

Liverpool City Region Community Environment Fund

Application Guide Stream 3



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION

Contents

1	Introduction	3
2	Aim of the Fund	4
3	Grants	4
4	Who is the fund for?	5
4.1	Fund Applicants	5
4.2	Project Locations.....	5
4.3	What Projects We Will Support	6
5	Grant Funding	8
5.1	Eligible Costs	8
5.2	Grant Funding Terms	9
6	Application and Approvals Process	9
7	Project Delivery	11
8	Communications	11
9	Questions	12
	Appendix 1: Application Form	13
	Appendix 2: Monitoring and Evaluation Indicators	26

Version 1

13 October 2020

1 Introduction

The Year of the Environment in 2019 was a success for the Liverpool City Region, with the Metro Mayor pledging £500,000 for community environment projects to continue the momentum. The importance of this fund has been emphasised during the COVID pandemic; many people appreciating natural spaces, starting projects to green where they live and renewing their sense of community.

We know that the most vulnerable in our society have been most negatively affected by the COVID pandemic. They are also the most vulnerable to the impacts of climate and ecological breakdown and are often those who are least likely to have contributed to the human causes of the emergency. Too many do not have access to green space, cheap healthy food and live in areas with air quality problems.

Earlier this year the Metro Mayor called for the UK's COVID recovery to Build Back Better, to reshape our economy and society in a way that is greener, fairer and more inclusive. We don't want to return to the old business as usual. We want to keep the positive changes that the COVID crisis forced like cleaner air and increased walking and cycling. We want a green recovery that tackles the climate crisis, helping us to achieve our target of net carbon neutrality by 2040.

As a result, the Community Environment Fund (the fund) has been set up to aid a green recovery by assisting organisations to expand their good work and to support communities to engage in a range of environmental activities.

The Combined Authority has been making great strides to tackle pollution in the Liverpool City Region with new electric buses improving air quality on our streets. Further initiatives are now starting to roll out, including huge improvements to cycling and walking infrastructure, new efficient electric trains, hydrogen buses and increased electric vehicle charging. Earlier this year the Climate Partnership launched to act as an advisory body to the Liverpool City Region Combined Authority. One of the key responsibilities of the Climate Partnership was to oversee the establishment and delivery of this fund. We hope the Community Environment Fund will complement these achievements and will make real change in the lives of the people who live in our vibrant city region.

We look forward to hearing the ideas of charities, non-profit organisations, schools and community groups about the projects that will make a difference to the environment and to the wellbeing of the people who live here.

2 Aim of the Fund

The Community Environment Fund (CEF) aims to:

1. Improve the environment in the Liverpool City Region (LCR).
2. Encourage long-term behavioural change.
3. Promote community engagement and participation in environmental projects.

This fund will assist the LCR Combined Authority (CA) to enact its plans to become net zero by 2040, improve green and blue space, reduce air pollution and improve the health and wellbeing of the people in the LCR.

This guide sets out the fund streams available, the projects we will support, the application, monitoring and payments process.

3 Grants

A total of £500,000 is available, this is split into three streams as follows:

Stream 1: LCR-wide projects across any or several of the environmental themes, with benefits across the City Region (i.e. all or 2 or more authority areas).

Projects that enhance or encourage carbon literacy, communication and engagement are particularly welcomed.

Applicants able to apply for £20,000 to £50,000.

Stream 2: Focussed projects that may target the achievement of specific environmental initiatives across a defined area such as a single authority area.

Applicants able to apply for £5,000 to £20,000.

Stream 3: Community projects to achieve environmental benefits in a specific area of the LCR, such as a school, local park or street.

Applicants able to apply for £300 to £1,500.

Streams 1 and 2 launched on the 5th October 2020. The application questions for streams 1 and 2 slightly differ to those for stream 3, therefore you should refer to the Application Guide for those streams.

Organisations can apply for a maximum of 2 grants across any stream to the total value of £70,000, the 2 grant applications must be for different projects.

Match funding is not required, however organisations are permitted to use this fund as a match for other funding sources, as long as the project timescales below can be met.

Funded projects must start by the 20th March 2021 and completed by the end of September 2021.

4 Who is the fund for?

4.1 Fund Applicants

Applications are encouraged from applicants that are part of a formalised group and are not for profit for example: charities, schools or college, faith groups, residents associations or 'friends of' groups. Applications will be accepted from other organisations, like local authorities, if their projects have a strong community engagement focus or if they have a community partner.

All applicants must have been established for at least a year and must be able to provide 3 months of bank statements for the organisation. If this is not possible, a registered organisation, such as a parish council, local authority or a social landlord, can apply and manage the funds on your behalf. Acting as an accountable organisation on this basis will not count towards the number of projects or the total amount the accountable body can apply for.

