



Communities
Foundation

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 2023-2 Round opens on Wednesday 20 March 2024
Deadline for submitted applications – 5.00pm on 5 June 2024

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, or submitted, prior to the deadline, it cannot be accepted for this funding round.

1. About the FCC Scottish Action Fund

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 £40,000** are available for projects with a **maximum total project cost of £250,000** including VAT (if relevant).

Phased Projects

If your project is phased, you must be able to evidence that the application to FCC Communities Foundation is distinct from other phases and can be completed as a stand-alone project. 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 £250,000.

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

Important information

We cannot provide retrospective funding.

Your project can only start once you have signed and returned our funding agreement.

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**.

Second & Subsequent Applications

Applicants that have been awarded funding of more than £20,000 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 FCC Communities Foundation Ltd 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 if they are operated on a not-for-profit basis and have a formal constitution and bank account. In addition, Local Authorities can also apply.

4. 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.

5. Types of projects we can fund

We will consider applications across all types of projects included in the SLCF Objects. 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 public. 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.

IMPORTANT – Our funding can be used to cover contractor’s costs and capital works but cannot be used for salary costs. Day to day management and running costs will not be funded.

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 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

IMPORTANT - Work must be targeted on a specific amenity at a single location which 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 general public to use, please contact us for advice before applying.

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.

Our funding can be used to cover contractor's costs and capital works but cannot be used for salary costs. Day to day management and running costs, together with maintenance costs will not be funded.

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 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

IMPORTANT – Our funding for projects under Object D of the Scottish Landfill Communities Fund is directed at projects which aim to enhance biodiversity by supporting the expansion, recovery and conservation of habitats or species through onsite improvements. Projects must be at a clearly identified site within 10 miles of a landfill site or eligible waste transfer station. The project's primary intent must relate to specific improvements to a site to aid the conservation or recovery of a habitat or species. Projects which involve survey and monitoring work may be funded but only where it is intrinsically linked to actual conservation improvements undertaken on the site. Our funding can be used to cover contractor's costs and capital works but cannot be used for salary costs.

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.*

Our funding can be used to cover contractor's costs and capital works but cannot be used for salary costs. Day to day management and running costs will not be funded.

6. What we can fund

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

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 us for guidance before applying.

Costs which we will consider funding are limited to:

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

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

7. 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 –

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

8. 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

9. 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
- ✓ heating, including renewable energy technology
- ✓ floor coverings
- ✓ decorating
- ✓ lighting

If your project is in respect of energy saving measures or green technology, 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%.

We will accept an application for funding towards the refurbishment of an existing community building.

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.

10. 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.

- Some applications are rejected because they do not meet our funding criteria;
- More applications are rejected because they have not demonstrated how they meet our funding criteria

Whatever type of project you are applying for it is important you consider and evidence how it links to the following:

- **Need** – there is a clear and genuine need for the project
- **Consultation and Support** – there is appropriate and relevant consultation and community support
- **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
- **Deliverability** – the project is sufficiently developed, timescales are appropriate, and the project can be managed
- **Impact and Outcomes** – the impact on the natural, social, or built environment and what the project will mean to the local community.

In addition to your answers within the Project Benefit section of the application, you will be able to upload documents to support your responses.

We strongly recommend you consider the following before applying.

- 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?

11. Contributing Third Party Payment

What is a Contributing Third Party Payment?

Under the Scottish Landfill Communities Fund (SLCF) 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.

This funding cannot come from LCF or SLCF 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%.

Please note 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 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?

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?

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

- Any individual or organisation, which is directly connected with the landfill operator, FCC Communities Foundation, or a contractor of the project
- An Approved 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.

The CTP 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.

12.Value for Money

We are required to provide the regulators of the scheme with details on how each successful project has demonstrated value for money. The higher level of funding provided, the greater evidence we need to provide. If you are successful with your application we will require, at the very minimum:


Costs up to £1,000	Single quote
Costs between £1,001 to £25,000	At least 3 quotes
Costs above £25,001	Competitive tendering, with at least 3 responses

The above are thresholds for each project element to be delivered by separate suppliers/contractors, not the entire project cost, or the amount of funding you are requesting.


