



# GUIDE FOR APPLICANTS

This guide is designed to help applicants understand more about the **FCC Scottish Action Fund**, who can apply, what sort of projects we are able to fund and what you need to provide to submit an online application for round:

## **FCC SAF 2017-4**

**Deadline for approved applications - 5.00pm on 22 November 2017**

Please print this guide and take time to read through it thoroughly. Please read carefully how to submit and approve your application. If you do not follow this guidance and your application is not fully approved prior to the deadline, it cannot be accepted for this funding round.

### **1. About the FCC Scottish Action Fund 2017**

The FCC Scottish Action Fund is a programme of funding for not-for-profit organisations to apply for grants under the **Scottish Landfill Communities Fund (SLCF)**.

Grants of between **£2,000 and £100,000** are available to projects with a total project cost of less than £500,000.

Work must be targeted on a specific site at a single location.

#### **Important information**

WREN cannot provide retrospective funding.

Your project can only start once you have signed and returned WREN's funding agreement.

WREN is happy to provide general advice and guidance to applicants but we are not able to comment on draft applications or enter into correspondence on the detail of applications. If you need any guidance please contact WREN on 01953 717165 or email [wren@wren.org.uk](mailto:wren@wren.org.uk).

#### **Second & Subsequent Applications**

Applicants that have been awarded funding from the FCC Scottish Action Fund must wait at least 12 months from submission of the Completion Report before we can accept a further application for a project on the same site.

### **2. About the Scottish Landfill Communities Fund**

Landfill operators in Scotland collect tax on every tonne of waste that goes into their landfill sites. The Scottish government allows for a percentage of that tax to be diverted to the Scottish Landfill Communities Fund to support community, environmental and heritage projects around landfill sites and transfer stations. The scheme is regulated by SEPA and WREN is registered with them to

administer and distribute the SLCF funding for waste and resource management company FCC Environment.

### **3. Who can apply for funding?**

Charities, community councils, church or community organisations and voluntary groups can apply for funding as long as they are operated on a not-for-profit basis and have a formal constitution and bank account. In addition Local Authorities can also apply.

Please note the project site must be owned, leased or under appropriate formal management agreement by the applying organisation.

Declined applications may have one further opportunity to re-present their case for funding by means of a new application. This should not be seen or implied as a confirmation or guarantee that funding will be awarded on a second attempt to secure WREN funding.

### **4. Types of project we can fund**

WREN will consider applications across all types of projects included in the SLCF Objects. Further details about each Object including our criteria follows:

#### **Land Reclamation (Object A)**

***The reclamation, remediation, restoration or other operation on land to facilitate economic, social or environmental use.***

- The project must be sited in Scotland
- The work must be on a site where there once was an activity which has now ceased which prevents or restricts use of the land
- The person or company who polluted the land must not benefit from the work/project
- The work/project must not be required under a statutory notice, agreement or planning permission/consent.

#### **Community Recycling (Object B)**

***Community based recycling, re-use and waste prevention projects***

- The project must be community based and not for profit
- The project must encourage recycling, re-use or waste prevention
- The project must protect the environment
- The work/project must not be required under a statutory notice, agreement or planning permission/consent.

#### **Public Amenities and Parks (Object C)**

***To provide, maintain or improve a public park or other public amenity***

- The park or other amenity must be open and accessible to the general public
- The park or amenity must be in Scotland
- The park or amenity must be in the vicinity of a landfill site or transfer station (within 10 miles)
- The site must not be operated with a view to profit
- The work/project must not be required under a statutory notice, agreement or planning permission/consent

## **Biodiversity (Object D)**

***The conservation or promotion of biological diversity through the provision, conservation, restoration or enhancement of a natural habitat or the maintenance or recovery of a species in its natural habitat.***

- The project must conserve or promote biological diversity
- The project must be located in Scotland
- The site must be in the vicinity of a landfill site or transfer station (within 10 miles)
- The project must protect the environment
- The work/project must not be required under a statutory notice, agreement or planning permission/consent; under a Nature Reserve agreement; on a SSSI or under a Management Scheme or Notice
- The project must be not for profit

## **Historic Buildings (Object E)**

***The maintenance, repair or restoration of a building, other structure or a site of archaeological interest which is a place of religious worship, or a site of historic or architectural or archaeological interest and is open to the public.***

- The project must be to carry out works that maintain, repair or restore the building, structure or site.
- The building, structure or site must be in Scotland
- The building, structure or site must be open to the public
- The building, structure or site cannot be operated for profit
- The building, structure or site must be in the vicinity of a landfill site or transfer station (within 10 miles)

**IMPORTANT** - *if your project is based at an historic building, structure or site but the project you want to undertake does not relate to its restoration or repair but to improve community access and use it is most likely you will need to apply for funding under Object C. If you are unsure please contact us for advice prior to applying.*

**For all Objects, work must be targeted on a specific site at a single location and all projects must be for the benefit of the general public.**

## **5. What we can fund**

WREN will only fund costs which are specific and wholly attributable to a project's delivery.

