GUIDE FOR APPLICANTS

This guide is designed to help applicants understand more about the FCC Community 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 CAF 2019-1
Deadline for approved applications - 5.00pm on 13 March 2019

Please print this guide and take time to read through it thoroughly. It contains important information about what you need to provide when you apply. 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 Community Action Fund

The FCC Community Action Fund is designed to deliver amenity projects within 10 miles of a FCC Environment landfill site in WREN's operating area, under Object D of the Landfill Communities Fund.

Funding from WREN is very oversubscribed so we now limit the type of facility we will consider focussing our funding in line with our objectives.

WREN will accept applications for the provision, maintenance or improvement of the following types of public amenity:

Village Halls and Community Centres
Public Play Areas
Publicly available Multi use games areas, skate parks and BMX tracks
Sport and recreation grounds including pavilions and clubhouses with full public access
Churches – community spaces only
Nature Reserves
Public gardens, parks, country parks and woodlands with at least dawn to dusk access
Museums

The project site must be open and accessible for the general public. It should be somewhere where the general public can go, join or use without any limit or restrictions of use (or with reasonable access costs) being in place. If your facility is not available every day for the public to use please contact us for advice before applying.

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

2. Who can apply for funding?

WREN can accept applications from the following types or organisations:

A Registered Charity which operates a community facility
A Church or Parochial Church Council
A Parish or Town Council or a Management Committee or User Association acting on behalf of a Parish or Town Council
A Local Authority
A CASC Registered Sports Club

3. Site Ownership

Please note the project site must be owned, leased or under long term formal management agreement by the applying organisation. Any lease or management agreement must be in place before any application is made and have at least 5 years left to run. Letters of intent and draft agreements are not accepted. If you do not own or have a valid lease with at least 5 years left to run your application will be returned.   If you are in doubt about whether your details will be accepted please call for advice before submitting your application.

4. How much can you apply for?

Grants of between **£2,000 and £100,000** are available for projects with a **maximum total project cost of £500,000** including VAT (if relevant).

Phased Projects
If your project is phased, you must be able to evidence that the WREN application is distinct from other phases and can be completed as a stand-alone project. WREN does **not** consider the fitting out of kitchen or toilet facilities or other standard fittings in a new build community facility to be separate phases and therefore the total project cost, including the build and fitting out costs must be less than £500,000.

5. Where we can fund

WREN is able to accept applications for projects sited within England in our operating areas within 10 miles of eligible FCC Environment site.

To check if you are within 10 miles of one of our sites, please use our distance checker on our website http://www.wren.org.uk/apply/distcalc

Note: We are unable to accept applications from projects sited in Wales. From 1 April 2018 landfill tax generated in Wales will be replaced by Landfill Disposals Tax (LDT) and as a result the Landfill Communities Fund will be replaced by the LDT Communities Scheme.

Further information can be obtained from Wales Council for Voluntary Action
https://www.wcva.org.uk/funding/landfill-disposals-tax-communities-scheme

6. What we can fund

Competition for WREN funding is considerable. 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 LCF, benefit the natural, social or built environment and make a positive impact on local communities.

WREN will not request further evidence of community need, consultation and benefit so you should make sure your application and the supporting enclosures reflects your project.

WREN requires all projects to be ready to start within 6 months of our funding decision and be complete within 12 months of our funding decision.

WREN will only fund costs which are specific and wholly attributable to a project's delivery. Work could include physical improvements to a facility, i.e. new windows, access improvements, refurbishment work or landscaping. Physical improvements covers a wide range of work, if you are unsure about your project please call for advice.

Examples of projects eligible for funding under category D:

- ✓ Replacement doors and windows in village hall or community centre;
- ✓ Provision of children's play equipment in public open space;
- ✓ Construction of footpaths and cycleways in a public park;
- ✓ Providing all weather play surface for MUGA (multi use games area);
- ✓ Dipping platform and all weather paths at a local nature reserves
- ✓ Provision of Skate Park.

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

Day to day management and running costs, together with maintenance costs will not be funded.

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.

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

- ✖ Projects located in buildings of charities, citizen advice bureaus, statutory service providers and any other building where the primary purpose is other than the provision of a public amenity.

- ✖ Projects in hospital grounds, hospices, day care centres, residential homes or sheltered accommodation

- ✖ Projects located within schools or on school grounds

- ✖ Projects located on allotments

- ✖ Any work relating to car parks

- ✖ Projects located at leisure centres, swimming pools or sports facilities that are owned and managed by a Local Authority

- ✖ Scout Halls and other uniformed group HQs where there is no evidence of wider community use

- ✖ 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.