The following cannot apply to the fund:

- Businesses including SMEs, or any other profit-making organisation
- Individuals acting in a personal or private capacity

4.2 Project Locations

Stream 1 projects can take place across the LCR or in 2 or more of the authority areas, this includes Halton, Knowsley, Liverpool, Sefton, St Helens and Wirral.

Stream 2 projects can take place in a single authority area. Projects do not need to cover all the authority, but they should be projects that will have an impact beyond the area they are in. For example, planting a forest will draw visitors from beyond the surrounding communities or a regional park spanning two districts.

Stream 3 is aimed at small defined areas like a school, village park or a street.

For place-based applications, all sites must be accessible to the public.

We will prioritise projects in deprived areas using the area map / area postcode checker to indicate where projects are needed most (see the box below for more guidance).

Using the Area Map / Area Postcode Checker

All place-based applications will be required to submit a score to identify where projects are needed the most. Each area has been given a score ranging from 1 to 10, showing the least to the most deprived areas. Projects taking place in the most deprived areas will receive additional points in the application scoring process.

To identify the score for your project open the Area Map (for projects that cover large areas) or the Area Postcode Checker (if you know the postcode/s) on the CEF webpage.

Area Map

To use the map, identify the project location, note the colour and use the key identify the score. You will need to enter this in the application form.

If your project takes place in an area with 2 or more area scores, please submit the highest score. For example, if the area scores are 6 and 7, you will submit an area score of 7.

Area Postcode Checker

To use the postcode checker, enter a postcode in the box and press enter. The score will be automatically generated. You will need to enter this in the application form.

If your project takes place in an area with 2 or more area scores, for example a park or an alleyway between two roads, please submit the highest score. For example, if the area scores are 6 and 7, you will submit an area score of 7.

4.3 What Projects We Will Support

The fund will support a wide range of projects covering the following themes:

- Climate change and resilience
- Air quality and transport
- Water
- Accessible green spaces, habitats and biodiversity
- Waste and resources
- Health and wellbeing
- Carbon and environment literacy
- Energy reduction
- Food and agriculture

Your project can have a positive impact on one or more of these themes.

The following list provides examples of projects that the Community Environment Fund will fund. It is expected that many of the projects will be cross-cutting and will benefit multiple themes. This list is not exhaustive, and you are encouraged to consider the problems in the LCR or by your community and the solutions that are needed.

- Clear disused alleyways and to turn them into areas the households can use to socialise and to grow fruit, vegetables and wildlife friendly flowers.
- Educate students in climate literacy by teaching them about climate change and resilience actions. Purchasing materials to enable students to conduct experiments.
- Free community training to teach new skills that benefit the environment, such as a workshop that teaches people to build a bird house or grow vegetables.
- Plant a community orchard to give local people access to free fresh fruit and green space.
- The creation or enhancement of green infrastructure by planting a native woodland, wildflower meadow, hedgerow or seagrass.
- Restore water courses, peatland or improve water management using sustainable drainage.
- Improving habitats for wildlife.
- Improve access to green and blue space by installing paths and bike racks to encourage active travel and improve air quality.
- Develop and launch a website that improves the public's understanding of carbon or the environment, designed to match the needs of your community.
- Improve the circular economy by starting a repair workshop or a library of things – a deposit return scheme for tools.

All these projects can be adapted and scaled to your needs.

There is an expectation that the project will continue and be maintained after the project is completed.

If you are applying to create a new resource, you must show that you have considered how the resource will be maintained in future. For example, if you are applying to fund a new orchard or wildflower meadow, you must consider who will carry out the maintenance of the place in future years and that they are committed to doing so.

5 Grant Funding

5.1 Eligible Costs

The CEF will support a range of costs that contribute to the delivery of the project and can continue to be used after the project has ended. The CEF is revenue funded but there are some restrictions which are outlined below.

We will fund:

- The purchase of trees, plants and seeds.
- The purchase of other materials to create or improve the project, such as peat-free compost, containers, storage unit, tools and PPE.
- Machine and equipment purchase or hire.
- Specialist fees, such as the use of an electrician, digger operator or web-designer.
- Event costs.
- Staff wages, salaries or expenses for staff or volunteers working directly on the project, to a maximum of 50% of the project value.
- Irrecoverable VAT can be claimed - if you are not able to claim back the VAT, it can be funded through this grant.

We will not fund:

- Projects that will damage peatland.
- Products that use diesel or petrol whether purchased or rented.
- Energy generating technology, such as solar photovoltaic cells or wind turbines.
- Single use 'disposable' products.
- Projects that do not benefit the Liverpool City Region.
- Projects that replace existing facilities with no significant improvement.
- Projects that are underway, have been completed or will be by the time the funding is awarded.
- Ongoing revenue funding of staff wages, salaries or expenses not directly related to the project.
- Overheads such as rent, leases or utility costs.
- Purchase of land, vehicles or buildings.
- Purchase of alcohol or refreshments.
- Activities of a religious, gambling or political nature.

