

Application Process Overview

Stage 1: Check your eligibility – read these guidelines carefully to see if your organisation and your project are both eligible.

Stage 2: Submit an Amey Community Fund Expression of Interest (EOI) form

Stage 3: Amey Community Fund Quarterly Panel Meeting – all complete EOI forms received will be reviewed by the panel

If the panel is interested in supporting your project:

Stage 4: Invitation to submit Full Application form

Stage 5: Application Review – applications will be reviewed & projects submitted to ENTRUST for approval

Stage 6: Grant Offer Letter will be sent, once project has been approved by ENTRUST

Stage 7: Project Completion – sending evidence / photographs

Stage 8: Payment of Grant – how to claim your grant once project is complete

Stage 9: Annual Audit – requirements after grant has been paid

Contents

1. Introduction	2
2. The Amey Community Fund Eligibility Criteria	2
3. Grant size	3
4. Contributing Third Party	3
5. Submitting your Supporting Documentation with your Expression of Interest Form (EOI)	4
6. The Panel Meeting	5
7. The Full Application Form	6
8. Application Review	8
9. Grant Offers	8
10. Your Project	9
11. Claiming your Grant	9
12. Annual Audit	9
APPENDIX 1 - What we will not fund	10
APPENDIX 2 - Why are applications rejected?	10
APPENDIX 3 – Where to go for help with documentation	10

If you have any queries or questions about this application process, then please contact the Cambridgeshire Community Foundation by email - info@cambscf.org.uk – we will respond to your query by return of email.

PLEASE do not contact Amey to discuss your application. CCF manages the process and Amey's business activity should not be disturbed.

1. Introduction

The Amey Community Fund, managed by the Cambridgeshire Community Foundation, receives landfill tax credits from Amey Waste Management and uses the money to make grants under set criteria.

STAGE 1 – CHECK YOUR ELIGIBILITY

2. The Amey Community Fund Eligibility Criteria

To be eligible to apply:

Your project must:

- Be in accordance with ENTRUST's Objects D, DA and E as listed below.
ENTRUST is the organisation that regulates the use of landfill tax credit.
 www.entrust.org.uk
- Be in Cambridgeshire (the Fund does not cover Peterborough)
- Be within 10 miles (as crow flies) of any ACTIVE landfill site –
 Follow the link on www.cambscf.org.uk/amey-community-fund.html under the eligibility section you will find a [click here](#) link which takes you to a map with the licenced landfill sites in your area.
- Be able to contribute 11% of the value of the grant you are seeking. (Eg – if you apply for £15,000, you must be able to contribute £1,650.)
- Be ready to start (ie have secured **the majority of** your funding, have planning permission, have identified builders etc) within 3 months from the Expression of Interest deadline. Please note your project must not have started or work been committed to (orders placed) before your application has been approved and you have signed and returned your terms and conditions.

Your organisation must:

- Be not for profit and have a constitution, Equal Opportunity Policy, Safeguarding Policy, Conflict of Interest Policy, Access Statement, an independent management committee and two independent cheque signatories on the bank account. It is helpful if your policies are up to date to reflect current legislation and are signed and dated.
- Either own the land or building where the project is taking place, or have a long-term lease (with a minimum of 10 years remaining).

ENTRUST's Objects:

Object D: The provision, maintenance or improvement of a public park or other general public amenity

- The park or amenity must be open and accessible to the general public.
- The park or amenity must not be operated with a view to profit.
- The park or amenity must be in the vicinity of a landfill site.

Your project application will need to provide details of:

- the project site;
- the proposed works;
- how the proposed works will provide, maintain or improve a public park or another public amenity;
- how the park or other amenity is accessible to the public and how they have use of it;
- how the park or amenity is for the protection of the built, natural or social environment;
- how far the project site is from a licensed landfill site; and
- how the proposed works are not required by a planning permission granted on the application of the Landfill Operator (LO), or as a term of a statutory agreement to which the LO is a party.



<http://www.entrust.org.uk/projects/landfill-communities-fund-objects/object-d/>

Object DA: The conservation of a specific species or a specific habitat where it naturally occurs

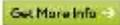
This Object seeks the conservation or promotion of biodiversity through:

- The provision, conservation, restoration or enhancement of a natural habitat, or
- The maintenance or recovery of a species in its natural habitat.
- The proposed conservation site must be in the vicinity of a landfill site.

