

West of England Combined Authority

Community Pollinator Fund

Grants Programme

GRANT APPLICATION FORM  
MEDIUM AND LARGE GRANT APPLICATIONS  
(>£10K - £100K)

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# Instructions

It is essential that you comply with the following instructions in the preparation and submission of your application. The West of England Combined Authority (hereafter the ‘Combined Authority’) reserves the right to reject any application that does not comply with these instructions.

We have included an Application Guidance Note in your application pack to help support you with this application – this provides details of the application process and an explanation of how applications are assessed. It also details what to include in your responses & tips on what the Selection Panel is looking for in submissions. We *recommend* that this Guidance Note is read before starting your application, and it may be useful to have the guidance open whilst you are completing your application form.

Applicants (‘You’) must:

Return a completed and signed electronic version of this application form, appendices and any supporting information to the Combined Authority by **5pm on 19th April 2023.**

Please email the documents to [**bee.bold@westofengland-ca.gov.uk**](mailto:bee.bold@westofengland-ca.gov.uk)**,** including the words “Community Pollinator Fund” in the subject line.

* If the file sizes of your supporting documents are large, please include a link to where you have saved your supporting evidence or attach a zip file to your email.

ANY APPLICATION SUBMITTED AFTER THIS DATE WILL BE DISREGARDED BY THE COMBINED AUTHORITY.

Documentation required for submission *(click box to confirm)*:

|  |  |
| --- | --- |
|  | Application Form (fully completed) |
|  | Due Diligence Form (Appendix A) |
|  | Letter from the Chief Finance Officer of the lead organisation of your application (Appendix B) |
|  | Any additional supporting documentation (Appendix C) (*e.g., videos, photos, maps/plans, external research. If large file sizes, please send a zip file or a link to a file sharing site)* |
|  | Financial Annex (Appendix D) |

Appendices

Appendix A: Due diligence form – within this document

Appendix B: Letter from the Chief Finance Officer – please provide

Appendix C: Supporting information – please provide

Appendix D: Financial Annex – separately attached

# 1. Application response

By continuing with this application, you are confirming that:

1. Your proposed project is physically located in the Combined Authority’s geographical area and the benefits will be delivered within this area, i.e. Bath and North East Somerset, Bristol or South Gloucestershire local authority areas.
2. You will have full necessary permissions from the landowner(s) of the proposed project site prior to accepting any grant agreement or commencing delivery.
3. You have secured and can demonstrate at least 20% match funding (this can be in-kind or financial contributions).
4. You are able to complete the due diligence information where applicable (appropriate for the size of grant you are applying) and are able to meet all requirements for the full application process.
5. The lead organisation is a registered charity, voluntary organisation, community group, town, parish or unitary authority, school or education organisation, youth club, sports clubs, building of worship, or not for profit organisation managing community spaces.
6. The lead organisation has 3 unrelated Trustees/Directors/Management Committee members.
7. You have read the specification guidance and if successful you are aware of the delivery obligations in terms of outcomes and monitoring, reporting and evaluation required.
8. Your proposal does not include:
   1. Any project or activity which can be classed as a statutory responsibility.
   2. Any provision or project which has already funded activity.
   3. Retrospective funding.
   4. National organisations that cannot demonstrate local governance and control of local finances.
   5. Politically connected or exclusively religious activities – projects must demonstrate how they benefit the wider community and address specific barriers.
   6. Reimburse expenditure that occurs before the grant offer. Any prospective expenditure must be detailed in the application and cannot occur until the grant is offered.
   7. Purchase equipment or consumables associated with PPE and social distancing measures.
   8. Fund wage subsidies.
   9. Support working capital.

Please click on this box to confirm your agreement to the statements above:

## 1.1 For Information Only

Lead Organisation

|  |
| --- |
| Organisation Name *(please include full organisational name)*: |
|  |
| Key Contact Name & Position: |
|  |
| Organisation Address: |
|  |
| Email Address: |
|  |
| Telephone Number: |
|  |

Consortia Partners (*if applicable & please add rows where needed)*

These are key organisations who will help you deliver the proposal. This may include sub-contracting arrangements.

|  |  |  |
| --- | --- | --- |
| Organisation name & address | Lead contact name & email | Summary of role & responsibilities within Consortia. |
|  |  |  |
|  |  |  |
|  |  |  |

Wider partnerships - Brief Overview

These may be partners who are not necessarily compulsory to deliver the proposal but where you expect to have links which will benefit the delivery or ongoing management of the project/project site.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of  Organisation/ programme | Summary of partnership | Role in project delivery | Location of partner organisation |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Grant Size Requested

|  |  |  |
| --- | --- | --- |
| Grant size | Please click as appropriate | Amount of grant requested (£) |
| Medium £10,000 - £49,999 |  | £ |
| Large – £50,000 - £100,000 |  | £ |

# 2. Questions

You must respond to the five **(5)** compulsory quality questions contained in this section of the Application Document.