You are encouraged to:

- Purchase peat-free compost.
- Purchase or rent products that use mains electricity, if this is not possible please explain why in your application.
- Purchase durable tools and long-lasting products to reduce waste and purchase products that can be recycled or have been made from recycled material.

5.2 Grant Funding Terms

The Grant Fund Agreement and the New Supplier Form, to enable payment, must be completed and returned before the project starts. Payments will be 100% upfront, on return of a signed Grant Fund Agreement and New Supplier Form.

Items purchased using this fund should remain within the LCR for 10 years from the purchase date. If you wish to sell or give away any of the items purchased using this fund within this period you must obtain the consent of the LCRCA.

6 Application and Approvals Process

On the CA CEF webpage there is a link to the Stream 3 application form. It can be completed using a desktop computer or a tablet. Your application can be saved at any time so you can continue to complete it at a later date.

See Appendix 1 for a list of the application questions and the guidance how to complete the questions and Appendix 2 for monitoring and evaluation examples.

All questions **MUST** be answered to be considered or your application will be rejected.

All Stream 3 applications must be submitted by 9am on Monday 23rd November 2020.

Once submitted you will automatically receive an email stating your application has been received. If you do not receive this, please email us at cef@liverpoolcityregion-ca.gov.uk

After the closing date, your application will be reviewed and scored. You may be contacted by email or telephone to provide evidence to support your application, such as:

- Landowner letter of consent,
- Planning approval,
- A community consultation report,
- Quotes for major works, or
- Survey reports.

Following this, the CA's legal and finance teams will undertake all due diligence and financial organisational checks. If further information is required, such as evidence the organisation has been established for a year or longer and 3 months of bank statements, you will be contacted by email or telephone.

The highest scoring applications will be considered, and recommendations made to a CA director, Treasurer and Portfolio Holder who will approve the successful projects.

Applicants will receive an email stating whether the application for funding has been successful by the end of January 2021.

Those that are successful will be sent a Grant Funding Agreement and New Supplier Form by the end of February 2021. You will be required to:

- Agree to the Grant Funding Agreement, and
 - return a completed New Supplier Form
- within 4 weeks and prior to the project starting.

Due to the expected number of applications we cannot give feedback on individual applications or scores.

Key Activities and Dates	
Streams 1 & 2 launches	Monday 5 th October 2020
Stream 3 launches	Monday 19 th October 2020
Streams 1 & 2 closes	9am, Monday 2 nd November 2020
Stream 3 closes	9am, Monday 23 rd November 2020
Project appraisal stage	Monday 2 nd November – Monday 28 th December 2020
Due diligence and checks	Monday 7 th December 2020 – Monday 4 th January 2021
Decision panel and approvals	Monday 4 th January 2021 – Friday 22 nd January 2021
Award in principle decision & Grant agreements made	Monday 25 th January 2021 – Friday 26 th February 2021
Formal announcements made	Monday 15 th February 2021 – Thursday 25 th March 2021
All fund agreements completed by	Monday 8 th March 2021
Delivery phase	From award until Thursday 30 th September 2021

7 Project Delivery

All projects must start by the 20th March 2021 and completed by the end of September 2021.

Successful applicants will be required to send the CA:

- A short end of project report. A project report template will be provided.
- Copies of the receipts for the goods purchased.
- Evidence of project delivery i.e. high-resolution before and after photographs, for the CA to use in future communications should we choose to.
- Evidence of publicity.
- May be followed with a site visit from LCRCA.

8 Communications

Successful applicants will be required to:

- Publicise the project in local newspapers and on social media before the project starts and when it is complete.
- State in any communications that the Liverpool City Region Combined Authority funded the project.
- Use #GreenLCR in any social media communications.
- Use the Combined Authority and Metro Mayor logos on published materials such as a website funded by the fund.

A communications pack with newspaper article templates will be sent to successful applicants.

9 Questions

If you have any questions, please refer to the frequently asked questions on the CEF webpage. If your question has not been answered, please email: cef@liverpoolcityregion-ca.gov.uk

If you require this document in an alternative format, such as large print or coloured background, please contact us directly to discuss your specific needs either through email: cef@liverpoolcityregion-ca.gov.uk or by telephone on 0151 227 2727 (for accessibility requests only).

Please note, that only questions relating to accessibility will be dealt with over the phone. All other questions MUST be sent directly to the email listed above.

Appendix 1: Application Form

Before completing the application form online, please read through all the questions below, guidance and the example answer. Please note, all the information, including the organisations, in the example are fictitious.

For all questions with open text answers, there is a limit of 500 characters, except for the risk and mitigation plan question, this has a limit of 1500 characters.