Your project application will need to provide details of:

- the conservation site;
- the conservation work proposed;
- the species or habitat that will be conserved by the project; and
- how far the project site is from a licensed landfill site.

Please note: It is best practice guidance that the species or habitat in question is listed in a Biodiversity Action Plan (BAP) and that you involve the designated Lead Partner in the project.

 Get More Info →

<http://www.entrust.org.uk/projects/landfill-communities-fund-objects/object-da/>

Object E: The repair, maintenance or restoration of a building or structure which is a place of religious worship or of historical or architectural importance

- The building or structure must be a place of religious worship, or of historic or architectural interest (listed status or equivalent);
- The building or structure must be open to the public; and
- The building or structure must be in the vicinity of a landfill site.

Your project application will need to provide details of:

- the project site;
- the proposed works;
- how the proposed works will maintain, repair or restore a relevant building or structure;
- how the relevant building or structure is open to the public and when they will have access to it;
- how the building or structure is not operated with a view to profit;
- how far the project site is from a licensed landfill site; and
- how the proposed works are not required by a planning permission granted on the application of the Landfill Operator (LO), or as a term of a statutory agreement to which the LO is a party.

 Get More Info →

<http://www.entrust.org.uk/projects/landfill-communities-fund-objects/object-e/>

3. Grant size

- ❖ Grants will be offered in range of £10,000 to £100,000, with the exception of requests under Object DA where the minimum threshold is £5,000).
- ❖ Groups applying should be aware for their cash flow planning that grants will be paid in one instalment on completion of the project when evidence of expenditure, photographs and CTP cheque have been provided. (For grants over £20,000 two instalments can be requested – one during the project, the other on completion of the project. The minimum size for these instalments is £10,000).

4. Contributing Third Party (CTP)

Why is an 11% Third Party Contribution required?

When a Landfill Operator (Amey in this case) contributes to an Environmental Body (EB) (Cambridgeshire Community Foundation in this case) the Landfill Operator (LO) can only claim tax relief on 90% of the contribution and is left with a 10% funding shortfall, plus administration fees. Most Landfill Operators require the EB to find an independent third party - a Contributing Third Party (CTP) - to make a payment so that the LO's contribution is cost neutral to the LO. CCF, as the EB, requires the funded project to either be, or find, a CTP who is able to contribute 11% of the total grant.

What does this mean to me?

- All grant recipients of The Amey Community Fund are required to be themselves or find another body or individual willing to be the CTP.
- The CTP will need to make a payment to Amey equivalent to 11% of the value of the grant they are offered on completion of the project.
- CCF has to report to Amey the name and address of the Contributing Third Party.
- The 11% sum is payable just prior to the release of the grant, once the project is complete.

Who can make the CTP contribution?

- The grant recipient can make the payment direct from their own resources but cannot use any part of the Amey Community Fund grant they are offered to fund the 11%.
- The grant recipient can also itself find another party to be the CTP and make the payment, but the party cannot gain a unique benefit from the grant recipient's project, or any other project funded from the Landfill Communities' Fund scheme, going ahead. *This means, for example, a contractor paid to undertake the project work, cannot be the CTP and fund the 11%.*

Example

A project offered a grant of £25,000 would need to be able to provide an 11% contribution of £2,750. The 11% must be paid by cheque, on completion of the project, once confirmed by CCF, before the £25,000 grant can be released.

You will be required to identify who your CTP funder will be on your EOI, and again on your full application.

 Get More Info ->

<http://www.entrust.org.uk/projects/contributing-third-parties/>

STAGE 2 – SUBMIT AN EXPRESSION OF INTEREST

5. Submitting your Expression of Interest Form (EOI)

Your EOI will be reviewed at the next quarterly Amey Community Fund panel meeting. The panel meets in July, October, January and April each year.

