



# Main Grants Scheme

## Expression of Interest and Full Application Guidance Notes



Building communities. Transforming lives.



# Introduction

Thank you for taking the time to read through this guidance. It contains important information that you will need to help you decide whether your organisation and project are eligible and suitable for Biffa Award's Main Grants Scheme funding.

Biffa Award's Main Grants Scheme is aimed at community and cultural groups and organisations, situated in the vicinity of landfill sites, that are in need of funding to improve the quality of life in their community or to conserve wildlife.

There are four themes - Community Buildings, Recreation, Cultural Facilities and Rebuilding Biodiversity. Under these themes we provide funding to create or improve community amenities. For example, upgrading kitchens, meeting rooms and toilets in village halls and community facilities; creating new playparks; installing new seating, lighting and exhibitions within theatres and museums; or establishing, protecting and enhancing habitats for biodiversity.

**Between £10,000 and £75,000 can be awarded to projects that have a total cost of less than £200,000 including VAT.**

Before submitting an Expression of Interest, we advise that you take time to read these Guidance Notes fully, making sure your project meets our strict criteria. In common with most funders, Biffa Award receives far more applications than we are able to fund.

We strongly recommend that you only submit an Expression of Interest when your project is in a position to start work as we will expect the project to start once a Formal Offer Agreement has been issued. We also expect that at least 75% of any additional funding required to deliver your project will have been secured before an Expression of Interest is submitted. The Board may delay a decision or reject an application outright if it feels that an application is premature.

Please make sure your Expression of Interest, and Full Application should you be invited to submit one, includes all of the information we require as we cannot process your application without it. See page 11 for a list of required information.

This is a rolling programme and as such there are no deadlines to submit an Expression of Interest in our Main Grants Scheme.

**We accept applications at any time.**

# Community Buildings

Our **Community Buildings** theme aims to improve buildings at the heart of their communities, such as village halls, community centres and church halls which act as mechanisms for community involvement.

Examples of costs that can be funded through this theme include renovations of community rooms, refurbishments of toilet facilities and kitchens, replacement doors and windows, extensions to create additional space that will benefit community groups, replacement of damaged floors and roofs, and new central heating systems.

Priority will be given to projects that demonstrate a wide community benefit, with the building being used by many user groups, benefiting people of different ages and demographics; and are most in need of funding to continue to serve their communities, providing safe and secure spaces for people to meet and socialise.

Applications for projects situated in churches must be able to demonstrate wider community use and benefit. Unfortunately we cannot fund repairs to church windows, spires, steeples, bell towers or any areas not accessed by the public.

Kitchens



Central heating systems



Renovations



Windows and doors



Toilet facilities



Roof repairs



Extensions and lobbies



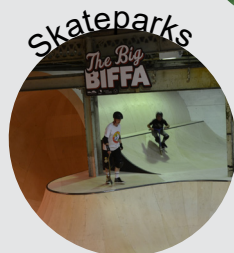
Please note: If you are applying for a project situated in a sporting clubhouse, you will need to apply under our Recreation theme.

# Recreation

Our **Recreation** theme generally covers projects which will benefit people in their free time, but also includes renovations of clubhouses which have a wider community use outside of sporting activities, for example a space that is used by the community in much in the same way as a village hall.

Examples of costs that can be funded through this theme include playparks, boardwalks, skateparks, woodland walks, nature trails and outdoor gyms. We can fund building work in sporting clubhouses as long as the improvements will directly benefit wider community groups, not just members of the club.

Unfortunately, we are unable to fund sport kits, repairs to pitches, cricket nets, flood lighting, pitch drainage or spaces that are used only by players, including changing rooms and toilets.



# Cultural Facilities

Our **Cultural Facilities** theme aims to improve recreation, interest and education. The project could be based within a theatre, gallery, museum, concert hall, arts or heritage centre. It must be open to the general public for published periods of not less than 104 days each year and must attract tourists or day visitors.

Examples of costs that can be funded through this theme include exhibition and interpretation improvements, interactive displays, outdoor amphitheatre spaces and auditorium seating.

The facility should be inclusive and inspire and promote learning, creativity and participation. Local communities, as project beneficiaries, should be able to enjoy, benefit and engage with collections, exhibits or performances taking place within such institutions as often as possible.