Question Number	Question	Guidance	Example Answer
Part 1 of 2			
Section 1: Gateway Questions			
You must answer all questions in this section correctly to move onto the application form. Please do not continue with the form if you have been asked not to.			
Q.1a	Do you have permission from the landowner to complete this project? <ul style="list-style-type: none"> • Yes • No • Not applicable, the project is not place-based Go to Q1c 	We can only fund applications with the consent of the landowner or where the project is not place-based. If you do not have permission, please do not continue with the application. You will be required to submit evidence of the landowner giving their consent.	<ul style="list-style-type: none"> • Yes
Q.1b	Do you need/have planning permission for this project? <ul style="list-style-type: none"> • Yes and planning permission has been granted • Yes, planning permission is needed but has not been granted 	We can only fund applications where planning permission has been granted or where it is not needed. If permission is needed but has not been granted, please do not continue with the application.	<ul style="list-style-type: none"> • No, planning permission is not needed

Question Number	Question	Guidance	Example Answer
	<ul style="list-style-type: none"> No, planning permission is not needed 		
Q.1c Q.1d	Project Start Date: Project End Date:	Projects must have started by the 20 th March and end by the 30 th September 2021. If your project does not fit within these timescales, please do not continue with the application.	Project Start Date: Saturday 13 th March 2021 Project End Date: Sunday 19 th September 2021
Q.1e Q.1f	Has the organisation been established for a year or longer? <ul style="list-style-type: none"> Yes No If this application is successful, can you provide 3 months of bank statements? <ul style="list-style-type: none"> Yes No 	If successful you will be required to provide evidence that the organisation has been established for a year prior to the application date and will be required to provide 3 months of bank statements for the organisation prior to the funds being released. If you have answered no to either of those questions, please do not continue with the application. You could contact your local parish council or another established local organisation to act as accountable body for your application. They will need to provide the evidence as above and complete the application with you.	<ul style="list-style-type: none"> Yes Yes

Question Number	Question	Guidance	Example Answer
Application Form			
Section 2: Applicant/s			
Q.2a	Organisation/group name/accountable body:	Businesses and individuals cannot apply for the fund. If you are applying for the fund on behalf of a community partner who do not meet the 'established' criteria, you are the accountable body. Please answer this and the treasurer question with information about your organisation.	<ul style="list-style-type: none"> Waterloo Parish Council Other: Parish Council
Q.2b	Organisation type (choose one): <ul style="list-style-type: none"> Charity Social landlord Community or friends of group Residents association Non-profit organisation School Local Authority Other (please specify) 		
Q.2c	Charity number (if applicable): Trustee or nominated person: Address line 1: Address line 2: Address line 3: Contact phone number: Email:		
Q.2d	Treasurer: Contact phone number: Email:	As above.	<ul style="list-style-type: none"> Treasurer: Carol Stephens Contact phone number: 07824 ***** Email: Carol.Stephens@waterlooparishcouncil.gov.uk
Q.2e	Is the treasurer's address <u>different</u> to as provided in Q.2d? <ul style="list-style-type: none"> Yes, it is different No, it is the same Go to Q.2g 	You will only need to fill in the address if it is different to that given for the 'trustee or nominated person'.	<ul style="list-style-type: none"> No, it is the same <i>Address: As above</i>

Question Number	Question	Guidance	Example Answer
Q.2f	Please provide the following details for the treasurer: Address line 1: Address line 2: Address line 3: Postcode:		
Q.2g	Are you applying on behalf or with a community partner? <ul style="list-style-type: none"> • Yes, applying on behalf of a community partner • Yes, applying with a community partner • No Go to Q.2k 		<ul style="list-style-type: none"> • Yes, applying on behalf of a community partner
Q.2h Q.2i Q.2j	<p>Community Partner: Organisation/group name:</p> <p>Community Partner: Organisation type (choose one):</p> <ul style="list-style-type: none"> • Charity • Social landlord • Community or friends of group • Residents association • Non-profit • School • Local Authority • Other (please specify): <p>Please provide details of the community partner: Charity number (if applicable): Name:</p>	You only need to complete this question if you, the accountable body or a Local Authority, are working with a community partner who will be carrying out the project, or in the case of a Local Authority will be completing the project with you. Include the community partners details in this section.	<p>Harvey and Gawsworth Street Residents Association</p> <ul style="list-style-type: none"> • Residents association <p>Charity number (if applicable): N/A Name: Roger Singleton</p>