WREN prioritises funding to projects which help deliver community needs and which evidence:

- ✓ Clear and genuine need
- ✓ Relevant and appropriate consultation
- ✓ The ability to keep the site in good order and well maintained when the project is complete
- ✓ Reasonable costs which offer good value
- ✓ The ability to deliver the project on time and on budget
- ✓ The project's outcomes will, within the confines of the SLCF, benefit the natural, social or built environment and make a positive impact on local communities.

Whatever type of project you are applying to WREN for it is important that we are able to assess specific and measurable project outcomes to show how your project will make a difference.

Applicants wishing to apply for funding under Object C or E of the SLCF who are not able to offer full public access to their facility should contact WREN for guidance before applying.

Costs which may be included when applying for WREN funding include:

- Contractors
- Materials
- Capital items
- The cost of small items of equipment used by volunteers and staff to deliver the project
- Architect or design fees up to a maximum of 5% of the WREN funding request.

Please note: Salary costs, day to day management and running costs, together with routine maintenance costs will not be funded.

## 6. Where we can fund

For all Objects, work must be targeted on a specific site at a single location and all projects must be for the benefit of the general public.

**For Public Amenity, Biodiversity and Historic Building projects must be within 10 miles of any landfill site or transfer station (not just FCC Environment sites) Applicants can check to see if their site is in an eligible area by using the screening tool on SEPA's website –**

<http://www.sepa.org.uk/data-visualisation/scottish-communities-landfill-fund/>

## 7. What we are unable to fund

- × Projects which have already started
- × Purchase of land
- × Revenue or salary costs of staff including training and travel costs
- × Purchase or lease of vehicles
- × Construction of new buildings or extensions to existing buildings (see below for guidance)
- × Projects located at leisure centres, swimming pools or sports facilities that are owned and managed by a Local Authority
- × Any works to public highways, roads (either on or off project site, adopted or un-adopted) pavements beside highways, roundabouts. This does not include recreational footpaths, bridle paths or cycle ways.
- × Projects involving Membership-only organisations where the general public (i.e. non-members) are unable to use the facilities
- × Village or town centre enhancements such as walkways, street works or signage
- × Administration posts
- × Projects to provide or enhance overnight accommodation or residential areas of any amenity
- × War Memorials that do not have full public access or are not located within a public par

### **New Community building/extension projects:**

WREN is unable to accept applications for funding towards the fabric of any new build and/or extension projects. This list includes but is not limited to:

- foundations,
- drainage,
- bricks and mortar
- roofing,

- the provision of any mains supplies, (water, gas, electricity, oil) to the building.

WREN will consider applications for funding for the internal fittings of a new building or extension, but you should demonstrate that you have the build costs secured. The list of internal finishes includes:

- |                   |               |
|-------------------|---------------|
| ✓ kitchens        | ✓ decorating, |
| ✓ toilets         | ✓ lighting    |
| ✓ floor coverings | ✓ heating     |
- ✓ renewable energy technology e.g. ground source heat pump, photovoltaic panels
- You should note that if you wish to apply for the Government's Feed in Tariff in respect of energy generating technology WREN will not fund that aspect of your project.**

WREN is able to award funding towards the refurbishment of an existing community building.

**If you need help with your project; you want to see if it is eligible, or are not sure if WREN funding is suitable, please contact WREN House on 01953 717165 where you can obtain advice and guidance.**

## **8. Contributing Third Party Payment**

### **What is a Contributing Third Party Payment?**

Under the Scottish Landfill Communities Fund, FCC Environment can donate a small percentage of the landfill tax they collect to WREN to fund suitable projects. Of this the Scottish Government allows FCC Environment to reclaim 90% as a tax credit. In addition the scheme's regulators SEPA charges an automatic levy and there is a cost associated with administering the funds.

In order to reduce the losses incurred by participating in the Scheme, FCC Environment (as a condition of providing WREN with the Scottish landfill tax money) requires project applicants to secure the help of eligible 'Contributing Third Party (CTP) payments' to make up the this shortfall. This equates to 10.75% of the funding provided to each successful project.

This funding cannot come from Scottish Landfill Communities Fund monies and must be raised from other sources. Funding is paid directly to FCC Environment and only covers the shortfall they suffer by participating in the scheme.

To work out the amount of CTP funding you need to find multiply your application amount by 10.75%. This transaction must not be included in Project Costs on the WREN application.

**Please note Contributing Third Party (CTP) is different from match funding towards your project.**

### **When is the Contributing Third Party payment due?**

For successful projects, the request for payment of the Third Party Funding donation is sent to your contributing third party within 7 days of the Board decision. Payment is required within 28 days of the request to secure the grant offer.

