Liverpool City Region Community Environment Fund

Application Guide
Streams 1 and 2

Contents

Version 2.0

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.

This stream will launch on the 19th October 2020. The rules and application questions for stream 3 differ to those for streams 1 and 2, therefore you should refer to the Application Guide for this stream.

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. A single application can be made for a project that covers multiple sites.

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.

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

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 they 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 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, 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.

- The creation or enhancement of green infrastructure by planting a native woodland, wildflower meadow, hedgerows or seagrass.

- Clear disused alleyways and to turn them into areas the households can use to socialise and to grow fruit, vegetables and wildlife friendly flowers.

- Plant a community orchard to give local people access to free fresh fruit and green space.

- 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.

- 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.

- Develop and launch a website that improves that 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.

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.

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 voltaic 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 made as follows:
- 50% upfront, on return of a signed funding agreement.

- 50% on completion of the project, subject to submission of a satisfactory final report, communications (see the Communications section), proof of accrued expenditure with evidence that you have paid the sums due (defrayment) and timesheets where required.

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 CEF webpage there is a link to the Stream 1 and 2 application form. 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 1 and 2 applications must be submitted by 9am on Monday 2nd November 2020. Stream 3 applications have a later submission date.

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, 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 submitted to a funding decision panel formed with members from the Climate Partnership. They will recommend which bids should be approved for funding.

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

- Monthly Project Report (dashboard) - that will report delivery achieved against milestones, outputs and outcomes and financial forecasts that were submitted in your application. This is due 5 days after month end and a timetable will be sent to the successful applicants.

- End of project report including evidence of project delivery i.e. photographs and may be followed with a site visit from LCR CA.

- Staff timesheets.

- Proof of accrued expenditure with evidence of defrayment.

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. You will need to send the CA copies of the publicity.

- 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.

- Send the CA a case study of the project with high resolution before and after photographs, for the CA to use in future communications should we wish to. For non-place-based projects, send images of the final project, such as images of the website.

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 and Guidance

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

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? • 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.	• Yes
Q.1b	Do you need/have planning permission for this project? • Yes and planning permission has been granted • Yes, planning permission is needed but has not been granted • No, planning permission is not needed	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.	• No, planning permission is not needed

Question Number	Question	Guidance	Example Answer
Q.1c Q.1d	Project Start Date: Project End Date:	Projects must have started by the 20th March and end by the 30th September 2021. If your project does not fit within these timescales, please do not continue with the application.	Project Start Date: 10th March 2021 Project End Date: 4th September 2021
Q.1e Q.1f	Has the organisation been established for a year or longer? • Yes • No If this application successful, can you provide 3 months of bank statements? • 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 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.	• Yes • Yes
Section 2: Application Form			
Q.2a	Please choose one of the following: I am applying for: • Stream 1 • Stream 2	Before choosing an option please make sure the total amount you are applying for is within the streams limits.	• Stream 2

Question Number	Question	Guidance	Example Answer
Applicant/s			
Q.2b	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.	• Knowsley Reuses • Non-profit organisation
Q.2c	Organisation type (choose one): • Charity • Social landlord • Community or friends of group • Residents association • Non-profit organisation • School • Local Authority • Other (please specify)		
Q.2d	Charity number (if applicable): Trustee or nominated person: Address line 1: Address line 2: Address line 3: Contact phone number: Email: Treasurer:		• Charity number (if applicable): N/A • Trustee or nominated person: David Meadows • Address: Kirkby Community Centre, Halton Way, • Kirkby • L32 6TR • Contact phone number: 07642 325877 • Email: David.meadows@knowsleyreuses.org.uk • Treasurer: Laura Knott
Q.2e	Is the treasurer's address <u>different</u> to as provided in Q.2d? • Yes • No <mark>*Go to Q.2f*</mark>	As above. If you answer 'No' you will only need to fill in in the 'Contact telephone number' and 'Email' for the treasurer.	• No Address: As above Contact phone number: 07824 233745 Email: laura.knott@knowsleyreuses.org.uk
Q.2e1	Please provide the following details for the treasurer: Address line 1: Address line 2:		

