



Communities  
Foundation

# Guide for Applicants

**This guide is designed to help applicants apply for funding from the FCC Community Action Fund**

**FCC CAF 2023-4 Round opens on Wednesday 20 September 2023**  
**Deadline for approved applications – 5.00pm on 6 December 2023**

Please save this guide and take time to read through it thoroughly. It contains important information about what we expect an application to include and what you need to provide. 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.

Please take time to read Section 9. Our Funding Priorities. This section contains important information about what we consider when we assess and review your application and what you can do to increase your chances of success.

How to contact us: [grants@fcccommunitiesfoundation.org.uk](mailto:grants@fcccommunitiesfoundation.org.uk) or call- **01953 717165**.

## **1. About the FCC Community Action Fund**

The FCC Community Action Fund is designed to deliver funding for projects within 10 miles of an FCC Environment landfill site in our operating area, under Object D or DA of the Landfill Communities Fund.

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

We will accept applications from the following types or organisations:

A Registered Charity

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 written 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 us 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 element you want to apply for funding for is distinct from other phases and can be completed as a stand-alone project. We require each phase to be a separate tender process. We do **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.

#### Second & Subsequent Applications

Applicants that have been awarded funding of more than £20,000 from the FCC Community 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.

#### 5. Where we can fund

We are able to accept applications for projects sited within England in our operating areas within 10 miles of eligible FCC Environment site as detailed on our website.

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

#### 6. What we can fund

We will only accept applications for funding for projects based at the following:

- 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 which are available for hire
- Nature Reserves
- Public gardens, parks, country parks and woodlands with at least dawn to dusk access
- Museums

Work must be situated at a single amenity/site only.

In all cases the site must be open and accessible to the general public. It should be somewhere where the general public can go, join, or use, for leisure or entertainment purposes. We do not fund membership only facilities.

If your facility is not available every day for the public to use or hire, please contact us for advice **before** applying.

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

#### **OBJECT D – PUBLIC PARK OR OTHER PUBLIC AMENITY**

Work could include physical improvements to a facility, i.e. new windows, access improvements, refurbishment work or landscaping. Physical improvements cover a wide range of work, if you are unsure if your project would qualify, please call for advice.

### **Examples of projects eligible for funding under Object 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 reserve;
- ✓ Provision of Skate Park.

### **OBJECT DA - CONSERVATION OR PROMOTION OF BIODIVERSITY**

The focus of the project must be to undertake physical works that lead to the provision, conservation, restoration or enhancement of a natural habitat or the maintenance or recovery of a species in its natural habitat.

### **Examples of projects eligible for funding under Object DA**

- ✓ Grazing Marsh management - grazing infrastructure, including fencing and livestock management equipment
- ✓ Reedbed management - contractors costs to install water control measures, drainage works and ditching
- ✓ Woodland management - Scrub and tree removal, provision of woodland management equipment

### **Costs which we will consider funding for both Object D and Object DA are limited to:**

- ✓ Contractors
- ✓ Materials
- ✓ Capital items
- ✓ The cost of small items of equipment used by volunteers and staff to deliver the project

## **7. What we are unable to fund**

- × Projects which have already started
- × Staff costs
- × Day to day management, running costs or general maintenance
- × Contingency costs
- × 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 of the building is other than the provision of a community hall/centre available for hire.
- × Projects in hospital grounds, hospices, day care centres, therapy centres, residential homes, or sheltered accommodation
- × Projects located within schools, on school grounds or where the applicant is a school.
- × 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

- × 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 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 substantial extensions to existing buildings (see below for further guidance)

## **8. New buildings and Substantial Extensions**

We will not accept applications for funding towards the fabric or structure of any new build and/or substantial 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
- × First fix plumbing and electricals
- × Any other element we consider to be structural

We will only consider applications for funding the internal fittings of a new build or substantial extensions 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 |
| ✓ heating, including renewable energy technology | ✓ decorating      |
|  | ✓ lighting        |

If your application includes energy saving measures you must provide an Energy Performance Certificate (EPC) with your application see <https://www.gov.uk/get-new-energy-certificate>.

We consider a substantial extension to be any extension which will create a new income stream and/or hireable space and/or the footprint of the existing building is increased by more than 20%.

### **Non-substantial extensions**

We will consider applications for the build and internal fit outs of small extensions in certain circumstances. The types of extensions we will consider include:

- Extensions to create porches or new entrance areas
- Extensions to accommodate a new toilet and/or kitchen layout
- Extensions to maximise useable space and/or re-order existing facilities
- Extensions to create non-exclusive storage space, eg, for chairs and tables

We reserve the right not to accept an application which includes the build costs for an extension if we judge the extension to be substantial, or the new area has insufficient access, for example offices.

