "The facility will provide space for a small childcare project offering breakfast club and afterschool activities." The form has several input fields: "FID Number" (KEEP BLANK), "Map Letter" (KEEP BLANK), "Description" (Childcare facility), "Unit of Measure" (Currency in Pounds), "Unit Cost" (50000), "Quantity" (1), and "Year of Claim" (2012). There is a "Cancel" button at the bottom left. Callouts point to the "Description" field (labeled "Short Description"), the "Unit of Measure" field (labeled "Always Currency in Pounds"), the "Unit Cost" field (labeled "Total amount applied for"), and the "Year of Claim" field (labeled "Year in which you will claim this amount"). A note "e.g. 1 for a hall" points to the "Quantity" field.

FID Number	KEEP BLANK
Map Letter	KEEP BLANK
Description	Childcare facility
Unit of Measure	Currency in Pounds
Unit Cost	50000
Quantity	1
Year of Claim	2012

Tab 3 - Case Docs shows a list of any relevant case documents – such as Case Officers feedback or Maps

Tab 4 - Compulsory Information normally contains the fields below, which can be completed as shown:

Making your Submission

Once you have completed the required information in each of the four tabs you can submit your case. To do so just click on **Submit** ▶ in the bottom right hand corner of the screen.

Please note that by clicking **Submit ▶ you are locking yourself out of your online proposal until your Case Officer returns it to you.**

You have now prepared your online proposal submission, but remember - to make your case you will have to provide lots of other information and fully explain how you meet the 14 criteria. See Rural Direct Briefing '**Supporting your Full Proposal**'. From 9 May 2011 it is mandatory for all documentation for **new** cases to be stored electronically. You can upload this documentation yourself or if you do not have an electronic copy you can send a paper version to your Case Officer / or the RPAC office dealing with your case and they will scan the documents for you.

Some troubleshooting tips for submitting your Proposal:

'Submit' hasn't appeared	Check you have created at least one row for every <u>option</u> in your case
Run out of room in the Supporting Statement	Use section 3 in your Outcome Plan – making sure that you have indicated this online.
Clicked Submit by mistake	Phone or email your Case Officer as soon as possible to let them know. Only they (or another authorised Officer) can return it to you.

Committing your Full Proposal

Once you have submitted your full proposal the Case Officer will begin assessing it. There are no fixed timescales for the Case Officer to give you feedback and they may need to consult colleagues and/ or external experts. The Case Officer should keep in touch with you during this time and may request additional information and documents if they feel these are needed. You may have the opportunity to submit, have the proposal assessed and returned, work on it further and resubmit it before the final commit deadline.

You should note that in some cases it will not be possible to move from submit to commit in time for an RPAC round. This is most likely when external input or consultation is required. In such cases a proposal may have to stay in the system until a subsequent RPAC round.

Prior to the final date for committing your proposal the Case Officer will 'return' the case to you online. At this point you will be able to make any changes to the online content as required. You should also see that the **Commit ▶** button has appeared.

Once you are *completely happy* with the proposal you should click on **Commit ▶**

Please note that once you have clicked **Commit ▶ you cannot make any further changes to your proposal unless these are specifically requested by the Case Officer in the course of the formal assessment.**

Further Support from Rural Direct

Please also see Rural Direct Briefing '**Supporting your Full Proposal**'. The Rural Direct team can also offer individual support to rural community groups working on their full proposals.