Question Number	Question	Guidance	Example Answer
	Address line 3: Postcode: Contact phone number: Email:		
Q.2f	Are you applying on behalf or with a community partner? • Yes, applying on behalf of a community partner • Yes, applying with a community partner • No *Go to Q.2j*		• No
Q.2g Q.2h Q.2i1	Community Partner: Organisation/group name: Community Partner: Organisation type (choose one): • Charity • Social landlord • Community or friends of group • Residents association • Non-profit • School • Local Authority • Other (please specify): Please provide details of the community partner: Charity number (if applicable): Name: Role: Address line 1: Address line 2:	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.	N/A

Question Number	Question	Guidance	Example Answer
	Address line 3: Postcode: Contact phone number: Email:		
Q.2j	Which of the following districts is the project based in? Please select all that apply. • 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.	• Knowsley
Q.2k	Is the project/s place-based? • Yes • No. *Go to Q.2n*	Your project is place-based if it is situated in a particular area; if your project can be shown on a map, then it's likely to be place-based and you should choose 'yes'.	• Yes
Q.2l	Project location/s or address/es:	If your project takes place across multiple sites, please include their addresses here. If multiple addresses are included applicant/s section or the project takes place at a different address, include the project address here.	Address: Kirkby Community Centre, Halton Way, Kirkby, L32 6TR.
Q.2m	What is the area score? *Go to Q.3a*	Please refer to the area postcode checker or the area map on the website to find out the area score. If the project is across multiple areas, please include the	10

Question Number	Question	Guidance	Example Answer
		highest score. The score inserted should range from 1-10.	
Q.2n	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.	*As this example project is place-based, this question will not show.*
Section 3: Project			
Q.3a	Project title:	Use a title that clearly describes your project.	Lending Library of Things
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.	To start a lending library for infrequently used tools in a local community centre. The library will be open every Saturday morning. The funding will allow us to purchase secure storage, 27 tools, an online booking system and promote the library. The tools can initially be loaned for a week for a small charge and a small returnable deposit. We will also host 6 free classes to teach 5 people per class how to use tools, make bird and bee boxes and why they are needed.
Q.3c	Why is this project needed?	What is the problem?	Many tools are bought by individuals but are used infrequently. A tool library uses resources more efficiently, with a community sharing the tool instead of each buying, possibly low quality, tools that will break easily and add to landfill. The library will save borrowers money, save space in homes, reduce the number of tools produced and recycled.
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.	*No photo attached.*
Q.3e	On the site: are there any protected species that will be affected by the project; any injurious or invasive species that require	Surveys for protected species should be carried out (or existing surveys i.e. the Wildlife Trust signposted), if any injurious or	The trainees will be encouraged to put up the bird and bee boxes on their homes or in their garden to encourage wildlife.

Question Number	Question	Guidance	Example Answer		
	removal, and how will the ecological value be enhanced by the project?	invasive species exist a method statement should be drawn up and achieved before the project starts. Proposals for ecological value enhancement should be made and shown to have been carried out by the end of the project.			
Q.3f	If the project aims to overcome an issue, such as flooding, has an official survey been conducted and does this project implement the recommendations? Where possible, please provide a link to the report.	For example: a flood management plan.	A survey is not required for this project.		
Q.3g Q.3h	Did you complete a community consultation? • Yes • No Go to Q.3i If yes, please include the results below and how they have been fed back to the community?	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.	• Yes, answer in the text box We visited the local community centre, library and parent groups. 249 people completed the questionnaire with 6% expect to use the library every 2 months, 9% twice every 6 months, 62% saying once a year and 23% say they would not use it. Those who will use it were asked to vote on the tools they would like to loan. We will purchase the most popular tools.		
Q.3i	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, in the document you can add your answers, save and then 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**
			Website design starts	10th March	Meet with the web designer.
			Promotion	15th March	Newspaper articles and social media to promote the library, classes and request volunteers.
			Write website text and review draft website	26th March	Write text, gather tool images and send the changes to the designer.