 Get More Info ->

Check specific deadlines on our website: <https://www.cambscf.org.uk/amey-community-fund.html>

Notes:

- The project site must be within 10 miles of a licensed landfill site.
- You must be ready to start (ie have secured the majority of your funding, have planning permission, have identified builders etc) within 3 months from the EOI deadline– this is because CCF are unable to ring-fence funding for long periods of time.
- In addition, the work to be carried out must not have begun, or have been committed to, as the Amey Community Fund cannot fund work that has already been started or committed to.
- You must complete the eligibility and documentation checklists on the EOI.
- When you submit your EOI you are required to submit the following supporting documentation if you organisation does not own the land on which the amenity is sited and/or the amenity itself):
 - A copy of your long-term lease (minimum 10 years)**
 - A copy of written permission from all landowners**

When you submit your online EOI form you will be required to submit the following documentation online.

EXPRESSION OF INTEREST DOCUMENTATION CHECKLIST (for submission electronically with your EOI)

Required supporting documents

- I. **A copy of your organisation's governing document:** This may be a simple set of rules, a constitution or Memorandum and Articles of Association. If you are a Parish Council, you should submit a copy of your Standing Orders. You should have a volunteer committee with a Chairperson, Secretary and Treasurer and at least two other committee members.

Your constitution should not include any clause that could benefit an individual or group of individuals. You do not have to be a registered charity to receive a grant from us, but you must be a not-for-profit organisation.
 - II. **A copy of your organisation's most recent accounts:** You will be expected to supply a full set of accounts showing a breakdown of your annual income, expenditure and carry forward balance.
 - III. **Your Equality and Diversity Policy**
 - IV. **Your Public Access Statement** – outlining if and when the facility or amenity is open to the general public in any given day/week/month and the costs involved. This must be on letterhead paper, signed and dated.
 - V. **Your Safeguarding Policy and procedures (for both children and adults) – to reflect the Care Act 2014**
 - VI. **Your Bank Paying In Slip** – so we have your bank sort code and account number independently verified and can pay the grant by BACS
 - VII. Supporting project photos
 - VIII. **Leases:** If the grant is given to refurbish community buildings (or any other type of property) then you will be expected to agree to a minimum 10 year lease period, which specifies that the building can only be used for community use and is open at regular times to the general public. Failure to do this will render the purpose obsolete and the grant must be paid back in full to The Amey Community Fund. You must include evidence of the lease (and gain appropriate permission from the landowner) before you submit your application (if applicable)
- When you submit your EOI you are required to submit the following supporting documentation if your organisation does not own the land on which the amenity is sited and/or the amenity itself:
 - I. **a copy of your long-term lease** (minimum 10 years)
 - II. **a copy of written permission from all landowners**

Once you have submitted your EOI form you will be emailed Part B, which must be signed and returned to CCF. In the Part B you will be asked to confirm that you will be able to supply all the other necessary project paperwork, listed on pages 7-8, if you are invited to submit a full application.

Your EOI should be submitted as a Word Document and emailed back to CCF.

STAGE 3 – AMEY COMMUNITY FUND QUARTERLY PANEL MEETING

6. The Panel Meeting

The Amey Community Fund Panel meets quarterly in July, October, January and April.

Once the Amey Community Fund Panel has met and considered EOIs received, you will be contacted by email, usually within 14 days of the panel.

If your request is successful, you will be invited to submit a Full Application and supporting documentation – see STAGE 4, below.

If your request is unsuccessful, you will be told why. We cannot fund all requests that are made as the resources are finite. However, if the panel are interested in the project, but require more detail, you may be invited to re-submit a new EOI for the next panel.

If you feel you have been treated unfairly (i.e. you perceive that we have failed to take account of relevant information or have based our assessment on inaccurate information), you can appeal in writing to the Chief Executive who will consider your request. You must include evidence to back up your appeal. If necessary, the application can be referred to the Grants Panel that declined the application. If following this process, the application is still declined then there is no further right to appeal.

STAGE 4 – INVITATION TO SUBMIT FULL APPLICATION

7. The Full Application Form

- i. If the Amey Community Fund panel is interested in supporting your project, you will be asked to complete a Full Application Form and send in supporting documentation, as you have agreed to on the EOI.
- ii. You will be given a deadline (of a month) by which you must have submitted your Full Application and all supporting documents on the checklist.