### **Who can be a Contributing Third Party donor?**

The key consideration regarding CTP is the term 'Unique Benefit'. Simply, a contributing third party cannot gain any unique benefit from the project put forward for funding. Examples of organisations which can be contributing third parties are:

- Private Companies
- Public sector organisations- Local Authorities, County Councils

- Charities
- Voluntary organisations
- Private Donors
- A person who shares the benefits with others. For example, a member of a church congregation or a person who uses with others a village hall or other community facility.

### **Who cannot be a contributing third party?**


As detailed previously, organisations / individuals gaining a unique benefit from a project cannot be a contributing third party. Specific examples are:

- Any individual or organisation, which is directly connected with the landfill operator, WREN, or a contractor of the project
- An Approved Body


The CTP transaction, while facilitated by WREN, is a transaction outside WREN project funding. The payment is made directly from the contributing third party to the Landfill Operator, FCC Environment.





You must have identified your project's CTP donor before you apply for funding and you must provide written confirmation that they are willing to provide the contribution with your application.

## **9. Application Details**

In addition to details about what you want us to fund and information about your project, in order to complete the application process you will also need the following. Points marked  indicate that a document or additional details can be uploaded to support your application.

- A primary and secondary contact for your application. These can be from the same organisation, or if appropriate, partner organisations which both have an interest in the application.
- A single signatory authorised to sign on behalf of the applicant organisation. If authorised by the applying organisation, this signatory can be the lead applicant. If the signatory is the secondary applicant or someone different they will be required to register and login to the WREN online system to approve the application before the application can be fully submitted.

You will need to provide a minute or other document evidencing your authority to sign on behalf of the applying organisation. 

- You will need to provide details of your organisations constitution, latest accounts and a recent copy of your organisation's bank statement. 
- Details of where your project is sited, including site address, local authority area and parliamentary constituency. You will need to provide site photos and plans and drawings of your proposals. 
- Details of days and times the general public can access the site. If relevant you will need to upload copies of any lettings policies, timetables of use or booking forms to support your application. 
- How you will maintain the site when your project is complete. If you have support from another organisation to do this you will need to provide details. 

- ☑ If your project requires planning permission or any other permission these must be obtained prior to submitting your application and you will need to provide details and upload copies. 📄
- ☑ To support your application, and show how your project will benefit the community, you will need to:
  - Demonstrate how you have identified the need for your project
  - Provide evidence that local people support your project

You will need to upload documents which support these questions as part of the application. 📄

- ☑ Provide a full breakdown of costs for your project and what elements you are applying to WREN for. **Please note we are unable to fund generally towards a project and you must be specific about the elements you would like us to fund.** If you have obtained quotes or tenders you can upload these. 📄
- ☑ You must know where you are obtaining the funding for your project. We are unable to accept an application if you have a shortfall in funding. If match funding is confirmed you will need to upload evidence. 📄
- ☑ A letter from your Contributing Third Party donor. 📄

Ideally documents should be uploaded as part of the application process. If you are unable to obtain electronic copies you may provide this information by post.


## 10. Applying Online

**Our online application form can be accessed from our website**

**[www.wren.org.uk/apply/fcc-scottish-action-fund](http://www.wren.org.uk/apply/fcc-scottish-action-fund) by following the prompts.**

It is recommended that you use either Google Chrome or Internet Explorer to complete the application process. The use of tablets or smartphones is not recommended.

When you first visit our online application system you will need to register. Once registered you will be able to access the next available application round and start your application. You are able to save and edit your application as many times as you need. Your signatory, if you are not authorised, will also need to register in order to complete the submission of your application.

The application form contains online help and guidance, click  next the question to see additional guidance.

Your application will be allocated a reference number, shown on the Application Details. Please keep a note of this reference as you will need it if you want to contact us to discuss your application, or if you contact us for assistance.

**Please ensure you complete in full the project costs details on the Funding and Finance Details of the application. You need to provide appropriate details for each cost of your project, including how much you want from WREN for each element. You must “Add Project Costs” to include as many lines of costs as adequately reflects your project and the costs for each element. DO NOT TOTAL ALL YOUR COSTS IN A SINGLE PROJECT COST ENTRY. YOUR APPLICATION WILL BE RETURNED.**

You must input project costs on the Funding and Finance Details of your application by clicking on “Add Project Cost”

include day to day management or overhead costs or costs associated with routine maintenance. WREN will not fund the administration or salary cost of the project or the applying organisation.

Note: Discounts must be applied at source - you cannot enter negative values.

[Add Project Cost](#)

Do your project costs include VAT?

Yes  No

Add a description and amount for each cost and save, then continue to click “Add Project Cost” until you have added all the costs of your project.

Note: Discounts must be applied at source - you cannot enter negative values.