Question Number	Question	Guidance	Example Answer
	Role: Address line 1: Address line 2: Address line 3: Postcode: Contact phone number: Email:		Role: Chair Address line 1: 15 Harvey Street Address line 2: Waterloo Address line 3: Sefton Postcode: L23 *** Contact phone number: 07523 ***** Email: roger.singleton53@squirrelmail.com
Q.2k	Which of the following districts is the project based in? Please select all that apply. <ul style="list-style-type: none"> • Halton • Liverpool • Knowsley • Sefton • St Helens • Wirral • All of the above 	If your project covers more than one local authority area (or a part of it), you can choose more than one option to answer this question.	<ul style="list-style-type: none"> • Sefton
Q.2l	Is the project/s place-based? <ul style="list-style-type: none"> • Yes • No. Go to Q.2n 	Your project is likely to be place-based if it can be shown on a map, and you should choose 'yes'.	<ul style="list-style-type: none"> • Yes
Q.2m	Project location/s or address/es:	If your project takes place across multiple sites, please include their addresses here. If your project takes place in an alleyway between 2 streets, please state this and include the addresses of both streets.	Address: Alleyway renovation project between Harvey Street, Waterloo, Sefton, L23 ... and Gawswood Street, Waterloo, Sefton, L23 ...
Q.2n	What is the area score? Go to Q.3a	Please refer to the area postcode checker or the area map on the CEF webpage to find out the area score. If the project is across multiple	9 <i>This question will not show if the project is not place-based.</i>

Question Number	Question	Guidance	Example Answer
		postcodes, please include the highest score. The score inserted should range from 1-10.	
Q.2o	If the project is not place-based, how will you make sure your project will help those in areas with a high area score?	Use the area postcode checker or the area maps to find out which areas have high area scores. You should aim to describe how your project will benefit people who live and work in areas with a high area score.	<i>As this example project is place-based, this question will not show.</i>
Section 3: Project			
Q.3a	Project title:		Harvey and Gawsworth Street Alleyway Renovation
Q.3b	Please provide an outline of the project:	Describe your project in as much detail as possible. Try to include specific information about what your project will deliver, both during the project and on completion.	We will turn the alleyway between the 2 streets into an area where the residents can socialise, children can play safely, grow wildlife friendly flowers to encourage insects and grow fruit and vegetables for all to eat.
Q.3c	Why is this project needed?	What is the problem? If the problem is significant, such as flooding, is there an official report and does this project implement the recommendations?	We have been inspired by other alleyway projects. Our terraces have small yards, some only a metre wide and 5 metres long, and during lockdown the residents did not have adequate or green outside space to use which affected their mental health. The residents do not have access to cheap healthy food. The alleyway is currently overgrown with areas of dumped rubbish and weeds.
Q.3d	If applicable, please attach one photo to show why the project is needed. Refer to the guidance notes.	You can attach 1 photo to support your application. This is not mandatory.	<i>Attached.</i>
Q.3e	On the site are there any protected species that will be affected by the project or invasive species that require removal?	<u>This question will not show if the project is not place-based.</u> Has a survey been carried out by an organisation like the Wildlife Trust? If there are protected species on	There are no protected or invasive species. We will put up 6 bird boxes and 2 bee houses on the house wall and will hang 3 bird baths.

Question Number	Question	Guidance	Example Answer		
		site, how will they be protected? How will invasive species be removed? How will wildlife be enhanced?			
Q.3f	Did you complete a community consultation? <ul style="list-style-type: none"> • Yes • No Go to Q.3i 	Public meeting, door to door surveys, leaflet drops, newsletters or social/online surveys and engagement events. If successful, you will be required to provide evidence of the consultation.	<ul style="list-style-type: none"> • Yes, answer in the text box We knocked on the doors of all the homes, with 74 residents including 15 children aged 15 and under. All were interested in the project, saying they all expect to use the space at least 2 hours a week. 19 people volunteered their time. All want somewhere to sit that is pleasant and they can access when they want to. Those with children want a place where the children can learn to grow fresh and eat the food and can play safely.		
Q.3g	If yes, please include the results below and how they have been fed back to the community?				
Q.3h	Please upload the project plan. Refer to the guidance notes.	The table submitted for this question must follow this example. Visit the CEF webpage for the Project Plan Template, here you can add your answers, save and upload. Use the table to state the key project milestones, the dates when you expect them to be achieved and the actions required to achieve them.	Milestone	Completion Date	Actions
			Clear alleyway	13 th - 3rd April	Take pre-project photos. Volunteers to clear the weeds, rubbish and start planting seeds. 2 volunteer days.
			Promote project	15 th March	Newspaper articles and social media to promote the project.
			Volunteer day 3	2 nd May	Install water butts. Start to assemble troughs, hang baskets, bird baths and bird and bee houses.
			Purchase Items	29 th May	Complete purchasing all items.
			Volunteer day 4	30 th May	Complete assembling troughs, hang baskets, bird baths and bird and bee houses.
			Volunteer day 5	26 th June	Complete planting out plants.
			Promotion	23rd August	Promotion using in bloom photos.
			Volunteer day 6	19 th September	Clear planters for the winter.