- ✖ Litter bins, dog bins and lampposts

- ✖ 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

- ✖ 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 park

- ✖ Construction of new buildings or extensions to existing buildings (see below for guidance)

New build/extension projects:
WREN is unable to accept applications for funding towards the fabric or structure 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 to the building

WREN will only consider applications for funding for the internal fittings of a new build or extension if you have already raised sufficient funds to cover the build costs and your total project cost does not exceed £500,000. The list of internal fittings includes:

- ✓ kitchens
- ✓ toilets
- ✓ floor coverings

- ✓ decorating
- ✓ lighting
- ✓ 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 still able to award funding towards the refurbishment of an existing community building.

8. Contributing Third Party Payment

What is a Contributing Third Party Payment?
Under the 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 Government allows FCC Environment to reclaim 90% as a tax credit.   In addition the scheme's regulators ENTRUST 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 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 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
•   Private Donor. 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 Environmental 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 and Required Enclosures

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. If you do not have any of these please contact us for advice. 📑

☑ 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 use the project 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. 📑

☑ **Planning Permissions and Consents.** If your project requires planning permission or any other permission or consent **these must be obtained prior to submitting your application** and you will need to provide details and upload copies. 📑 We are unable to accept an application that does not have the required permissions or consents.

☑ To support your application, and show how your project will benefit the community, you will need to:

  o Demonstrate how you have identified the need for your project
  o 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 but these details must be received within 5 days of you submitting your application.

10. Applying Online

Our online application form can be accessed from our website www.wren.org.uk/apply/wren-grant-scheme 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 time as you need. Your signatory, if you are not authorised, will also need to register in order to complete the submission of your application.
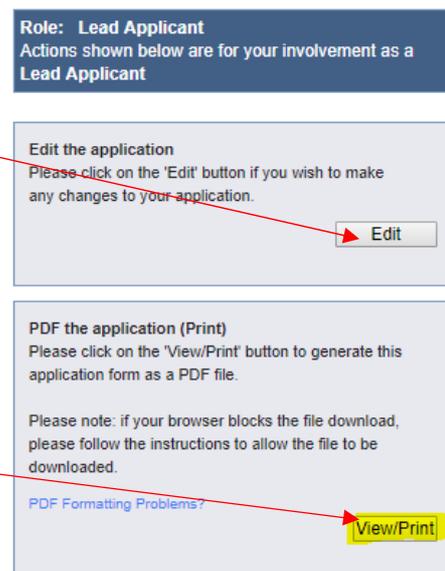
The application form contains online help and guidance, click ❓ next to the question to see additional guidance.

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.

Once you have started your application you can save it and come back to edit it at any time.

If you want to produce a PDF of the application form for reference, to see what questions still need to be completed or the answers you have already provided you can do so* by clicking on View/Print on the Application Details page of your application. You can save the PDF or print the entire application showing all the questions and any responses you have input and saved.

*Please note you do not need to complete all questions on the application form to create the PDF but you will need to access and save each (blank) page before you are able to do so.

Role: Lead Applicant
Actions shown below are for your involvement as a **Lead Applicant**

Edit the application
Please click on the 'Edit' button if you wish to make any changes to your application.

▶ Edit

PDF the application (Print)
Please click on the 'View/Print' button to generate this application form as a PDF file.

Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded.

PDF Formatting Problems?

View/Print

IMPORTANT INFORMATION ABOUT PROJECT COSTS

You must input project costs on the **Funding and Finance Details** of your application by clicking on "Add a 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 and every cost and save, then continue to click "Add Project Cost" until you have added all the costs relevant to your project.

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

Description	Total Cost (£)	Amount Requested from WREN (£)		
New windows	£8,500.00	£6,000.00	Edit	Delete
New external doors	£3,000.00	£3,000.00	Edit	Delete
Carpets, including fitting	£6,000.00	£5,000.00	Edit	Delete
	£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)

You need to provide details including how much you want from WREN for each separate element. You must continue to "Add Project Costs" to add sufficient lines to reflect your project budget.

Do not put all your costs in as a single entry, your application will not be processed and 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 your 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 a member of our Head Office Grants Team and we will let you know if we need any further details. If you have not provided sufficient details for your project your application will be returned.

Your project will then be assessed, and you may be contacted by a Grant Manager to discuss your project.

Projects meeting the criteria that have provided all requested details will be considered by the 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.

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.

If your application is successful, WREN will apply for your project to be registered with ENTRUST the Scheme's regulator.

Following a successful registration, 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 discuss your application, please contact us on:

Info@wren.org.uk or call **01953 717165**.

Please contact us by phone as soon as possible if you need assistance or guidance with the submission and approval of your application, we cannot assist after the deadline.

Send enclosures to: WREN, Unit 1E, Snetterton Business Park, Snetterton, Norfolk, NR16 2JU.