## 9. Our funding priorities

Funds are limited, and our Board want to make sure funding is awarded to projects which best meet our funding criteria. Projects should be well thought out; offer value for money; be deliverable and sustainable; meet a defined and appropriate need; and show support from, and benefits to, the community. We consider the following when reviewing each application:

- **Need** – there must be a clear and genuine need for the project. We expect applicants to upload evidence of this need. Applications which do not include evidence of need are always declined.
- **Consultation and Support** – ALL applications must provide evidence that the project has appropriate and relevant consultation and support. You **MUST** have consulted with the community, including, where appropriate, current and/or new users. The consultation must be relevant and appropriate to the project and not be out of date. Applicants who do not provide evidence of community consultation and support are more likely to be declined.
- **Sustainability** – how the site/project will be maintained and kept in good order when complete.
- **Value for Money** – costs are reasonable, match funding is fitting, and the project offers good value for money. If you have chosen your contractor, you must state how they were chosen.
- **Deliverability** – the project is not speculative and is sufficiently well developed, timescales are appropriate, and the project can be managed by the applying organisation.
- **Impact and Outcomes** – the impact on the natural, social, or built environment and what the project will mean to the local community is clearly evidenced.

We strongly recommend you consider and evidence the following within your application:

- How have you developed your project and who you have discussed your plans with?
- Who will benefit and why is it important to them?
- What activities you have undertaken to show the community support what you want to do?
- When the project is complete how will you look after and maintain the site?
- Are the costs reasonable and appropriate for the project and its outcomes?
- How can you demonstrate your costs are realistic, have you spoken to contractors or a surveyor?
- Have you considered additional funding opportunities or resources in-kind, if not why?
- Who will manage the project? What can be done to keep it on time and on budget?
- Where appropriate, how have you considered:
  1. Promoting social inclusion;
  2. Reducing the environmental impact
- When complete, what will the project mean to your community, who will benefit and how?

## 10. Contributing Third Party Payment

### What is a Contributing Third Party Payment?

Under the Landfill Communities Fund (LCF), FCC Environment can donate a small percentage of the landfill tax they collect to us to fund suitable projects. Of this the Government allows FCC Environment to reclaim some, but, not all, as a tax credit. In addition the schemes' regulators charge a 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 the landfill tax money) requires project applicants to secure the help of eligible 'Contributing Third Party (CTP) payments' to make up this shortfall. This equates to 10.75% of the funding provided to each successful project.

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%.

Please note CTP is different from match funding towards your project and must not be included as a project cost nor as "other funding" on your application.

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 if your application is successful. There is a specific question on the application form where you will be asked to confirm details.

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

For successful projects, the request for payment of the CTP 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?

This funding cannot come from LCF monies and must be raised from other sources. The key consideration regarding CTP is the term 'Unique Benefit'. Simply, a CTP donor cannot gain any unique benefit from the project put forward for funding. Examples of organisations which can be CTP donors 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 donor?

- Any organisation / individual who will gain a unique benefit from a project
- Any individual or organisation, which is directly connected with the landfill operator, FCC Communities Foundation, or a contractor of the project
- An Environmental Body


### Please note







The CTP transaction, while facilitated by FCC Communities Foundation, is a transaction outside our project funding. The payment is made directly from the CTP donor to the Landfill Operator, FCC Environment.

## 11. Application Details and Required Enclosures


The following references what you need when completing our application form. Points marked  indicate that a document(s), should be uploaded to 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 Grant Tracker 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. 

- Copies 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, 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 of your consents.  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 (Object D) or environment (Object DA), you will need to:
  - Demonstrate how you have identified the need for your project
  - Provide evidence that people support your projectYou will need to upload documents which support your answers as part of the application. 

Part of our assessment considers the evidence of need and the level of support your project has demonstrated. It is important you provide full details and uploads with your application as we do not ask for additional details as part of our assessment. Projects which do not have evidence of relevant support will not be supported.

- Provide a full breakdown of costs for your project and what elements you are applying to FCC Communities Foundation 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. (see Section 9 if you are unsure what this means) 

Ideally documents should be uploaded as part of the application process. If you are unable to upload copies you may provide this information by emailing supporting documents to:

[grants@fcccommunitiesfoundation.org.uk](mailto:grants@fcccommunitiesfoundation.org.uk)

Please quote your reference and project name in the subject field of your email.

## 12. Funding Renewable Energy and Recycled products.

To reduce their carbon footprint, we want to encourage our applicants to incorporate as many environmentally friendly elements in their projects as possible and to consider and incorporate the use of recycled materials, energy efficient and renewable energy products wherever appropriate.