Question Number	Question	Guidance	Example Answer		
			Submit	20 th September	Submit case study, receipts and photographs.
Q.3i	What will be the project's benefits and how will it encourage long-term behaviour change?	Include how the project will benefit the environment and community.	<p>The project will improve our physical & mental health, we will have a green outside space to sit, walk around & to garden in, reducing stress & anxiety. A sense of community will be developed. The bird and bee houses & bird baths will encourage wildlife.</p> <p>Growing food, watering from water butts & composting will bring about long-term behaviour change. The children will learn where rainwater & compost comes from, it's free & is better for the environment, reducing transport miles, & they will continue the activities into their adult lives.</p>		
Q.3j	After the project is complete, how will it be maintained?	If you are applying to create a new resource, you must show that you have considered how the resource will be maintained in future.	<p>We plan to have regular volunteer days where we plant and clear the alleyway. The water butts will make sure no one has to pay for the water used and the compost bin will provide new compost each year. Where possible, we will collect the seeds, so we do not have to buy seeds again.</p>		
Q.3k	Which of the following themes will the project have a positive impact on? Please tick all that apply. <ul style="list-style-type: none"> • Climate change and resilience • Air quality and transport • Water • Accessible green spaces, habitats and biodiversity • Waste and resources • Health and wellbeing • Carbon and environment literacy • Energy reduction • Food and agriculture • Community involvement 		<ul style="list-style-type: none"> • Waste and resources • Water • Community involvement • Accessible green spaces, habitats and biodiversity • Health and wellbeing • Food and agriculture 		
Q.3l	Please say how you will measure the impact on these themes and what you expect the project will achieve?	Monitoring and evaluation indicators examples are provided in appendix 2 of the application	<p>136 items purchased.</p> <p>10 volunteers per volunteer day (2 hours each) and 120 volunteer hours.</p> <p>We aim to plant grow 150 flowers and 150 edible plants.</p>		

Question Number	Question	Guidance	Example Answer																																																																							
		guidance document. For example: 30 trees planted in 1 acre; 15 volunteers, and 40 volunteer hours.	In addition to the volunteer hours, the residents (74 people) will tend to the plants or use the green space, this is expected to be at least 2 hours per week per person, achieving 148 hours of the residents accessing green space/health and well-being time.																																																																							
Section 4: Financial																																																																										
Q.4a	Why is the Community Environment grant needed?		The residents are on low-incomes, retired or have been financially affected by COVID-19. We cannot fund this project by ourselves. The materials purchased using this fund will be used for many years and we hope the project will not need further funds.																																																																							
Q.4b	Please upload one attachment with a breakdown of the items you plan to purchase. Refer to the guidance notes.	The table submitted for this question must follow this example. Visit the CEF webpage for the Financial Breakdown Template. In this document you can add your answers, save and upload. If you are receiving match-funding from another fund, please do <u>not</u> include the items or the costs that the match-funding will pay for in this list.	<table border="1"> <thead> <tr> <th>Item Description</th> <th>Unit Price</th> <th>Quantity</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Storage Shed (Wood) with lock</td> <td>£243.00</td> <td>1</td> <td>£243.00</td> </tr> <tr> <td>2 piece fork & trowel set</td> <td>£2.98</td> <td>4</td> <td>£11.92</td> </tr> <tr> <td>Hand weed puller</td> <td>£2.50</td> <td>4</td> <td>£10.00</td> </tr> <tr> <td>Hand Patio scraper</td> <td>£3.25</td> <td>2</td> <td>£6.50</td> </tr> <tr> <td>Solid Cultivator</td> <td>£7.00</td> <td>2</td> <td>£14.00</td> </tr> <tr> <td>Long handle dustpan & brush set</td> <td>£6.94</td> <td>2</td> <td>£13.88</td> </tr> <tr> <td>Peat-free compost 50L</td> <td>£4.50</td> <td>12</td> <td>£54.00</td> </tr> <tr> <td>Water-butt 210L</td> <td>£35.00</td> <td>2</td> <td>£70.00</td> </tr> <tr> <td>Vegetable seed</td> <td>£3.00</td> <td>20</td> <td>£60.00</td> </tr> <tr> <td>Wildflower seed</td> <td>£7.98</td> <td>10</td> <td>£79.80</td> </tr> <tr> <td>Trough</td> <td>£16.50</td> <td>10</td> <td>£165.00</td> </tr> <tr> <td>Weed control fabric liner 1000mm</td> <td>£5.00</td> <td>3</td> <td>£15.00</td> </tr> <tr> <td>Decorative stones 5kg bag</td> <td>£3.00</td> <td>3</td> <td>£9.00</td> </tr> <tr> <td>Trellis pack of 3 (H) 1.83m (W) 0.91m</td> <td>£70.00</td> <td>1</td> <td>£70.00</td> </tr> <tr> <td>Gardening Gloves (Medium)</td> <td>£3.00</td> <td>5</td> <td>£15.00</td> </tr> <tr> <td>Gardening Gloves (Large)</td> <td>£5.00</td> <td>3</td> <td>£15.00</td> </tr> </tbody> </table>				Item Description	Unit Price	Quantity	Total	Storage Shed (Wood) with lock	£243.00	1	£243.00	2 piece fork & trowel set	£2.98	4	£11.92	Hand weed puller	£2.50	4	£10.00	Hand Patio scraper	£3.25	2	£6.50	Solid Cultivator	£7.00	2	£14.00	Long handle dustpan & brush set	£6.94	2	£13.88	Peat-free compost 50L	£4.50	12	£54.00	Water-butt 210L	£35.00	2	£70.00	Vegetable seed	£3.00	20	£60.00	Wildflower seed	£7.98	10	£79.80	Trough	£16.50	10	£165.00	Weed control fabric liner 1000mm	£5.00	3	£15.00	Decorative stones 5kg bag	£3.00	3	£9.00	Trellis pack of 3 (H) 1.83m (W) 0.91m	£70.00	1	£70.00	Gardening Gloves (Medium)	£3.00	5	£15.00	Gardening Gloves (Large)	£5.00	3	£15.00
Item Description	Unit Price	Quantity	Total																																																																							
Storage Shed (Wood) with lock	£243.00	1	£243.00																																																																							
2 piece fork & trowel set	£2.98	4	£11.92																																																																							
Hand weed puller	£2.50	4	£10.00																																																																							
Hand Patio scraper	£3.25	2	£6.50																																																																							
Solid Cultivator	£7.00	2	£14.00																																																																							
Long handle dustpan & brush set	£6.94	2	£13.88																																																																							
Peat-free compost 50L	£4.50	12	£54.00																																																																							
Water-butt 210L	£35.00	2	£70.00																																																																							
Vegetable seed	£3.00	20	£60.00																																																																							
Wildflower seed	£7.98	10	£79.80																																																																							
Trough	£16.50	10	£165.00																																																																							
Weed control fabric liner 1000mm	£5.00	3	£15.00																																																																							
Decorative stones 5kg bag	£3.00	3	£9.00																																																																							
Trellis pack of 3 (H) 1.83m (W) 0.91m	£70.00	1	£70.00																																																																							
Gardening Gloves (Medium)	£3.00	5	£15.00																																																																							
Gardening Gloves (Large)	£5.00	3	£15.00																																																																							