Please send an electronic copy of the Full Application Form and supporting documents by email.

When completing the Full Application Form, you will need to provide detailed information about your organisation, the project to be funded (including detailed costs), and the expected project benefits.

Remember that you will need to demonstrate that your project or activity fulfills the following criteria (as well as complying with Landfill Communities' Fund objects). Please try to include as much information about each of these as possible:

- **Evidence of need:** How do you know that the project is needed? Have you done any research? Has the project been requested by users of your organisation? Are there any people that are excluded from using your services at present, and if so why?
- **Evidence of community use:** How many people currently use your services and how many are likely to use any new services?
- **Evidence of community involvement:** How many people are involved with the running of your organisation including people who help out with fund raising or volunteering?

PROJECT DATES – please ensure that you enter realistic project dates on your application as these will be used when your application is submitted to ENTRUST for approval.

Do not guess your project dates as once submitted to ENTRUST, any delays to projects have to be reported to ENTRUST to seek approval for a project extension. (See STAGE 7 below)

Details of an independent referee

You will need to provide an independent referee. This should be someone who knows about your organisation, but who is not on the committee. This could be a member of the clergy, a police officer, councillor or a professional local resident who knows your organisation and its activities well.

If your application is for a project working with children or young people or adults at risk, the referee should be knowledgeable on child protection issues and be prepared to vouch that the organisation either has a child protection policy in place that is updated regularly or is in the process of developing one.

The completed Full Application Form, signed by two people and an independent referee, and your supporting documentation must be sent to us by email.

8. FULL APPLICATION DOCUMENTATION CHECKLIST

Items 1 – 8 are required for all applications:

- I. **Your Conflict of Interest Policy** – and copies of minutes of meetings when the selection of contractors was discussed, showing how procedures were followed to ensure the decision making was not influenced in any way
- II. **Supporting project photos and project plans.**
- III. **Your Public Access Statement** - outlining if and when the facility or amenity is open to the general public in any given day/week/month and the costs involved. This must be on letterhead paper, signed and dated.
- IV. **Letters of support** – including evidence of community consultation and consultation with disabled users (if applicable).
- V. **Funding confirmation letters** – copies of letters confirming that all other sources of funding have been agreed.
- VI. **Confirmation letter from your CTP funder** (see section 4 above).
- VII. **Estimates / Quotations:** You should include quotes for any equipment that you are looking to purchase and for any repairs or building works that you are hoping to carry out. You should ensure that your budget is realistic and that the costs are as accurate as possible. You should obtain at least three quotes for any work you are to have completed and explain to us why you have chosen this particular contractor.
- VIII. **Maintenance contracts and agreements** – information about who is / will be responsible for maintaining the facility and how maintenance will be funded.

FULL APPLICATION - ADDITIONAL DOCUMENTATION (if applicable):

If your organisation does not own the land on which the amenity is located:

- IX. **Confirmation letter from your landlord** that they consent to the project going ahead (if applicable)

If your project requires planning permission:

- X. **Planning consents** – including permissions, faculties, building regulations as appropriate. If the project requires planning permission, this must be obtained before making this application. Note a decision on awarding a grant cannot be made until all relevant planning permissions have been obtained. If the work is being undertaken on land that is not owned by the organisation making the application, then a confirmation letter from the landlord is needed stating that they consent to the project going ahead.

If you have carried out a disability audit:

- XI. **Disability Audit report** including any recommendations.

For Environmental projects:

- XII. If your project is for environmental improvements, you must know who will maintain your site after completion of the project and have permission from the landowner. Evidence of the landowners' permission must be included (i.e. a letter). You must also enclose detailed site plans, sketches of the site, a location plan (i.e. A-Z map), which can be prepared by a landscape architect. You also need to send photographs of the proposed site (with your organisation's name on the back). We encourage the use of re-cycled materials and the planting of native species of trees and shrubs in all environmental improvement projects.

XIII. If your project supports biodiversity and habitat conservation, you must complete the additional questions section included with the application form.

Details of an independent referee

You will need to provide an independent referee. This should be someone who knows about your organisation, but who is not on the committee. This could be a member of the clergy, a policeman, councillor or a professional local resident who knows your organisation and its activities well.

