

Lancaster University Wind Turbine

Community Benefits Fund

Guidance Notes for Applicants – Round 7, 2019-20

Introduction

These guidance notes have been produced to help you complete the Lancaster University Wind Turbine Community Benefits Fund application form.

The purpose of the fund is to provide grants to enable local community organisations to develop projects located in south Lancaster (see Project Location & Timing section below for full details) which will benefit the local community and environment.

Who can apply?

Any Lancaster District based not-for-profit organisation, charity, trust, community group or voluntary organisation can apply to the fund. Projects not supported by any of these types of groups can apply to the fund through their local Parish Council, which can adopt the project and apply in the name of the Parish Council.

Project Objectives:

Applications to the fund are welcomed that meet the following objectives:

- Projects that will benefit the local community by improving public access to land and amenities, or improving community buildings.
- Projects that will benefit the local environment by improving access, or through conserving, restoring or enhancing natural habitat or species.
- Projects that will reduce energy consumption or carbon emissions for community buildings or facilities.
- Projects of general benefit to the local community or environment.

Projects of which the primary objective is essentially maintenance of an existing facility or site would not normally be considered.

Types of project that will be considered:

Examples of potential projects types that could apply to the fund are listed below.

- Projects that reduce energy consumption and carbon emissions for community buildings and facilities
- Play and games facilities
- Community gardens, ponds, community open space and woodland
- Footpath, path, bridleway and cycle-path improvements
- Projects that improve public access to land
- Nature reserves and habitat creation or conservation

This list is not exhaustive and each application will be considered on its own merits.

Projects that would not be eligible

Typically the following types of projects would not be eligible to apply to the fund.

- Core organisational costs
- Building maintenance
- Projects that will benefit an individual
- Retrospective funding

This list is not exhaustive, please telephone 01524 593333 or email communitybenefitsfund@lancaster.ac.uk if you are unsure as to whether your project would be eligible.

Project location & Timing

Projects should be located within the boundaries of Lancaster District Council to the south or east of the River Lune. This includes the following Lancaster City Council Wards

- Ellel
- Lower Lune Valley
- Upper Lune Valley (east of River Lune)
- University & Scotforth Rural
- Scotforth East
- Scotforth West
- John O'Gaunt
- Castle
- Marsh
- Bulk

Priority will be given to projects to within Ellel, Scotforth and Quernmore Parish Council boundaries.

Your project should normally be able to start within 6 months of receiving the funding offer and completed within 18 months.

Projects are required to have long term management arrangements (if applicable).

How and When to apply

Please complete the Community Benefits Fund Application Form available from on our web site at www.lancs.ac.uk/sustainability/communitybenefitsfund Please ensure that you are using the current version.

Applications can be submitted by email or hard copy. Attachments can be scanned if being submitted electronically.

Applications for the seventh round of funding (2019-20) will be accepted from 1st December 2019 until 31st March 2020. Successful applicants to the fund will be advised by 30th May 2020.

Where to Apply

Funding applications should be made to Lancaster University Community Benefits Fund Steering Group. Hard copy applications should be sent to the following address:

The Secretary
Community Benefits Fund Steering Group
Facilities
Lancaster University
University House
Lancaster LA1 4YW

Email applications should be sent to the following email address communitybenefitsfund@lancaster.ac.uk

For further information on the fund or application forms please telephone the Secretary to the Community Benefits Fund Steering Group on 01524 593333.

How much can I apply for?

The total size of the Community Benefits Fund will be up to £20,000 in each annual funding round. Applicants can apply for funding up to the total annual size of the fund and for up to 100% of the project costs. Applicants should be aware that applications for grant funding received each year typically exceed the total value of the fund. Hence, it is unlikely that all grant applications will be successful. Grants can be awarded for all, or part of the funding requested; alternatively, it may be decided to offer all funding to one project. Applications that can demonstrate their ability to secure match-funding will be considered. All applicants and/or projects are free to apply for funding in subsequent funding years.

Other funding

Where other sources of funding have been secured or are being applied for, the applicant should provide relevant details in section 5 of the application form.

Assessment Criteria

All applications will be considered on their merits and within the funding available for each funding round. Your project will be assessed on the information you provide. Project assessments will be based on the following criteria:

- Is there a clear need for the project?
- Does the project benefit the local community?
- Does the project benefit the local environment?
- Does the project reduce energy consumption or carbon emissions (if applicable)?
- Is the project sustainable?

It is recognised that not all assessment criteria may be relevant to every project, you should however be able to demonstrate specific and measurable benefits of your project.