Description	Total Cost (£)	Amount Requested from WREN (£)	Edit	Delete
New windows	£8,500.00	£6,000.00	<a href="#">Edit</a>	<a href="#">Delete</a>
New external doors	£3,000.00	£3,000.00	<a href="#">Edit</a>	<a href="#">Delete</a>
Carpets, including fitting	£6,000.00	£5,000.00	<a href="#">Edit</a>	<a href="#">Delete</a>
	£17,500.00	£14,000.00		

[Add Project Cost](#)

Do your project costs include VAT?

Yes  No

Will you be reclaiming VAT on this project? (Please note WREN will not fund recoverable VAT)

**If you do not provide a suitably detailed breakdown of your costs at this point of the application, your form will be returned.**

## 11. Approving and Submitting your Application Form

How you submit and approve your application depends on whether the lead applicant is also the authorised signatory. See the guidance below appropriate to your signatory’s status. If you are unsure about what to do, or you encounter problems in approving and submitting your application you must contact us as soon as possible and before the deadline. We cannot help you submit your application when the deadline has passed.

### Lead Applicant is also Authorised Signatory.

If you (Lead Applicant) are authorised to sign the application on behalf of the applying organisation this will be done automatically when you submit the application.

When you have completed the application you will need to click the Validation Summary which will check to make sure the questions have been fully answered. If you have not completed all the questions you will be prompted to fill in the missing information.

When the Validation Summary shows green ticks against each section of the application the Lead Applicant can submit and you need to click on “Save and Close”.

This will take you to the “Details” page of your application where you are now able to “submit” your application as Lead Applicant and authorised signatory. You must submit before the deadline for your application to be accepted for this round.

### Lead Applicant is not Authorised Signatory

If you (Lead Applicant) are not authorised to sign the application on behalf of the applying organisation you will need to supply the name and email address of a signatory who is able to approve the application. If appropriate the signatory can be the secondary applicant or could be another person, as long as they are authorised to sign on behalf of the applying organisation, but they will need to logon and approve the application after it has been submitted.



When you have completed the application you will need to click the Validation Summary which will check to make sure the questions have been fully answered. If you have not completed all the questions you will be prompted to fill in the missing information.

When the Validation Summary shows green ticks against each section of the application the Lead Applicant can submit and you need to click on "Save and Close".

This will take you to the "Details" page of your application where you are now able to "submit" your application as Lead Applicant.

**The application still needs to be approved by your authorised signatory before the deadline.**

When you click on submit you will be asked to complete a form which will send an email to your signatory informing them that the application is now ready for their approval.

The application will now be assigned to the signatory. The authorised signatory will need to logon to Grant Tracker and should see the application awaiting signature on the "My Approvals" page. To approve and sign the application the signatory must click on the link on the "My Approvals" page. This will take them to the Details page for the application where they will be given the option to:

- Produce a PDF of the application
- Edit and Save the application
- Approve the application – authorise the submission of the application as a signatory
- Reject the application – send the application back to the lead applicant for revision

**Only when the signatory has approved the application can it be accepted by WREN. You must ensure that the application is submitted by the Lead Applicant and approved by the signatory before the deadline date for the application to be accepted for that round of funding.**

Once your application is fully approved and submitted you will receive an email confirming receipt of your application. If you do not receive this email please contact WREN quoting your Application Reference number.

## **12. What Happens Next**

Each application will be assessed by our Administration Team at WREN House and we will let you know if we need any further details, subject to all necessary information being supplied, we will allocate it to the next available panel meeting and you will be notified of the decision date.

Your project will then be assessed by a WREN Grant Manager who will contact you to discuss your project.

Projects meeting the criteria that have provided all requested details will be considered by the WREN Scottish Panel, and recommendations made to the WREN Board of Directors who will decide whether the project should be funded.

WREN will notify applicants whether or not their application has been successful within 2 week of the WREN Board Meeting. WREN is unable to give decisions over the phone. It should be noted that the decision of the WREN Board and the level of grant allocated is final.

If your application is successful, WREN will self-enrol your project on behalf of SEPA the Scheme's regulator.

Following enrolment, and providing WREN has all of the project information required, a Funding Agreement will be issued to you together with a 'Ready to Start' pack which will explain the process from the Agreement stage to project completion

**IMPORTANT: Any project which fails to have a Funding Agreement issued within 6 months, or complete and claim the funding within 12 months, of the date of the post-board notification letter from WREN will have its offer of support reviewed and funding may be withdrawn.**

PLEASE NOTE: Your project can only start once you have signed and returned your Funding Agreement. If you start your project before this time your funding will be withdrawn.

### **13. Contact Details**

If you have any queries or need to contact us to discuss your application please contact us on:

**01953 717165** and follow the prompts for a new or existing application.

Please contact us by phone as soon as possible if you need assistance or guidance with the submission and approval of your application.