Question Number	Question	Guidance	Example Answer			
			Garden Gloves (Small)	£3.00	5	£15.00
			Gravel 25kg bag	£3.50	6	£21.00
			Hanging baskets	£16.00	10	£160.00
			Basket hanger	£9.00	13	£117.00
			Watering can	£4.00	4	£16.00
			Bird bath	£10.00	3	£30.00
			Bird house	£7.00	5	£35.00
			Bee house	£7.50	2	£15.00
			Heavy duty bin bags (pack of 10)	£1.30	3	£3.90
			Mini plastic greenhouse	£30.00	1	£30.00
			300l compost bin	£30.00	1	£30.00
			Volunteer expenses	£20.00	1	£20.00
			Total		137	£1,345.00
Q.4c	Have you received 3 quotations for any major works?	Major works are anything where you need to use specialist labour, such as the use of an electrician or a plumber. The amount included in the breakdown above should be based on the cheapest quote. If successful, you will need to provide documentary evidence and that you have carried out checks on the supplier.	We are not completing any major works. We have searched for the best prices for plant seeds and long-lasting tools.			
Q.4d	If you are receiving any match funding towards the project, please state below the amount, who the	Match funding is not a requirement of this fund.	N/A, we are not receiving match-funding. The wider community has pledged to donate plant pots.			

Question Number	Question	Guidance	Example Answer
	funding is from and an overview of what the fund will cover.		
Q.4e	What is the total amount you are applying for from the Community Environment Fund? £	<p>If you are applying for one or two grants, include the total amount here.</p> <p>Organisations can submit a maximum of 2 applications and can apply for a maximum of £70k. Include here the combined amount you are applying for in your 2 applications.</p> <p>Organisations can support newly formed groups by applying and administering the funding on their behalf. The amount they apply for in will not count towards the maximum they can apply for and so should not be included here.</p>	<p>£1,345.00</p> <p><i>In this example, the organisation is only applying for one Community Environment Fund grant and so the amount entered is the same as in the financial breakdown.</i></p>
Section 5: Risk			
Q.5a	What are the potential risks and how do you plan on overcoming these risks?	One of the risks MUST be about COVID-19 and how you plan to reduce the risk of transmission.	<p>Risk: COVID-19 Mitigation Plan: The volunteers will wear reusable PPE when working in the alleyway. They will be asked to work in their household groups and to maintain social distancing. We will follow the Governments rules at the time to make sure all volunteers are safe.</p> <p>Risk: Safety of use Mitigation Plan: Sharp tools, such as secateurs, will not be given to given to children.</p> <p>Risk: Tools are not returned or are stole from the storage site. Mitigation Plan: Insurance and locks will be purchased.</p>