Meeting spaces



Gallery improvements



Interpretation



Living museums



Community spaces



# Rebuilding Biodiversity

Our **Rebuilding Biodiversity** theme supports a variety of living things and includes all species of plants and animals and the natural systems and habitats that support them. It is important that they are protected, and that the environment can adapt to threats such as climate change.

Examples of costs that can be funded through this theme include habitat improvement works, tree surgery, scrub removal and the purchase of plants, seeds and trees. Reasonable salary costs for staff directly involved in project delivery or supervising volunteers in delivery can be funded.

We will give preference to projects under this theme that have a strong element of public access or inclusion, such as volunteer involvement. Projects must lead to a direct improvement to a habitat or species. We will ask you to submit a list of habitats and species being conserved or protected through project delivery.

Scrub removal



Species re-introductions



Improving pollinator habitats



Wetland restoration



Hedge creation



Conservation work







# Are the organisation and project eligible?

The **organisation** must be a fully constituted, charitable or not for profit organisation with no share capital. Unfortunately applications from local authorities/councils, hospices, hospitals, day-care centres, rehabilitation units, residential care facilities, and schools are not eligible for funding through the Biffa Award Main Grants Scheme. We cannot accept applications for projects on the grounds of any of the above or on allotments.

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 **£10,000 – £75,000**

Total project cost must be no more than **£200,000** including VAT

Project site must be within **5 miles** of a significant Biffa Operation\* or active Biffa Landfill Site\* (15 miles for **Rebuilding Biodiversity** projects) **AND** within **10 miles** of any licenced landfill site in England and Northern Ireland

*\* Please refer to the postcode checker on the Biffa Award website*

**10%** Third Party Contributor should be identified to fund 10% of the application value

**X** The project must not cross over different themes

**75%** 75% of shortfall funding must be secured if Biffa Award is not fully funding the project



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

If the organisation does not own the project site a fully signed lease with at least **10 years** remaining must be in place for **Community Buildings, Cultural Facilities** and **Recreation** projects. We cannot accept any other forms of agreement, including but not limited to, heads of terms or underleases. For **Rebuilding Biodiversity** projects a signed landowner agreement with at least **8 years** remaining must be in place if the applicant does not own the project site



**Rebuilding Biodiversity** 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



If planning permission is required, it must have been granted prior to an Expression of Interest 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](mailto:biffa-award@wildlifetrusts.org) so that we can advise you.

- ✗ Purely church fabric repairs, e.g. to bell towers and church spires
- ✗ Enhancement of town or village centres, for example signage, seating, dog waste bins and seasonal bulbs
- ✗ Core costs of an organisation, office equipment and furniture or elements that directly benefit staff
- ✗ Car parks
- ✗ Offices
- ✗ New supplies including gas and electricity
- ✗ Elements to meet Disability Discrimination Act requirements
- ✗ Changing Places facilities
- ✗ Portable items that will not be permanently kept at the address listed as your project location
- ✗ Changing rooms, flood lighting, tennis courts, cricket nets or pitch resurfacing
- ✗ Items of personal kit or equipment including kit, gloves or balls
- ✗ Fencing (unless part of a Rebuilding Biodiversity project)
- ✗ Events, excursions and workshops
- ✗ Websites, publications, publicity or marketing materials
- ✗ Storage facilities or containers
- ✗ Feasibility studies, research, tender costs, building consents, planning applications or preliminaries
- ✗ Recruitment costs
- ✗ Energy-saving or green technology-based projects which have a derived income, such as solar panels
- ✗ Work that has already taken place

Although the kitchen at **Boston Spa Village Hall** had already been refurbished, the tired and dated foyer and toilets were desperately in need of modernisation and improvement.

Thanks to a £50,000 Community Buildings grant the work could be undertaken, helping to futureproof the hall for many years to come.







# Expression of Interest



The purpose of the Expression of Interest (stage one) is to allow an initial assessment of your project.

As the completion of a Full Application (stage two) requires a significant commitment in terms of resource and effort, we do not wish to encourage organisations to make that commitment where the application is unlikely to be successful.

Each Expression of Interest is assessed against our criteria and the priorities of the scheme, to enable identification of those projects that are most likely to be funded.

Please note you cannot re-apply for funding on the same site of a previous Biffa Award grant within one year of receiving your final payment. In addition, we can only accept a maximum of two Full Applications per financial year from any one organisation. Only one application per organisation will be considered at any Board meeting.