## Question 1 – PROJECT DESIGN & DELIVERY (25% Weighting)

|  |  |
| --- | --- |
| 1a | Project name: |
|  |
| 1b | **Location of your project site (incl. local authority area):** |
|  |
| 1c | **Total area of pollinator habitat created/ improved as a result of the project:**  *e.g. 5 ha / 50,000 m2* |
|  |
| 1d | **Brief project description including desired outcome and any outputs or metrics that you anticipate (max 500 words).** *(Please also provide the assumptions behind your anticipated outcomes and any evidence of previous success)***:** |
|  |
| 1e | **Total volunteer numbers within project:** |
|  |
| **Total number of volunteer hours within project:** |
|  |
| **Describe how the volunteers will take part in the project. What will they do and how will volunteers be sourced and organised:** |
|  |
| 1f | **Do you have the necessary permission of the project site landowner(s)?**  **Please include details of the permission and what it entails:** |
| **Yes  No**  **Details:** |

## Question 2 - MEETING THE FUND OBJECTIVES (25% Weighting)

|  |  |  |  |
| --- | --- | --- | --- |
| 2a | Briefly, describe how the project contributes to each of the Community Pollinator Funds' primary objectives, which are (max 250 words): | | |
| **1) To create and enhance the biodiversity in the area with an emphasis on improving pollinator habitats to contribute towards the local ambition to double the abundance of wildlife (pollinators) from 2018 levels by 2050:** | | |
|  | | |
| **2) To raise awareness and empower communities to take action to address the ecological emergency (community engagement)** | | |
|  | | |
| 2b | **Indicate which other Fund objectives your project delivers on, select all that apply (minimum of two):** | | |
| Enhance the environmental management and quality of an area by planting a variety of plants for pollinators, incorporating native species as much as possible |  | |
| Target interventions in ‘the best places for nature’ by aligning with the Nature Recovery Network |  | |
| Increase community access to pollinator habitats and green space meeting the ‘Access to Natural Green Space Doorstep Standard’ (a Green Space of at least 0.5ha within 200m of where people live) |  | |
| Deliver a wider range of environmental and social benefits or ecosystem services e.g. water purification, air quality, space for recreation and climate mitigation and adaptation |  | |
| Improve the health and wellbeing of communities and biodiversity while helping to improve community spaces (including social prescribing) |  | |
| Increase opportunities for people from protected and disadvantaged groups to access and engage with nature |  | |
| 2c | **Will your project space be publicly accessible once completed?** | | |
| **Yes  No**  **Details:** | | |
| 2d | **Please provide specific details of intended planting choices i.e. species of plants and/or trees and any other design or management features that will support wildlife, especially pollinators. Where possible, please make clear the extent to which the project prioritises native species.** **(max. 250 words)** | | |
|  | | |
| 2e | **Please tick to confirm your commitment to using peat free compost and avoiding pesticide use (including insecticides, herbicides, fungicides and rodenticides)** | |  |

## Question 3 - FINANCIAL VALUE FOR MONEY (20% Weighting)

|  |  |  |
| --- | --- | --- |
| 3a | Please tick to confirm completion of the Financial Annexe (Appendix D) |  |
| 3b | **Financial Summary** | |
| **Total project cost (all costs covered by the Fund & match-funding)** | |
| £ | |
| **Total match funding (in-kind and/or cash, please specify)** *Compulsory* | |
| £ | |
| 3c | **Staff Costs** | |
| **Will any of the requested funding be spent on staff costs?** *Click as applicable:* | |
| **Yes  No** | |
| **If yes, please include detail including role and estimated proportion of overall requested funds:** | |
|  | |