By competitive tendering, we mean a declaration of intention of project works, in the most appropriate public arena to generate bid submissions. This means you should advertise your intention to undertake the project work locally and/or nationally, so contractors/suppliers may offer their services and bid for the work. Advertising for work may include details on parish noticeboards, posted on websites and on social media. Depending on the cost of the work it may be appropriate to use a tender management website. If it is difficult to generate enough submissions from an advert as only one or two respond, proactive requests can be included to increase the number of quotations so at least 3 are returned.






As part of our post-board work, all successful projects will be asked to provide full details of the above, including where work has been advertised, so it is important you keep records and consider this when applying for funding.

13. 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 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. 


- 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. 
- 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:
 - Demonstrate how you have identified the need for your project
 - Provide evidence that local people support your project

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

We 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.

- 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. 

Ideally documents should be uploaded as part of the application process. If you are unable to upload supporting information you may email these to us at:

Grants@fcccommunitiesfoundation.org.uk

14. 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, **you must have undertaken an energy audit and uploaded a copy to support your request.** We will not fund green energy solutions if you have not undertaken an appropriate energy audit.

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 the use of 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.

15. Applying Online

Our online application form can be accessed by clicking the Apply section of our website 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 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 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 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 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.

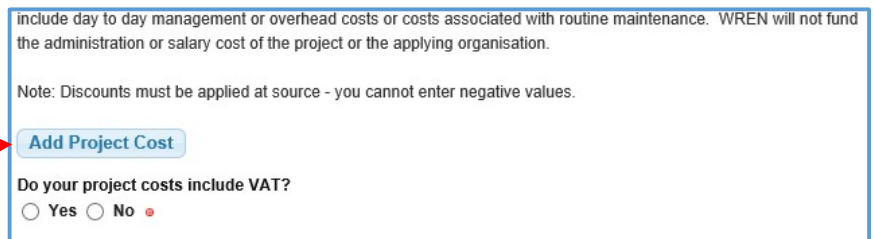
*Please note you do not need to complete all questions on the application form to create the PDF, but you will need to access and save each (blank) page before you are able to do so.



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"



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 "Add Project Costs" to add lines until the costs reflect your project budget.

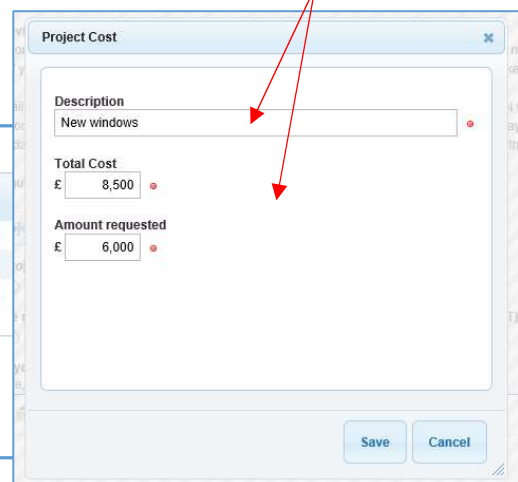
Note: Discounts must be applied at source - you cannot enter negative values.

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



Do not input all your costs as a single entry, your application will not be processed and will be returned.

16.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. 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 us quoting your Application Reference number.

17. What Happens Next

A member of our Grants Team assesses each application, and we will let you know if we need any further details. If you have not provided enough 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 or not their application has been successful within 2 weeks of our Board Meeting. 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, we will self-enrol your project on behalf of SEPA the Scheme's regulator.

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.

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 our post-board notification letter 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 our Funding Agreement. If you start your project before this time your funding will be withdrawn.

18. Contact Details

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

grants@fccommunitiesfoundation.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.