If your application is for a project working with children or young people or vulnerable adults, the referee should be knowledgeable on child protection issues and be prepared to vouch that the organisation either has a child protection policy in place that is updated regularly or is in the process of developing one.

STAGE 5 – APPLICATION REVIEW

9. Application Review

- Once your complete application has been received, it will be checked to ensure that all required documentation has been submitted and application form has been completed fully.
- Once the applications and documentation have been reviewed, complete applications will be submitted to ENTRUST (the regulatory body) for approval. This process takes approximately 14 working days. If your application is incomplete, you may be asked to provide more information, which can delay this process.

STAGE 6 – GRANT OFFER LETTER

10. Grant Offers

- Once your project has been approved by ENTRUST, assuming everything is in order, a grant offer will be sent to you by email.
- You will have one month from the date of the offer letter with which to return the signed Terms and Conditions.
- Offer letters will include any additional conditions imposed by the Panel.
- **You MUST not commit any money before you have received your offer letter and returned signed T&Cs to CCF.**
- Should you need to request a change of use for any award made you MUST submit your request in writing to CCF. Do not commit any expenditure until we have confirmed in writing to you that your request is acceptable. We attempt to be flexible but this may not be possible in all cases.

General Conditions of grant offer:

Asset register and disposal of funded asset –

You are required to keep an asset register of any items of equipment purchased worth over £500 with a grant from The Amey Community Fund (ACF). If an ACF funded *depreciating* asset is sold within 3 years of its original purchase, the proportion of the sale proceeds (or the proportion of the market value if the sale proceeds are less than the market value of the asset) equal to the proportion of the grants contribution to the purchase price must be paid back to CCF.

For any ACF funded *appreciating* asset (such as land and buildings) sold **at any time** the proportion of the sale proceeds (or the proportion of the market value if the sale proceeds are less than the market value of the asset) equal to the proportion of the grants contribution to the purchase price will be paid back to CCF (or another Environmental Body as directed by ENTRUST).

Annual audit – see point 13 below

STAGE 7 – PROJECT

11. Your Project

- Once you have returned your signed Terms and Conditions you can start work on your project.

PROJECT DELAYS

- **It is your responsibility to inform CCF of any delays to work, in advance of the completion date, so that we can request an extension from ENTRUST, on your behalf.**
- **This is important as *LCF monies cannot be paid to a project after the completion date provided to ENTRUST.***
- **Therefore, you must ensure that the timescales on your application are realistic and inform CCF immediately of any delays, including stating the reason for the delay.**

STAGE 8 – PAYMENT OF GRANT

12. Claiming your Grant

- For projects over £20,000, grant payments may be made in two instalments - one instalment during the project for a minimum claim of £10,000 and the final payment of minimum £10,000 on completion of the project. Grants payments for projects up to £20,000 will be paid in one instalment, on completion of the project.

On completion of the work you must send the following to CCF by email:

- Completed Grant Claim Form
- Evidence of expenditure for all works funded by the Amey Community Fund grant – (if the invoice has not yet been paid it must detail payment terms)
- Completion certificate (if applicable)
- Photographs of all completed works funded by the Amey Community Fund grant
- The CTP cheque for 11% of the expenditure

Please note, if the expenditure is less than the grant awarded, you will be required to send a cheque for 11% of the actual expenditure.

Once we have received the CTP cheque (and work has been completed), payment of the grant will be made by BACS.

Please be aware of your cash flow planning, as payment of the grant will be made on completion of the work.

You will be asked to display a plaque acknowledging receipt of the grant from the Amey Community Fund and will need to invite Amey to any opening event held. You will be sent a copy of the Amey Community Fund logo with your grant offer letter.

STAGE 9 – ANNUAL AUDIT

13. Annual Audit

As part of the requirements of the national regulator of this scheme (ENTRUST), we are required to check on an annual basis whether the project funded is still operating in an approved way. In broad terms we need to check that the funded project is still in use by the community and any income derived has been spent on “approved objects”. You will be required to report back for 3 years following payment of the grant. It is your responsibility to inform CCF of any change of contact details to ensure that we are able to get in touch.