## Question 4 – PROJECT MANAGEMENT (20% Weighting)

|  |  |
| --- | --- |
| 4a | Can your project be completed summer 2024?  If no, please provide details: |
| **Yes  No**  **Details:** |
| 4b | **Please provide details on how you intend to manage the project through to completion and a brief summary of your planned delivery timelines.**  **(200 words max)** |
|  |
| 4c | **Describe the provisions or plans included within your project for the ongoing future management and legacy of your project and/or site(s) *i.e. what will happen once the funding has been spent*. (max. 150 words)** |
|  |

## Question 5 – Community Engagement Question (10% Weighting)

|  |  |
| --- | --- |
| 5a | Provide an overview of any community engagement aspects of your project, from before delivery through to after completion. (Max 250 words) |
|  |

# 3. Modern slavery and responsible procurement statement

|  |  |
| --- | --- |
| Please click to confirm on behalf of your organisation that:   1. You are committed to improving ethical and sustainable practices locally and globally. 2. You will uphold and work in compliance with the Core Expectations of the Combined Authority’s Responsible Procurement Strategy. 3. You will willingly and openly work with The Combined Authority Procurement to further their ambitions in relation to responsible, ethical, and sustainability issues. |  |

# 4. Subsidy control

Projects funded through the Community Pollinator Fund will be subject to the UK’s subsidy control measures. Further details will be provided to successful applicants if required.

|  |
| --- |
| Please identify what the subsidy control position for your project is, using the information provided in the accompanying guidance. Your answer should include enough detail about the project to show which subsidy control position will apply (max 250 words). |
|  |

# 5. Declaration & company information

Before submitting your application/quotation, you must ensure that you sign and date below.

I/We hereby offer to deliver the above-mentioned goods and/or services for all orders placed as a result of this process at the price detailed in this application/quotation.

I/We hereby certify that I/we have not canvassed, nor will canvass anymember, director, employee or adviser of WECA in connection with this application/quotation and the proposed award of the Contract by WECA; and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done, or will do any such act.

I/We understand that the submission of this application is not a guarantee of funding.

|  |  |
| --- | --- |
| Signature (digital/ scanned): |  |
| Name (Block Capitals): |  |
| Role Title: |  |
| Email: |  |
| Telephone: |  |
| For & on behalf of: |  |

**Organisation Information**

|  |  |
| --- | --- |
| Full name of Organisation: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| Website: |  |

**Organisation Status**

|  |  |
| --- | --- |
| Charity |  |
| Town or Parish Council, or Unitary Authority |  |
| School or education organisation |  |
| Community Group |  |
| Other (please state) |  |
| If your company is a charity, please give: | |
| Registration no.: |  |
| Registration date: |  |
| Registered address: |  |
| VAT reg. number (where applicable): |  |

# Application Submission Checklist

**Before finalising your application document, please make sure you have ticked the following:**

|  |  |  |
| --- | --- | --- |
|  | The 5 boxes to confirm you have submitted the application form, due diligence response, financial annex, letter from the chief financial officer and any additional supporting material | [**Page 2**](#_Instructions) |
|  | To confirm you agree to the 8 statements in the Application response (Section 1) | [**Page 3**](#_1.0_Application_response) |
|  | To confirm your commitment to using peat free compost and avoiding pesticide use (Section 2e) | [**Page 7**](#_Question_2_-) |
|  | To confirm you agree to the Modern Slavery and Responsible Procurement Statement (Section 3) | [**Page**](#_3._Modern_slavery) **9** |

Please tick the boxes below to confirm that:

|  |  |
| --- | --- |
| You have provided the names and contact details for the lead organisation and any consortia partners (Section 1.1). |  |
| The correct grant size and amount is requested. |  |
| You have provided answers to all of the questions within the required word limits. |  |
| The project delivery dates fit within the timescale of the Fund. |  |
| Written evidence for land permissions is supplied (if you don’t own the land). |  |
| The correct numerical figures are given for the size of pollinator habitat that will be improved, the volunteer hours, and volunteer numbers. |  |
| All of the financial amounts in this application form match the amounts in the financial annex (Appendix D, separately attached). |  |
| You have signed and dated the Declaration and Company Information section (Section 5). |  |
| Appendix A: Due diligence disclosure form is completed in full. |  |
| Appendix B: You have supplied a letter from your chief financial officer or CEO. |  |
| Appendix C: You have supplied supporting information with this application form if relevant. |  |
| Appendix D: A financial annex is supplied using our Excel template or your own version which provides the same information. |  |

# Appendix A: Due Diligence Disclosure Form

|  |  |
| --- | --- |
| Organisation Name: |  |

For compliance and value for money purposes, the West of England Combined Authority undertakes a rigorous due diligence process that is reasonable and proportionate to the value of funding awarded.