Question Number	Question	Guidance	Example Answer
Section 6: Equality and Diversity			
Q.6a	How has the diversity of the local community been considered and respected to promote equal access to the project benefits for all (for example: disabled, elderly people, different cultures and religions)?	Diversity refers to all people including those with protected characteristic as outlined in the Equality Act 2010. For Disabled people this includes physical and non-physical impairments and consideration of local need such as signage in several languages or braille, for example. It is important to understand the diversity of the local community and how the project can be inclusive.	The street is multi-cultural. All will be encouraged to access the space and to take part in volunteer days. We will plant a variety of food that all will eat. All planters and other goods that could cause an obstruction will be kept at the side or end of the alleyway. This will allow the elderly and disabled to have easy access. The troughs are at sitting height so the elderly and wheel-chair users can garden when sat and the hanging baskets with fruit will be within reaching height.
Q.6b	The CA is committed to developing a thriving city region. To do this, we have a number of targeted areas of focus which includes; reducing poverty, improving life chances, promoting race and gender equality, working towards social justice for all and creating an inclusive economy with good quality jobs for local people. How will your project contribute towards this?		This project will directly give the residents access to free, healthy food. This will help to reduce poverty and improve life chances as the children and adults will eat nutritious food. Accessing green space reduces stress and anxiety, again, improving life chances.
Section 7: Fund Agreement			
Q.7a	Do you agree to publicly promote the project and the fund, submit an end of project report and		<ul style="list-style-type: none"> • Yes



Question Number	Question	Guidance	Example Answer
	photographs following the project's completion? <ul style="list-style-type: none"> • Yes 		
Q.7b	I have read and agree to the terms and conditions in the Grant Fund Agreement. <ul style="list-style-type: none"> • Yes 		<ul style="list-style-type: none"> • Yes
	<p>Part One of Two is complete</p> <p>Thank you for taking the time to complete part 1 of 2.</p> <p>When you submit the application form, you will be taken to the Equality and Diversity Form (part 2 of 2). You will receive a confirmation email on submission of (part 1 of 2).</p> <p>Please click the 'Submit' button below to submit your application.</p> <ul style="list-style-type: none"> • Submit 		<ul style="list-style-type: none"> • Submit
Part 2 of 2: Diversity Monitoring Form			
	Equality and Diversity Form <ul style="list-style-type: none"> • Submit 	Answer the questions about yourself rather than the people the fund will be helping.	<i>Complete</i> <ul style="list-style-type: none"> • Submit.

Appendix 2: Monitoring and Evaluation Indicators

In order to measure the success of the Community Environment Fund and its impact, monitoring and evaluation indicators will need to be developed to measure the projects outcomes.

In the application form you will be required submit the projects expected outcomes and how they will be measured – the measurement units.

In the end of project case study, you will be required to report if you have achieved the outcomes you submitted.

Due to the possible variety of projects, it is not possible to specifically state which measurement units must be used for each theme. The following measurement units have been developed for each theme as a guide.

Theme	Measurement Units
Climate change and resilience	As 'Water' and 'Accessible green spaces, habitats and biodiversity'.
Air quality and transport	Number of projects in Air Quality Management Areas. NOx emissions avoided per year. Number of active travel projects. Number of people using active travel equipment and estimated tCO ₂ e (tonnes of carbon dioxide equivalent) saved.
Water	Number of water saving devices installed and estimated m ³ water saved. Number and m ² of sustainable drainage installed in areas that flood. m ² of water bodies or coastline restored.
Accessible green spaces, habitats and biodiversity	Number of trees, bushes and plants planted. m ² created or restored habitats or increased protection. m ² of enhanced natural spaces. m ² of invasive non-native species removed. Number of species per hectare increased.
Waste and resources	Volume of waste diverted from landfill or recycled. Volume of resource use reduced/eliminated. Number of activities to reduce waste crime or prevent marine plastic pollution.
Health and wellbeing	m ² of new or improved footpaths in natural spaces. As 'People engaged', 'Food and agriculture', 'Accessible green spaces, habitats and biodiversity', 'Water' and 'Air quality and transport'.
Carbon and environment literacy	As 'People engaged'.
Energy reduction	tCO ₂ e saved per year.

Theme	Measurement Units
Food and agriculture	m ² of sustainable land management. Volume of sustainable food produced. Fish stocks recovered. Volume of food diverted from landfill, measured in tonnes, skips or bin bags. Number of trees, bushes and plants planted. m ² improved.
Community involvement*	Number of people volunteering. Number of hours volunteered. Number of students taking part in learning and number of hours (per person) to complete the learning.

***Community Involvement**

Use the following calculation to work out the number of volunteering or learning hours:

Number of volunteers or students x number of hours taking part in the activity per person =
 number of volunteer or learning hours per person

E.g. 6 volunteers x 1.5 hours per person = 9 volunteering hours