## Submitting your Expression of Interest

- There are no deadlines for submitting an Expression of Interest in our Main Grants Scheme, we accept submissions at any time
- Before submitting your Expression of Interest ensure that you have answered all the application questions within any stated word limit
- Answer all questions in full, do not simply refer to another document or section within the supporting documentation

After submitting your Expression of Interest you should receive an outcome within five working days. If successful, you will be invited to submit a Full Application, which must be submitted within six weeks of the invitation being made.

If you have been unsuccessful, you will receive a letter by email informing you of this. You will be unable to re-submit your application for six months after the date of your letter, or three months in the case of an issue with a lease.





# Full Application



We want to see **creativity**, **innovation** and **sustainability** in your Full Application. Remember, the scheme is extremely competitive, so this is your opportunity to sell your project to us. It is important that you evidence the need for your project and demonstrate that it has a wide community benefit.

If you are applying under the **Community Buildings**, **Cultural Facilities** or **Recreation** themes we want to see evidence of wider community consultation and involvement in an application. This could be in the form of letters of support, consultation from community open days or a questionnaire, a village design statement or parish plan.

Community involvement should be widespread and include the full diversity of possible beneficiaries. Providing evidence of how you have investigated the needs of the people who will benefit from the project will make your application stronger.

If you are applying under the **Rebuilding Biodiversity** theme you will need to include a site survey and management plan, photographs of the site's condition and a clear rationale for the species and habitat management techniques you will use to fulfill the aim and outcomes outlined in your Full Application.

Under **all themes**, your Full Application should also outline how you intend to ensure the project is sustainable following completion. It is essential that you outline how you will maintain, publicise and develop the project following completion of the funded work.

As with your Expression of Interest, ensure that you have answered all the application questions in full and within any stated word limit. Do not simply refer to another document or section within the supporting documentation.

There is useful text throughout the application which is designed to help you answer the questions. Be concise but provide as much relevant detail as you can for all sections of the form.

The Biffa Award team is available to help with any questions you may have when completing your Full Application. You can contact the team by emailing [biffa-award@wildlifetrusts.org](mailto:biffa-award@wildlifetrusts.org).





# Full Application

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You must provide the following information as part of your Full Application. It will be rejected if it does not include all of the information and documents we require.

**All Community Buildings, Cultural Facilities and Recreation applications MUST include your organisation's:**

- Signed constitution or governing document
- Signed accounts for the last two financial years
- Environmental Policy, an example of which can be emailed upon request
- Formal lease with a minimum of 10 years remaining signed by both parties, if the organisation does not own the project site
- At least **five** signed letters of support from regular weekly users and groups
- At least **two** signed letters of intent from prospective users
- Evidence of community consultations or surveys
- Timetable of use for all regular weekly, fortnightly and monthly groups
- Clear, project relevant photographs to evidence the need for your project
- Three recent quotations for any single item or works costing more than £1,000
- Proof of any shortfall or match funding required to deliver your project
- A milestone and payment schedule for the project, an example of which can be emailed upon request
- Results of planning application if the project requires planning permission
- Site drawings or plans, for new kitchens, reconfiguration of spaces or extensions

**All Rebuilding Biodiversity applications MUST include your organisation's:**

- Signed constitution or governing document
- Signed accounts for the last two financial years
- Environmental Policy, an example of which can be emailed upon request
- Signed landowner agreement for at least 8 years, if the organisation does not own the project site
- Clear, project relevant photographs to evidence the need for your project
- Three recent quotations for any single item or works costing more than £1,000
- Proof of any shortfall or match funding required to deliver your project
- A milestone and payment schedule for the project, an example of which can be emailed upon request
- Results of planning application if the project requires planning permission
- A management plan for each site
- A signed, headed letter of support from your lead partner if applicable
- Job descriptions of any posts to be funded

# Full Application

When you have submitted your application a Grants Officer will contact you if we require any further information.

Once you have supplied everything we require, your application will be assessed and considered at the next appropriate Board meeting, held four times each year in February, May, July and November.

Following the Board meeting you will be contacted by a Grants Officer to inform you of the outcome.

If you are unsuccessful, and want to reapply, you must wait for six months before a new application can be submitted.