Funding can only be provided to financially sound and compliant organisations.

Please note for the purposed of this application the Combined Authority will only carry out due diligence based on the information provided on this form at the time of submission.

The Combined Authority may have further questions for your organisation as part of this due diligence and applicants should ensure they have a representative able to answer clarification questions.

The Combined Authority must complete due diligence before applications are progressed through internal governance processes. Clarification questions replied to after this date cannot be processed and the application may fail the due diligence as a result and not be recommended for funding.

The following information is required:

|  |  |
| --- | --- |
| Lead Organisation Name (Full organisational name): |  |
| Registration Number: |  |
| Contact name for clarifications: |  |
| Contact email: |  |

|  |  |
| --- | --- |
| Financial Statements / Accounts | Click Relevant Box |
| Three (3) years full filled accounts to include: Profit & Loss, Balance Sheet and Notes to the accounts. |  |
| If trading for less than 3 years, full filled accounts to include Profit & Loss, Balance Sheet and Notes to the accounts for years trading together with monthly management accounts for the current accounting period. |  |

|  |  |
| --- | --- |
| Business Criteria | Click Relevant Box |
| Have any of your directors/partners ever been disqualified from being a company director under the Company Directors Disqualification Act (1986) or ever been the proprietor, partner or director of a business that has been subject to an investigation (completed, current of pending) undertaken under the Companies, Financial Services or Banking Acts? | Yes  No |
| Have any of your directors/partners ever been declared bankrupt or been subjected to an arrangement with creditors or ever been the proprietor, partner of director of a business subject to any formal insolvency procedure such as receivership, liquidation, or administration, or subject to any arrangement with its creditors? | Yes  No |
| Have any of your directors/partners ever been the proprietor, partner or director of a business that has been requested to repay a grant under any government scheme? | Yes  No |
| Please confirm if you have valid and appropriate business Public Liability Insurance? | Yes  No |
| Please confirm if you have valid and appropriate Professional Indemnity Insurance? | Yes  No |
| Please confirm that you have a Business Continuity Plan? | Yes  No |
| Are there any pending or known legal proceedings against the organisation? | Yes  No |
| Is your business a subsidiary of another organisation (parent) or does your company own part of another business, or does your company own another business? Does your company have direct or indirect control of the majority of voting rights and/or the ability to exercise a dominant influence over another, or vice versa? | Yes  No |
| If yes, please provide details including company names and registration numbers: | |
|  | |

|  |  |
| --- | --- |
| Subsidy Control | Click Relevant Box |
| Has your organisation or any business named above received public sector grants within the last 3 years? If so, these are likely to have been subject to EU State Aid legislation now known as UK Subsidy Control legislation. Please detail the name of all grants received in the last 3 years, their total value award and if these were awarded under the *de minimus* and/or General Block Exemption Regulation (GBER). | Yes  No |

**Declaration**

As part of due diligence, a business credit score will be obtained from a credit reference agency, and by signing this declaration you consent for a credit reference check to be carried out on your organisation which will leave a footprint on your organisation credit file.

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Signature (digital/ scanned): |  |
| Date: |  |

# Appendix B - Letter from Chief Financial Officer

This application form should be accompanied by a letter from the Chief Financial Officer/ CEO or a qualified accountant for the Lead Organisation stating that:

1. They have approved the final application for submission to the West of England Combined Authority.
2. All relevant financial approvals are in place within the lead and partner organisations to deliver the project as set out in the full application.
3. All appropriate financial due diligence has been undertaken by the lead partner in respect of the full application.
4. They are responsible and accountable for ensuring that the project delivers good value for money in the use of public resources, that being the suitability and effectiveness of the project as well as the outputs and outcomes achieved in return for the public resources received.

# Appendix C – Supporting information

Please list up to five (5) documents containing supporting information you are including with your application. It is not compulsory to provide additional information, but it may support us in better understanding your project.  
*This could include: videos/ photographs, site sketch plans/maps, additional information surrounding the background of your project,* *letters of support and quotes to show the actual costs of undertaking the work, if applicable.*

|  |  |
| --- | --- |
|  | |
| If your supporting information involves large file sizes then please either zip file and attach them to your email submission, or provide a link to your online storage below: | |
| Link to online storage: |  |