**LEF Green Grants**

Welcome to Lancashire Environmental Fund Green Grants Scheme.

**About Lancashire Environmental Fund**

The Fund was established in 1998 as a not-for-profit organisation to support community and environmental projects within Lancashire with grants generated by the Landfill Communities Fund.

The Lancashire Environmental Fund is a registered Charity with an independent Board of trustees and application assessment panel. Funds are provided by SUEZ Recycling & Recovery UK Ltd and Lancashire County Council.

Since 1998 LEF has supported over 800 projects with grant totalling over £20M.

The aim of the Green Grants funding programme is to provide a small grant for a small standalone project. The grant can be up to £1,000.

**About the Green Grants**

Green Grants can be used to fund small scale community projects that can be accessed by the general public.

Projects might include;

* Energy efficiency measures at community facilities ie insulation, double glazing, water saving, low energy lighting etc
* Wildflower and bulb planting
* Tree planting
* Community Orchard
* Community Gardens (but not allotments)
* Pond creation and planting
* Improvements to access to public parks and gardens
* Benches and seating
* Health Walk Waymarking

**This is not an exclusive list and there will be other types of projects or schemes that fit our criteria. It should be remembered that the overall intent of your project should be to improve the environment in some way whether that is the built, social or natural environment.**

There are however some ineligible projects;

*Projects in the grounds of schools, nurseries and preschools*

*Community consultation days*

*One off events*

*Production of environmental leaflets, handbooks and other environmental education resources*

*Allotment regeneration*

*Community website development*

*Contribution to activities such as Britain in Bloom or Best kept Village competition*

*Core costs of an organisation;*

*Retrospective funding;*

*Funding you are applying for forms part of a larger project;*

*Revenue costs;*

*Projects that cannot complete before 31st March in the financial year that the grant was approved for.*

*Projects that are located in the boroughs of Blackpool and Blackburn with Darwen.*

Before spending time completing the Green Grants application form please email general@lancsenvfund.org.uk with details of the project so that we can check that your proposal fits our eligibility criteria. It would be useful to include the project postcode, organisation/group name, public accessibility information, how much funding is required/total cost of project, project timescales and a brief description of what you want to carry out.

Who can apply for a Green Grant?

Any not-for-profit organisation, charity, trust, community group, voluntary organisation or parish/community council.

**When should I submit my application?**

There are no application deadlines and they can be submitted at any time. We will acknowledge your application and give you an indication for when we will make a funding decision.

**How long will it take?**

Our aim is turn around applications typically within 8 weeks of details being submitted.

**Can I add your grant to some other funding that I have already received or raised for the project?**

No, unfortunately not. The Green Grant must be for a discrete stand alone project. We have to do this to comply with Entrust, the national regulator’s requirements for small grants.

**Is the grant time limited?**

Yes, you must able to spend your grant within the financial year that it was awarded ie; if you are awarded a grant in September 2022 it must be spent by 31st March 2023. We will request that projects are complete by 28th February to allow time for the grant payment to be processed.

**Does our organisation or group need to have a Bank Account?**

Yes. This will be a requirement of any grant. Grants awarded will be paid by cheque.

**Health and Safety**

Recipients of a Green Grant will be required to accept responsibility for the all health and safety aspects of their project and assess the risks to the public and participants, both during the project’s development and delivery and on completion. Applicants should therefore ensure that they have sufficient liability insurance to cover the project activities.

**Child protection**

If you or members of your group will be working with unsupervised children or vulnerable adults as part of the project, you should ensure that you undertake a risk assessment and check that you have considered the implications for child protection and safety.

You will need to develop a child protection policy and undertake Disclosure and Barring Scheme checks for any staff or volunteers working unsupervised with children or vulnerable adults.

**How do I complete the form?**

**Please complete the form in as much detail as possible. The text boxes will expand as you type.** Enclose any relevant documents where requested and supporting details eg maps, plans, photos etc.

Please clearly mark each document with the section to which it relates. **Failure to attach the necessary documents will delay assessment of your application.**

**Section 1: Your Contact Details and Basic Information**

These questions tell us about your organisation. Please enclose the relevant information with your application.