## If you are successful:



Following the Board meeting you will receive a Conditional Offer. You will have two months to comply with these conditions



You will then receive a Formal Offer. Work must start and a first claim must be submitted within three months of a Formal Offer being made



All Community Buildings, Cultural Facilities and Recreation projects are expected to be complete and a final claim submitted within 10 months of a Formal Offer being made



All Rebuilding Biodiversity projects are expected to be complete and a final claim submitted within 12 months of a Formal Offer being made



Extensions may only be offered in extenuating circumstances

**The following information is not mandatory at Expression of Interest or Full Application stage but will be required as a condition of your grant if you are successful under any theme:**

- A copy of your ENTRUST Form 2 project application form
- A copy of your ENTRUST project registration confirmation letter

# Previously funded projects: Community Buildings

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**Hall for Gwinear** was built in 1840 as a village school. In 1930 it became the village's church hall. Although the building was well used, the internal layout was insufficient for modern day use.

A £40,847 grant enabled the creation of a lobby and porch area, increasing available space for users accessing the premises with pushchairs and wheelchairs

**Clifton Campville Village Hall** was in urgent need of significant investment due to a lack of suitable heating, a leaking roof, damp and outdated facilities.

£75,000 of funding enabled the creation of internal walls to make better use of the space available and the installation of new windows, heating, flooring, plumbing and electrical work.



As well as hosting Scouts and Guides, the **Alderman Tye Scout HQ** is home to many local community groups. It had a small domestic standard kitchen that was not sufficient for the growing number of community groups that now use the building.

Biffa Award funding of £12,423 enabled the installation of a new, modern kitchen that can cater for larger groups and events.

# Previously funded projects:

## Recreation



In 2017 the wooden play equipment at **Swannington Play Area** was deemed to have come to the end of its life and most items were removed leaving just a slide, roundabout and football goal.

£58,486 of Biffa Award funding enabled the creation of a new play area including six pieces of equipment, permanent picnic tables and safety surfacing.

As well as hosting sporting clubs, **Eccleshall Cricket Club** is used by a variety of community groups. Since opening up to the wider community the kitchen facilities were no longer fit for purpose.

A £37,450 grant enabled the club to build an extension to house larger kitchen that can now accommodate the growing number of community groups that use the building.



Funding of £68,130 enabled **Cumbria Wildlife Trust** to create a community wildlife garden which is open to the public.

The garden includes wildflower areas, a community orchard, fruiting hedgerows, wildlife pond with viewing and dipping platform, a multi-sensory garden and walking trails around the wider site.





# Previously funded projects: Cultural Facilities

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**Northern Print** needed more space to allow members of the local community to attend a range of printmaking programmes and additional gallery space to showcase local artwork.

£42,420 of funding helped the organisation expand its exhibition and gallery space, and to purchase a new laser cutting and engraving machines and plan chests to hold important archive documents.

The **River and Rowing Museum** in Henley-on-Thames desperately wanted to improve its visitor experience through the creation of a new exhibition depicting war and conflict on the River Thames.

A £50,000 grant allowed the museum to purchase interactive exhibits and interpretation to create the gallery for the benefit of visitors.



The trustees of Dereham Windmill worked with members to create a new detached community hall next to the popular **Dereham Windmill Exhibition Centre**.

£50,000 of funding enabled the construction and fit out of the building. This included installation of a central heating system and a new kitchen facility.

# Previously funded projects: Rebuilding Biodiversity



£75,000 of funding allowed **Staffordshire Wildlife Trust** to purchase 23 hectares of land in the Staffordshire Moorlands which will be managed to increase the amount of wading bird habitat, creating a wader hot spot.

The area attracts species including curlew, snipe and lapwing, which are in decline and at risk of localised extinction. The land is a Site of Special Scientific Interest, a Special Area of Conservation, a Special Protection Area and a National Park.

Funding of £30,111 enabled the **Wildfowl and Wetland Trust** to enhance habitats at the Llanelli Dafen Scrapes for breeding water birds.

The project will benefit several UK Biodiversity Action Plan priority species and habitats including lapwing, black-headed gull, Mediterranean gull and shelduck.



**Hilton Gravel Pits** is a designated Site of Special Scientific Interest; however, it had suffered from blue-green algal blooms on the main lake as a result of bankside trees.

Funding of £15,153 allowed Derbyshire Wildlife Trust to tackle the issue by coppicing and pollarding trees. The work also encouraged breeding sites and provided additional habitat for key warbler species. In addition, Tern rafts were installed on the lakes together with kestrel nesting boxes on neutral grassland and bat boxes in the woodland.

# 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](http://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.