How to complete form

Please complete the form as thoroughly as possible, but bear in mind the size of the grant you are applying for. If your project is applying for a small grant from the project (for example less than £1000) a less detailed application may be perfectly acceptable. We will contact you if we require additional information. If you are applying for major grant from the fund (over £5000) we would anticipate a more detailed application.

Please enclose (or attach) relevant documents as requested, marking each document with the section to which it relates.

Even if you are unable to provide certain information for your project, please submit the application form, but indicate where you are not able to provide information, as this may not be essential in evaluating your application.

If we require additional information on your project we will get in touch.

Section 1: Contact Details

Please provide contact details for the principal contact for the group. (This does not have to be the person who signs the application form).

Section 2: Organisation/Group Information

Please provide details of your group and attach governance details. Governance details might include documents such as constitution and rules, trust deeds, memorandum/articles or Last year's accounts (this is not an exhaustive list).

Applications to the fund can be sponsored by a Parish Council if appropriate. It is anticipated that detailed discussions would be held with a Parish Council prior to any sponsored application and the Parish Councils permission obtained for such an application.

Section 3: Project Details

Please provide a name for the project and details of the location of the project.

Please explain how you have identified the need for the initiative/project (such as meetings, surveys or consultations) (max 200 words).

You should also provide a description of your project (max 300 words) which details the aims of the project and main activities required to implement it. Please include arrangements for continued maintenance and upkeep.

Please provide full details of land ownership or leasing arrangements on the application form, including when leases expire and access arrangements when lease expires. Please provide a copy of any planning consents (if applicable).

Please indicate if the site has any special designations or protection, such as:

- Site of special scientific interest
- Located within AONB
- Local nature reserve
- Regionally Important Geological Site (RIGS)
- County Biological Heritage Site
- Listed Building
- Conservation area

Applicants should be aware that Community Benefits Fund Steering Group may wish to publicise funded projects. Publicity arrangements will be discussed with successful applicants.

Section 4: Community, Environmental & Sustainability Benefits & Public Access

In order to accurately evaluate the project, the Community Benefits Fund Steering Group will need a clear understanding of the benefits of the proposed project. Please describe the environmental, community and sustainability benefits of the project and public access arrangements. For example this could include:

- Number of volunteers and volunteering days that are expected to be created by the development and maintenance of the project.
- How many people currently use the facility each year and how many are anticipated to use the site following project completion.
- Details of any jobs that will be created by the project.
- Details of aspects of the project to improve public access such as length of paths, bridleways, cycle paths, gates, styles etc.
- Details of other potential community benefits of the project such as training opportunities, educational visits.
- Details of whether the project will result in reductions in energy consumption or carbon emissions
- Details of other potential environmental benefits of the project such as trees planted, species conserved, habitats protected/developed.

For community building projects please explain proposed changes to existing buildings and detail restrictions on booking the facility or any membership requirements.

Section 5: Funding & Project Budget

Please indicate the total cost of the project including VAT.

Please indicate the value of funding requested from the Community Benefits Fund.

If your application is successful, you may be asked to demonstrate how you will ensure value for money for your project. This could be demonstrated by using local suppliers for example or by obtaining two or more quotes for high value items. It would be helpful if you can have this information available, if requested.

Please provide a breakdown of expenditure for the principal planned work or activities, detailing any VAT costs.

Please indicate the value of funding you have applied for from other sources and contact details for those project partners, and whether the funding has been secured. Please let us know of any dates when you require a decision on funding.

Section 6: Project Plan

The project plan outlines the proposed schedule of works. It should include start and finish dates and dates/times of key activities and works. And the date you would wish to claim the grant (if successful in your application).

Section 7: Declaration

This section must be signed by an authorised signatory of the applicant (not necessarily the contact noted in Section 1).

What happens next?

The application will be acknowledged and you will be advised of the date that the Community Benefits Fund Steering Group will determine your application.

The Community Benefits Fund Steering Group may contact you if there are any queries regarding your application.

Applicants to the fund will be sent a letter confirming the decision of the Community Benefits Fund Steering Group in respect of their application within 7 working days of the application determination meeting. Successful applicants will be sent a funding offer letter detailing the terms and conditions of the offer.

Further applications to the fund

There is no limit to the number of applications an organisation can submit to the fund. However projects previously awarded funding would be anticipated to have been completed prior to making a fresh application.

Further guidance and information

For further information on the fund or application forms please contact the Secretary to the Community Benefits Fund Steering Group using the details in the 'where to apply' section above.