


Partnership Grants Scheme Full Application Guidance Notes



Building communities. Transforming lives.





Introduction

Biffa Award's Partnership Grants Scheme is aimed at charities and not for profit organisations, situated in the vicinity of landfill sites, that are in need of funding to deliver large-scale projects of regional or national significance.

Congratulations on being invited forward to submit a full application. This means that you have passed all of our initial checks and have a project that we would like to find out more about.

Please take the time to read through this guidance which contains important information you will need to help you complete your full application for Biffa Award Partnership Grants Scheme funding.

There are two themes under the Partnership Grants Scheme:

Built Environment projects should aim to restore, modernise and improve facilities such as cultural, heritage or visitor centres to engage and encourage tourists and/or day visitors. The facility should be inclusive and inspire and promote learning, creativity and participation.

Natural Environment projects should support a variety of living things including species of plants and animals and the natural systems and habitats that support them. Grants to cover the purchase of land to protect it in perpetuity, create or extend an ecosystem, or to secure vital habitats for the future, promoting nature's recovery, are welcome.

Between £250,000 and £750,000 can be awarded to projects.

In common with most funders, Biffa Award receives far more applications than we are able to fund. Competition is extremely fierce so to be invited forward to full application stage is a fantastic achievement.

In 2021 we received nine full application submissions requesting funding of nearly **£4.5million**. We anticipate that sufficient funding will be available in 2022 to fund up to three Partnership Grants Scheme projects.

Submission deadline

Submission of full application by:

Noon 26 August 2022

Outcome of full applications:

Mid-November 2022

Your full application will be automatically acknowledged upon submission but you will not be contacted again until after the full application deadline date.

If successful:



Work to start:

February 2023



First claim:

May 2023



Project completion:

February 2024

In 2021 we funded the following Partnership Grants Scheme projects:

The Deep was awarded **£380,500** to create a new and immersive Cool Seas exhibit and laboratory experience which will equally educate and excite visitors. An interactive 10-metre-long wave wall, augmented reality, sensory experience, living recreations of real-life rewilding projects and spectacular projections will raise the profile of native marine biology including jellyfish and plankton.

The **RSPB** was awarded **£300,591** to restore biodiversity in the Lower Aire Valley. Ecological corridors for key wildlife species will be created in what was once a highly polluted industrial area, joining up two reserves and creating a 10km long route for wildlife.

Lincolnshire Wildlife Trust was awarded **£750,000** to secure 52 hectares of land, creating vital wetland habitat in the South Lincolnshire Fens. Peatlands will be rewetted allowing carbon to be recaptured and natural fenland habitat to be safeguarded.

Customs House was awarded **£390,784** to create a learning and participation hub in a former warehouse. Transforming and modernising the building will create a vibrant cultural facility in an area of high deprivation.

The **Woodland Trust** was awarded **£750,000** to purchase 54 hectares of land. The former dairy farm, situated in Devon, will be transformed into a wildlife rich woodland.

Does my project meet the criteria?

The **organisation** must be a fully constituted, charitable or not for profit organisation with no share capital. Unfortunately, local authorities, hospices, hospitals, day-care centres, rehabilitation units, residential care facilities and schools are not eligible to make an application through the Biffa Award scheme.

The **organisation** and **project** must both be eligible for enrolment and registration with the Landfill Communities Fund scheme regulator, ENTRUST.

The **project** must meet the following criteria:


Application value must be between **£250,000 – £750,000**

Project site must be within **15 miles** of a significant Biffa Operation or active Biffa Landfill Site **AND** within **10 miles** of any licenced landfill site in England and Northern Ireland


10% Third party contributor should be identified or secured

X The project must not cross the two themes

£ All shortfall funding must be secured


 Work must start **February 2023** and finish within one year


Please note that if the organisation does not own the project site: A fully signed lease with at least **25 years** remaining must be in place for **Built Environment** applications. A fully signed landowner agreement, giving permission to access the site for maintenance, surveying and monitoring for at least **25 years** post completion of the project must be in place for **Natural Environment** applications.

 **Natural Environment**
Projects should be working to Biodiversity 2020, A Strategy for England's Wildlife and Ecosystem Services, its successor, or a Local Biodiversity Action Plan target

 Minimum of **104 days** of published and full public access each year

A maximum of **7.5%** management costs is allowed, although discouraged

 Red Book Valuation at stage two will be required for any land purchase applications

 If planning permission is required, it must have been granted prior to your full application being submitted



Sorry, we cannot fund

Unfortunately we are unable to fund some items. This is a list of some of the most common things that we receive funding requests for but which we have to decline. The list is not exhaustive, so if you are in doubt, please contact us at biffa-award@wildlifetrusts.org so that we can advise you.