If your application is requesting funding for energy efficient or renewable energy elements, including solar panels, replacement LED lighting or new boiler, you must provide an Energy Performance Certificate (EPC) with your application - see <https://www.gov.uk/get-new-energy-certificate> for detail about how to obtain a certificate.

### Using recycled materials and products


We want to encourage applicants to use recycled materials and products wherever and whenever possible in the delivery of their projects. If you can demonstrate that you have incorporated recycled materials and products into the delivery of your project, this will be considered when we assess your application and will support the chances of your being successful in securing a Grant.

## 13. Applying Online

**Our online application form can be accessed by clicking the Apply section of our website [www.fcccommunitiesfoundation.org.uk/apply](http://www.fcccommunitiesfoundation.org.uk/apply) and by following the prompts.**

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

When you first visit our Grant Tracker you will need to register. Once registered you will be able to access the next available application round and start your application. You can 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 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 need to complete your project name and project site post code, then access and save each (blank) page of the application 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.

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?

Buttons: Edit, View/Print

We are 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 us on **01953 717165** or email **grants@fcccommunitiesfoundation.org.uk**.

## Completing the Application Form

As you complete each section of the application form you will see a green tick or red cross for each section you have saved indicating whether or not you have correctly completed each section. If you have a red cross in a section, you can click “Validation Summary” at any point and your application will be checked and validated.

You will then be able to click the link to the section(s) where there is missing, or incorrect information entered.

Foundation

FCC CAF 2019-3 - V1

Application details

- Introduction
- Your Organisation
- Your Project
- Project Benefits
- Funding & Financial Details
- Signatory Details
- Statistical Information
- Enclosure Checklist
- Applicant Survey
- Validation Summary

Validation Summary

Previous Next Save Save and Close

Please follow the next steps in order to complete your application submission process:

- Validate all mandatory/required fields listed below (that are required to be completed/amended before submitting)
- Click 'Save and Close'
- Click the 'Submit' option

You will receive an automated email containing the acknowledgment that we have received your application. If a Signatory has been added to this Application, then they will be required to Approve the Application before we receive it.  
Click "?" for more detailed information.

Please complete all of the below required actions before submitting this form.

Your Project

- Please provide an abbreviated description of your project is required.

Funding & Financial Details

- Please ensure the amount of funding still required = 0.

Statistical Information

- Where applicable, please tell us the number of volunteers expected to help in the delivery of this LCF project is required.

Enclosure Checklist

- I understand that if I do not provide the additional information listed above within 5 days the application for funding will be rejected is required.

Once your application shows only green ticks and your Validation Summary indicates the form now minimum requirements for submission you can submit your application (see Section 12).

## IMPORTANT INFORMATION ABOUT PROJECT COSTS

We 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 cover a wide range of work, if you are unsure about your project please call for advice.

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 together with the total cost for the item and the amount you are requesting from us and click save. You must continue to click "Add Project Costs" to add until the costs reflect your project budget.

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	<a href="#">Edit</a>
New external doors	£3,000.00	£3,000.00	<a href="#">Edit</a>
Carpets, including fitting	£6,000.00	£5,000.00	<a href="#">Edit</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)

Project Cost

Description  
New windows

Total Cost  
£ 8,500

Amount requested  
£ 6,000

[Save](#) [Cancel](#)

**Do not total your costs in a single entry, your application will not be processed and will be returned.**

### 14.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 please contact us 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 errors, you will be prompted to amend the application.

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 errors, you will be prompted to amend the application.

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. 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 call us on 01953 717165 quoting your Application Reference number.

Please contact us on 01953 717165 as soon as possible if you need assistance with the submission and approval of your application, we cannot assist to submit your application after the deadline.

## **15. What Happens Next**

Each application will be assessed by a member of our 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.

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.

We will notify applicants whether their application has been successful within 1 week of our Board Meeting. If you have been successful, we will include in your notification information we require to progress your application.

We are unable to give decisions over the phone. It should be noted that the decision of the Board and the level of grant allocated is final.

If your application is successful, when we have all the information detailed in our post-Board letter, we will apply for your project to be registered with ENTRUST the Scheme's regulator.

Following a successful registration, and providing we have 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.

**PLEASE NOTE: You must not place an order, start, or pay for any element of your project until you have signed and returned your Funding Agreement. If you do so your funding will be withdrawn.**

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.

## **16. Contact Details**

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

[grants@fcccommunitiesfoundation.org.uk](mailto:grants@fcccommunitiesfoundation.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 your applications submission after the deadline.