The contact name you provide should be the main contact for the project who can be contacted to discuss the proposal in detail. It does not necessarily need to be the person who signs the application form.

If you are registered as an Environmental Body please enter your details.

LEF would also like to know if you have managed any grant funding previously and what you used the money for.

**Section 2: About your project**

Please provide a suitable title that best describes your project. This is the name that will be used in correspondence with The Fund.

The address of the project location must be where the project is actually taking place. Please enter the main postcode that refers to the location of the project. If your project is situated on land which has no postcode please provide the postcode of the nearest building.

A six figure Ordnance Survey grid reference should also be provided for your project location. A location plan should also be provided. If you have difficulty finding a grid reference we recommend using [www.gridreferencefinder.com](http://www.gridreferencefinder.com).

Please tick only **one** of the descriptions that best fits your project.

Your project location must be within 10 miles of a licensed landfill site. In Appendix A on the application form there is a list of appropriate landfill sites.

In order to assess your application we require a description of your project in no more than 300 words. The description should detail the main activities you will need to carry out to deliver your project and include clear aims and the objectives of your project.

If you are applying for a grant for a community building project you should explain how your project will benefit the wider community. You should include details of current use and of any proposed additional use of the building.

It is important for The Fund to know how you have identified the need for the project. This could have been through a community consultation, local/national government strategy, local action plans etc.

Please indicate the proposed start and finish date for your project. Please remember you may have to wait 8 weeks for a funding decision. Please consider this when planning your project. **The Fund will not support projects that have started before an application has been determined. The Fund will not consider supporting projects that are requesting retrospective funding.**

Projects must be able to start within 3 months of a formal grant offer from The Fund and should be completed by 31st March of the current financial year. The Fund will not carry grants over to another financial year.

It is important that projects we fund are maintained to a high standard once completed. In some cases eg village hall, play area or nature reserve projects you need to tell us how you intend to meet maintenance requirements to ensure long-term viability of your project.

Public access to the location or site of your project is an essential element of our funding. Please include details of hours and days the project location can be accessed.

Please tell us who owns the land on which the project will take place. You do not necessarily need to own the land the project is located on but we will require evidence of the landowner’s permission to carry out work on that land.

Please attach a copy of any planning consent if relevant. Your project may be assessed and a decision made on funding before planning consent is secured. Please be aware that any approval would be conditional on securing consent.

The project delivery plan tells us what you will be doing and when. It should include project start and finish dates and specific activities related to the project.

**Section 3: Statistical Information**

The Fund is required to collect information on behalf of the scheme regulator, Entrust, to enable them to report to National Government on the success of the Landfill Communities Fund. Please complete realistic estimates for the indicators that are relevant to your project.

**Section 4: Funding details**

This is the total cost of your project. Please indicate the amount including any VAT. The total cost of project must not exceed £1000.00.

LEF would like to know if your project includes contributions given in-kind, it helps us to assess the overall value of the project.

On the budget summary sheet please show the items you are seeking funding for.

The better the financial detail, the easier it is for LEF to assess whether your project offers value for money.

**Section 5: Check list**

Please complete the checklist of supporting information. Clearly indicate the section/question of the application form that the supporting information relates to.

**Section 6: Declaration**

The form must be signed by someone in your organisation who has the authority to do so. It does not necessarily need to be the person(s) on the contact list.

**You must confirm that you meet all the requirements of the declaration section otherwise LEF cannot process your application.**

**Contacting The Fund**

You can contact Jennifer Tidy on 01772 317247 or general@lancsenvfund.org.uk

Our web address is [www.lancsenvfund.org.uk](http://www.lancsenvfund.org.uk)

**Making further applications to The Fund?**

The Fund will only accept one Green Grant application from an organisation in a financial year for a particular site. We will also not accept a further application until the applicant organisation has completed a project previously supported by LEF. The scope of further Green Grant projects must vary from previous projects carried out on the same site. For example, if you have received a Green Grant for energy efficient lighting in a community facility, you would not be eligible to apply for another Green Grant for new lighting in the same building.