



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 2019-4 – Round opens on Monday 2 September 2019
Deadline for approved applications – 5.00pm on 27 November 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 Scottish Action Fund 2019

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 info@fcccommunitiesfoundation.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 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 project 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

Competition for funding is considerable. We will only fund costs which are specific and wholly attributable to a project's delivery.

We prioritise 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.

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.

Whatever type of project you are applying for it is important that we can 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 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 park

New Community building/extension projects:

We are 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.

We 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 £250,000. The list of internal fittings 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 we will not fund that aspect of your project.

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

If you want to check if your project is eligible click www.fcccommunitiesfoundation.org.uk/apply and follow the prompts. If you are still unsure, please contact us on 01953 717165.

9. 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.


10.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 will 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 obtain electronic copies you may provide this information by post.

11. 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 Google Chrome or Internet Explorer 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.

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?](#)

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 "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
New external doors	£3,000.00	£3,000.00
Carpets, including fitting	£6,000.00	£5,000.00
	£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 input all your costs as a single entry, your application will not be processed and will be returned.

12.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.

13. 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 enough details for your project your application will be returned.

Your application 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.

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.

Following enrolment, and providing we have all 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.

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.

14. Contact Details

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

Info@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 after the deadline.