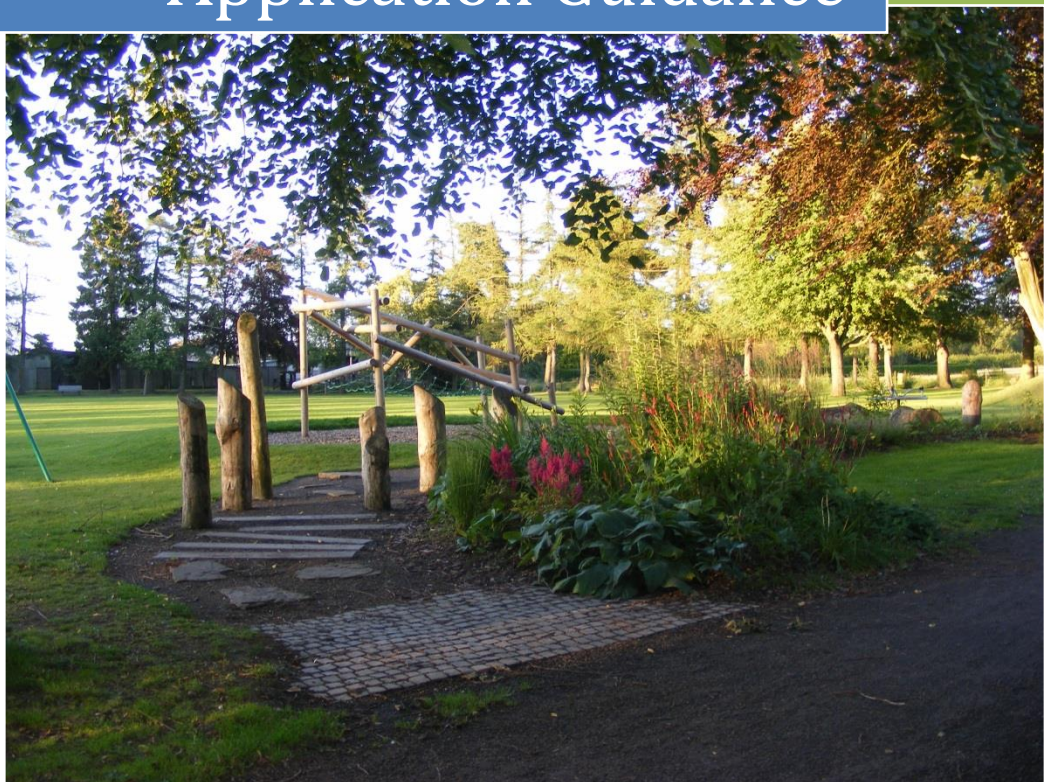


# Community Environment Challenge Fund Application Guidance



**Community**  
**Greenspace**

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Waste Services / Community Greenspace

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### Who can apply?

Applications can be submitted by local or national constituted groups (including those acting on behalf of others) and must be developed by community or voluntary organisations.

### What kind of projects will be supported?

Examples of how the CECF grant can be used include equipment costs, tidy-up and maintenance activities and reasonable professional fees which are directly incurred in respect of the project concerned.

The CECF has been expanded to act as the Contributing Third Party (CTP) for the Scottish Landfill Communities Trust and other landfill providers. CECF also welcomes applications in relation to the improvement of sports pitches and sports ground pavilions.

### The criteria for assessing the application are:

- ✓ 'Spend to save' e.g. changing bedding plant areas to herbaceous plants, therefore saving on maintenance and materials
- ✓ Physical environmental improvement projects which reduce waste, increase reuse and recycling or use environmentally-friendly materials
- ✓ Enhance/contribute to the local economy such as tourism or craft, or use of local materials
- ✓ Benefits to the wider community encompassing a range of age groups and abilities
- ✓ Link to other existing or planned regeneration initiatives (e.g. conservation area appraisals)
- ✓ An ability to complete the project within 12 months.
- ✓ Demonstrate environmental sustainability e.g. carbon reduction
- ✓ Prior to application the project must have the written support of all local Councillors in the Ward where the project is taking place. If you don't know them there is a list on the [PKC Website](#)
- ✓ The application must demonstrate support from a range of local community groups such as Bloom Groups, Development Trusts, Youth Groups and Community Councils.

### In applying for CECF the applying group must confirm that;

- ✓ They have written landowner consent, or that they are the landowner,
- ✓ Arrangements have been made for the future maintenance and confirmed in writing with all relevant council departments i.e. Flooding, Roads or Greenspace
- ✓ They have the requisite skills and experience to carry out the works,
- ✓ They hold adequate public liability insurance,
- ✓ Health and safety requirements are met,
- ✓ Where required, statutory consent such as planning permission or building warrants have been obtained (confirmed in writing prior to application)

### How much would the grant be?

Minimum grant request £2,500 up to a maximum of £10,000.

50% match funding is required. For example, an application of £2500 would have a total cost of at least £5,000. The whole project can be of any size and there is no defined maximum project cost.

### What is Match Funding?

Match-funding can include fundraising activities, cash contributions and in-kind support.

In kind support must relate to the project itself rather than any other activities of the group.