Question Number	Question	Guidance	Example Answer		
			Order goods and purchase insurance	1st April	Keep all receipts.
			PAT testing	1st May	Check goods and store at site. PAT testing complete.
			Website	6th May	Website final check.
			Promotion	15th May	Promote the library and request volunteers.
			Launch website	28th May	The community can start to subscribe and book tools.
			Library opens	5th June	The first tools are borrowed.
			Loans and classes	28th August	Aim to have 50 loans by date and for all the classes to have completed.
			Promotion	4th September	Post-project promotion.
			Monitoring and evaluation	11th September	Review application and agreement.
			Submit claim	18th September	Submit final claim and report.
Q.3j	What will be the project's benefits?	Include how the project will benefit the environment and community.	A lending library will reduce the need for individuals to purchase tools they may only use once a year. Where possible, we will take donations to reduce the need for new being made and to divert usable equipment from landfill. Where possible, all energy using tools will use electricity (A+++ to B rated to reduce the amount of energy used) and not petrol or diesel.		
Q.3k	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.	All loan charges will be used to cover future costs including safety checks, replacement of the tools, purchasing new tools and website host costs.		

Question Number	Question	Guidance	Example Answer
Q.3l	Which of the following themes will the project have a positive impact on? Please tick all that apply. • 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		• Waste and resources • Carbon and environment literacy • Energy reduction • Community involvement
Q.3m	Please specify 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 the application guidance document. For example: 3000 trees planted in 1ha; 30 volunteers, and 90 volunteer hours.	27 tools purchased. 60 learning hours and 30 bee/bird houses made. To the 28th August we will achieve 96 volunteer hours and aim to have loaned tools 50 times. Beyond the end of the project we aim to have loaned tools 200 times in the first 6 months and 600 times in the first year.
Q.3n	How will the project encourage long-term positive behaviour change?		We want this lending library to help the community in the long-term. By being self-financing, we can continue to loan tools for years. This will help individuals trust they will not need to buy tools that will not last long. This will help to shift the community from owning to sharing goods.
Section 4: Financial			
Q.4a	Why is the Community Environment grant needed?		Without this funding we would not be able to start this project in Kirkby.

Question Number	Question	Guidance	Example Answer			
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 not include the items or the costs that the match-funding will pay for in this list.	**Item Description**	**Unit Price**	**Quantity**	**Total**
			Cordless Combi-Hammer Drill	£229.99	1	£229.99
			Carpet Cleaner	£149.99	1	£149.99
			Hose	£41.99	1	£41.99
			Circular Saw	£109.99	1	£109.99
			Sander	£89.99	1	£89.99
			Pressure Washer	£179.99	1	£179.99
			Dehumidifier	£239.99	1	£239.99
			Angle Grinder	£109.99	1	£109.99
			Battery Lawn Mower	£234.99	1	£234.99
			Cordless Hedge Trimmer	£69.99	1	£69.99
			Sewing Machine and 2 packs of bobbins (25 each)	£204.00	1	£204.00
			Stand mixer	149.99	1	£149.99
			Soup maker	69.99	1	£69.99
			Mixed screw driver set	£14.99	2	£29.98
			Pliers 6 piece set	£39.99	2	£79.98
			Hand saw	£5.00	6	£30.00
			Extension ladder	£139	1	£139.00
			Claw hammer	£11.50	3	£34.50
			Trainer	£100.00	6	£600.00
			Training materials	£300.00	1	£300.00
			Safety mask - 10 pack	£14.99	4	£59.96
			Safety goggles	£7.69	30	£230.70
			Storage Cupboard with lock	£600.00	2	£1,200.00

