



## Bid Evaluation Process

This process summarises how bids for funding from the AHDB for the benefit of ornamentals growers can be submitted, and how they will be evaluated. This process applies only to funds allocated for the benefit of the ornamentals sector. The HTA and the British Ornamentals Association are contracted to process bids for these funds. All bids/proposals for funds must be submitted through this process to be eligible for funding.

### 1. Submit your proposal

Bids can be submitted to the HTA & BOA via an online form ([www.hta.org.uk/ahdbscheme](http://www.hta.org.uk/ahdbscheme)) You should read scheme information on these pages including the evaluation criteria that will be applied to bids to help you submit a bid.

### 2. Evaluation of proposals

HTA &/or BOA will arrange for a panel to evaluate a proposal. This panel will include growers, and potentially others from the associations' staff or elsewhere with the expertise to evaluate a proposal. This will result in a recommendation to either reject, modify, or recommend a proposal.

### 3. Submission to AHDB

HTA and BOA's leadership teams will review proposals reviewed by the panel, and decide whether to submit proposals for approval by the AHDB. Under the scheme HTA or BOA assumes liability for the projects, and so retain discretion over which projects to submit. Submission may result in rejection, requests to modify, or approval of a proposal.

### 4. Confirmation of proposals

Where a bid is approved by the AHDB, BOA and/or HTA will contract with you to set up arrangements for taking your bid forward.

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