APPENDICES

APPENDIX 1 - What we will not fund

We will not fund Projects (or their governing groups) that:

- Do not fit the Landfill Communities' Fund objects
- Are part of the planning process
- Are run by profit making companies
- Do not have the necessary permission i.e. without planning or landowners permission
- Are not open to the general public
- Are more than 10 miles from a landfill tax site
- Cannot make a CTP 11% contribution
- Have a deficit or are retrospective funding i.e. grants for activities, which have already taken place before a grant was offered and accepted.
- Is the responsibility of a statutory body (i.e. projects which should be funded by a statutory body).
- Are National or regional charities with no independent office in the area the project is being delivered in.
- Involve an improvement to land that is not open to the general public at convenient hours.
- Promote political or religious activities.
- Faith groups promoting religious, non-community based activities (although this does not exclude us funding church restoration).
- Part of a project cost that is recoverable VAT.
- Are requests for the total project cost.
- Are to build or improve car parking facilities.

APPENDIX 2 - Why are applications rejected?

The most common reason that applications are rejected/not processed is that the applicant has failed to include all the relevant documentation and/or has failed to forward documentation despite requests to do so.

Other reasons include:

- Applications are for projects outside the criteria.
- Failure to demonstrate the organisation's ability to deliver a project.
- Management committee is not sufficiently representative of the community or their users.
- Failure to show sufficient community involvement.
- Failure to show sufficient need for the project.
- No indication of how the project/activity will be funded after the grant has run out.
- Not value for money.
- The organisation applying has too high free reserves.

APPENDIX 3 – Where to go for help

If you are a voluntary or community group -

Your local Council for Voluntary Service will be able to provide guidance on policies:

Cambridge City, South Cambs & Fenland

Cambridge Council for Voluntary Service

16 - 18 Arbury Court
Cambridge
CB4 2JQ

enquiries@cambridgecvs.org.uk

East Cambridgeshire

Voluntary and Community Action for East Cambridgeshire

41e Forehill
Ely
Cambridgeshire CB7 4AA

(01353) 666166
info@vcaec.org.uk

Huntingdonshire

Hunts Forum of Voluntary Organisations

The Maple Centre
6 Oak Drive
Huntingdon
Cambs PE29 7HN

(01480) 420601
info@huntsforum.org.uk

- **Safeguarding**

The Gov.uk website has generic information on safeguarding

 →

<https://www.gov.uk/guidance/charities-how-to-protect-vulnerable-groups-including-children>

- **Constitution**

The Governance Pages website has information about constitutional requirements for voluntary and community groups

 →

www.governancepages.org.uk/sample-documents/constitutions/

- **Conflict of Interest Policy and procedures**

The Governance Pages website has information and templates for Conflict of Interest Policy and procedures

 →

www.governancepages.org.uk/sample-documents/conflict-of-interest/

If you are a Parish Council –

The National Association for Local Councils has information about governance

 →

<https://www.nalc.gov.uk/publications>

If you are a Church –

- **Safeguarding**

The **Diocese of Ely's website** has information about Safeguarding requirements and procedures.

 →

<http://www.elydiocese.org/safeguarding/policy-and-practice-guidance>

The **Methodist Church website** has information about constitutional requirements and Safeguarding procedures

 →

www.methodist.org.uk/ministers-and-office-holders/safeguarding

The **Baptist Church website** has information about Safeguarding policies procedures

 →

www.baptist.org.uk/Groups/220183/Safeguarding.aspx

- **Constitution**

The **Parish Resources website** has information about governance arrangements for PCCs.

 →

www.parishresources.org.uk/pccs/

The **Church of England website** has information for PCCs including information about the Church Representation Rules.

 www.churchofengland.org/clergy-office-holders/pcc-information.aspx

The **Methodist Church website** has information about constitutional requirements

 <http://www.methodist.org.uk/for-ministers-and-office-holders/governance/>

The **Baptist Church website** has information about governing documentation specifically for Baptist Churches

 https://www.baptist.org.uk/Groups/220751/Governing_Documents.aspx

If you are a Sports Group –

The **Child Protection in Sport Unit's** website has information on Safeguarding

 the cpsu.org.uk/resource-library/