- X Car parks
- X Offices
- X New supplies, including gas and electricity
- X Elements to meet Disability Discrimination Act requirements
- X Portable items
- X Furniture
- X Fencing (unless part of a Natural Environment application)
- X Events and workshops
- X Websites
- X Publications
- X Marketing materials
- X Storage
- X Staff and core costs
- X Feasibility studies
- X Research
- X Tender costs
- X Building consents
- X Planning applications
- X Preliminaries
- X Recruitment costs
- X Solar panels
- X Work that has already taken place

In 2019 **Winchester Science Centre** was awarded **£292,400** to relaunch its visitor experience aimed at exciting children in science, technology, engineering and maths.

The transformation included a brand new **multi-sensory exhibition** centered around sound, hearing and vibration, a live science demo area and an invention studio.





What do we want to see in your Full Application?

We would like to see **exciting**, **innovative** and **creative** solutions incorporated into your project. You should consider the **natural environment** and ways to mitigate the impact your project will have both during project delivery and after funded works are complete, for example by employing **local tradespeople**, using **sustainable materials**, **recycling** existing components, **reducing energy** consumption or reducing **carbon footprint**.

Remember, the scheme is extremely competitive, so this is your opportunity to sell your project to us. Be concise but provide as much relevant detail as you can for all sections of the form, working within any word limits.

Built Environment

Your project outline should tell us how the project will **transform**, **restore**, **modernise** and **improve** your cultural, heritage and or visitor centre.

Outline any plans for **ambitious**, **interactive** and **exciting** interpretation. Demonstrate its **regional** or **national significance** and how it will be **inclusive**, **inspiring** and **exciting** to visitors, promoting **learning**, **creativity** and **participation**.

Don't forget to include details of any **volunteer** involvement, **partnership** working and your published opening hours.

Natural Environment

Your project outline should tell us how the project will **restore**, **improve** and **transform** the natural environment and provide details about its **regional**, **national** or **international significance**.

Provide a full list of **species** and/or **habitats** the project will **introduce**, **conserve** and/or **protect** as part of project delivery, as well as information on public access and **volunteering** opportunities.

Don't forget to include details on any wider **partnership** plans for the project.



You can find out more about some of the Partnership Grants Scheme projects previously funded at www.biffa-award.org/impact-partnership-projects/

Your project video

As well as completing the application form through our online grants portal, you will be asked to submit a five minute video showcasing your project.

Your project video is your opportunity to sell the project to our Board members. It is your chance to tell us what sets your project apart from the rest, show us why you are passionate about the project and ultimately, why we should fund it.

Before you start making your video, we suggest reading our Partnership Grants Scheme Video Guidance Document which will have been emailed to you.

Your video **MUST:**

- include a brief introduction to your organisation
- include a passionate and enthusiastic outline of your project idea
- be specific to the funding request rather than simply giving an overview of a wider project
- outline the work required to complete your project
- explain the expected outcome post completion
- demonstrate the project's viability
- be no longer than FIVE minutes in length

The best way to send your video to us is by using the free online WeTransfer file-sharing service at www.wetransfer.com. Unfortunately, we will not be able to accept videos sent via Vimeo or YouTube, as we require the original file.

The email address you will need to send this file transfer to us is:

biffa-award@wildlifetrusts.org

If you have any questions about creating your video, feel free to contact Grants Manager, Rachel Maidment, by emailing **biffa-award@wildlifetrusts.org** or calling **01636 670051**.

REMEMBER: Your video doesn't have to be a Spielberg masterpiece, but it must be engaging, relevant and demonstrate your passion for the project.

And finally, about us...



Biffa Award is managed by the **Royal Society of Wildlife Trusts**. As well as operating as an umbrella group for the 46 local Wildlife Trusts that have been formed across the UK, RSWT has a dedicated grants team that manages several different funds, covering a number of broad environmental themes.



Biffa Award money comes from Landfill Tax Credits, reclaimed from the Government through the **Landfill Communities Fund (LCF)**. The scheme is regulated by ENTRUST, which ensures that the tax credit is awarded and managed according to Government regulations.



Applicant organisations must enrol with **ENTRUST** as an Environmental Body (EB) to access funding. An administration fee of £100 is payable to ENTRUST for this. All projects must be registered by the applicant, and this will be a condition of any grant offered if your project is approved.

Third Party Contribution

You can apply to **Biffa Award** for up to 100 per cent of the project costs. However, under LCF regulations, only 90 per cent of any grant can be paid by us using Landfill Tax Credits. The remaining 10 per cent needs to be provided by another source, it cannot come from your own funds or general reserves. The 10 per cent will be paid directly to Biffa Group Limited, on request, if your application is successful.

Third Party Contributions are completely separate from shortfall funding and are non-refundable.

Further details about becoming an Environmental Body, registering a project or the rules around the Contributing Third Party can be found on the Entrust website at: www.entrust.org.uk.

If your project meets the Biffa Operation distance criteria, please contact ENTRUST directly on: 01926 488300 to confirm that the project site is located within 10 miles of any licenced landfill site.

We may revise the amount of funding available and make changes to our published criteria, as well as updating the list of significant Biffa Operations at any time.

Where possible we aim to give three months' notice.