In Kind support for CECF can be calculated based on nationally recognised volunteer rates (Heritage Lottery Fund) Unskilled = £60 per day | Skilled = £150 per day | Professional = £350 per day

### **CECF funding will only be paid to the community group when proof has been supplied that match funding has been secured**

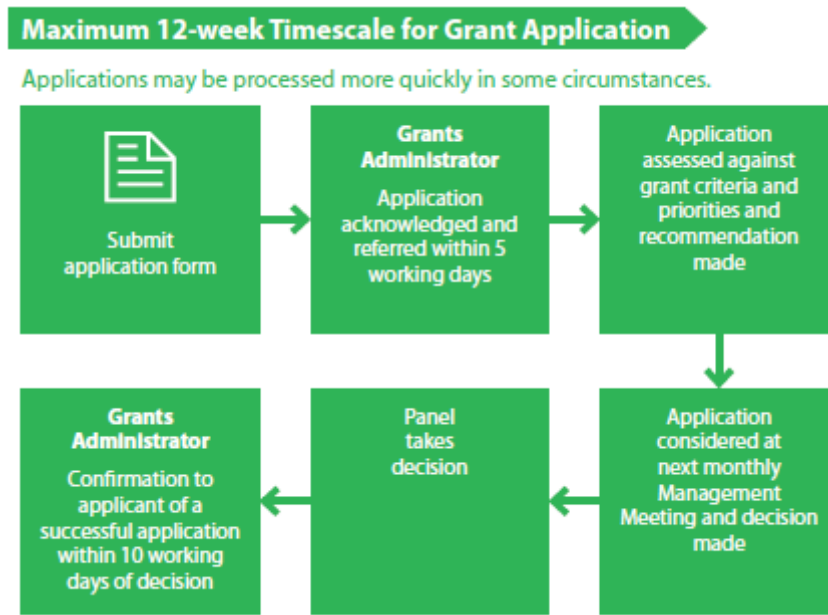
We have created a spreadsheet available on our webpage to help you calculate your in-kind support and other forms of funding for your CECF application. Please use this and submit with you application.

- [CECF Sums](#)
- [CECF Sums EXAMPLE](#)

### **Please Note**

- Each community group will only be able to apply for one grant in each financial year and future applications cannot be used to fund the same element of the project.
- Several projects can be teamed up together into one application to meet the minimum funding level.
- In exceptional circumstances, where projects can demonstrate a wide range of physical environmental benefits within a community, a larger award may be made.

What happens to my application?



During the application process Waste Services/Community Greenspace will be in touch with the applicant with any additional questions.

**Please note: failing to provide the information required in the [application checklist](#) will stall the process and result in a significant delay to the 12 week assessment timescale.**

**How will I know if my application has been successful?**

If successful, PKC will send (by post) a Letter of Award to the applicant which clearly sets out the conditions of the grant and provides an [End of Grant](#) return form. The Project can then begin to be implemented.

If unsuccessful PKC will contact the applicant by post, our letter will include feedback.

**I have a successful application, what happens next?**

If successful, PKC will send (by post) a *Letter of Award* to the applicant which clearly sets out the conditions of the grant and provides an [End of Grant Monitoring Form](#). The Project can then begin to be implemented.

**How do I claim the CECF grant?**

Prior to funds being released, applicants must clearly demonstrate that you have met all of the conditions set out in the *Letter of Award*.

Funding can be claimed any of the following ways:

1. Lump sum funding at the conclusion of the project
2. Smaller payments at regular intervals throughout the delivery of the project
3. If requested at application stage funds can be released prior to works (see below)

**If claiming in lump sum or smaller payments (1&2):**

- A. On completion of the project or a milestone:
  - gather together a copy of each paid invoice (with 'paid' written on it) or a copy of each receipt that the CECF has agreed to fund
  - provide evidence that your Group has met all of the conditions set out in the Letter of Award.
- B. Submit these 'FAO CECF Team' to Waste Services/Community Greenspace at Pullar House, 35, Kinnoull Street, Perth PH1 5GD. Please note with these your Community Group's name.

N.B. The grant will be paid either on production of invoices (with payment based on 50% of each invoice) or against proof of in-kind expenditure up to the level of the grant agreed (such as volunteer timesheets to prove the value of the equivalent match-funding).

- C. PKC will transfer the funding direct to the bank account provided in the original application within 10 working days.
- D. On completion of your project, you must complete an End of Grant Form.

**If claiming prior to works (3):**

- A. Evidence value for money by supplying PKC with 3 quotes for each element of the project, providing detail as to why your chosen supplier is best value for your group (i.e. local supplier or community benefit)
- B. Clearly demonstrate that you have met all of the conditions set out in the Letter of Award.
- C. PKC will transfer the sum requested on your best value quote(s) direct to the bank account provided in the original application within 10 working days
- D. On receipt, you must provide a copy of the bank statement showing the funding from PKC going into the account and the payment being made out of the account to the supplier(s)/contractor(s)

- E. On completion of your project / receipt of all funds you must complete an End of Grant Form.

**Completing and submitting the End of Grant Monitoring Form**

The ***End of Grant Monitoring Form*** to record the positive impacts on the community and the local area. This form will record:

- The progress of the project compared to the programme planned initially
- The number of areas involved in the project (perhaps using a map)
- The area of land maintained by the community
- The number of paid and voluntary posts created through the funded project
- The number of training places created via the project
- The number of volunteer hours dedicated to the project
- The work carried out, e.g. the number of enhanced areas or length of newly-accessible paths

Photographs can also be submitted with the Monitoring Form so that improvements can be recorded.