Question Number	Question	Guidance	Example Answer			
			Electrician to PAT Test	£200.00	1	£200.00
			Website to book the items	£3,000.00	1	£3,000.00
			Total		**72**	**£7,785.00**
Q.4c	Have you received 3 quotations for any major works?	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.	3 quotes were obtained for the electrician, website, trainer and various websites searched for the best prices for long-lasting tools.			
Q.4d	If you are receiving any match funding towards the project, please state below the amount, who the funding is from and an overview of what the fund will cover.	Match funding is not a requirement of this fund.	£3,500.00 from Waste Matters for insurance, building rent and utility costs and staff wages to set up the project.			
Q.4e	Which month do you expect to claim the funds? Pre-project claim: Project completion claim:	Claims structure: 50% of the project funds will be paid upfront. The remaining 50% will be paid following the submission of the end of project report.	Pre-project claim: March Project completion claim: September			
Q.4f	If you are applying for more than one Community Environment Fund grant, what is the total amount you are applying for? £	If you are applying for one or two grants, include the total amount here. 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. Organisations can support newly formed groups by applying and	£7,785.00 *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.*			

Question Number	Question	Guidance	Example Answer
		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.	
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.	**Risk:** COVID 19 **Mitigation Plan**: The volunteers will wear reusable PPE when receiving and handing out the tools. They will clean the tools between use. Training: We will follow the Governments rules at the time to ensure the trainer and trainees are safe when learning. **Risk:** Safety of use **Mitigation Plan:** All tools will receive a visual inspection on return. All goods that do not look safe will not be loaned again until a check can be completed by a qualified person. All electrical goods will be annually PAT tested by an electrician or before being loaned if purchased before the annual check. Copies of the instructions will be given or emailed to make sure the tools are used as per the instructions. Safety googles and masks are also being purchased and they will be given as part of the tool loan e.g. sander. **Risk:** The tools are used as weapons **Mitigation Plan:** Tools that could be used as a weapon will only be loaned to people over 21 years of age. All people will be required to show a photo ID when using the lending library with their birthdate for the first time and will be required to show ID when loaning potentially dangerous tools.

Question Number	Question	Guidance	Example Answer
			Risk: Tools are not returned or are stole from the storage site. **Mitigation Plan:** Insurance and locks will be purchased. All tools will require a small deposit to encourage their return. No money will be left on-site.
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.	Elderly people may not wish to use a website to book the tools, we will list a phone number and they will be able to visit the community centre. The lending library will be promoted to all the community, with posters displayed at local doctors, community centres, health centres, libraries, shops and community notice boards. Although the library and training will be available to all, we will actively promote the lessons to women, disabled and BAME communities.
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?		We hope this project will reduce poverty by lenders being able to lend tools for a fraction of the cost of buying them, saving them money, which can then be used on essential items. The free classes will teach attendees new skills and will give them the confidence to loan the tools for use at home in the future. Others could use the tools to start a business.
Section 7: Fund Agreement			
Q.7a	Do you agree to publicly promote the project and the fund, complete an end of project		• Yes

Question Number	Question	Guidance	Example Answer
	report including photographs and project outcomes, following the project's completion? • Yes		
Q.7b	I have read and agree to the terms and conditions in the Grant Fund Agreement. • Yes		• Yes
	Part One of Two is complete Thank you for taking the time to complete part 1 of 2. When you submit the application form, 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). Please click the 'Submit' button below to submit your application. • Submit		• Submit
Part 2 of 2: Diversity Monitoring Form			
	Equality and Diversity Form • Submit	Answer the questions about yourself rather than the people the fund will be helping.	*Complete* • 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 report, 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_2e (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_2e saved per year.
Food and agriculture	m^2 of sustainable land management. Volume of sustainable food produced.

Theme	Measurement Units
	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