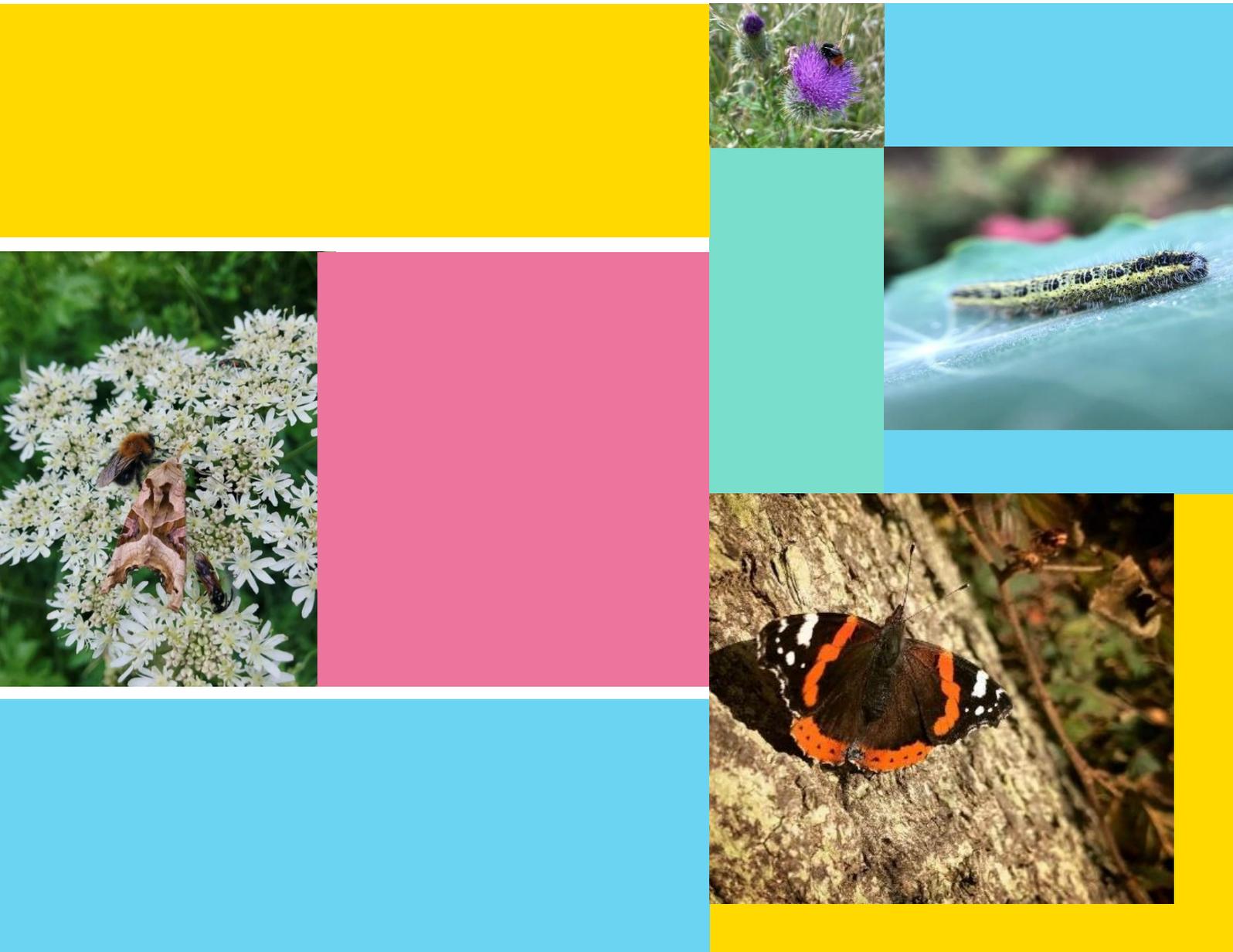


# West of England Combined Authority Community Pollinator Fund Medium - Large Grant Guidance Note



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# Community Pollinator Fund: Introduction

The £1m Community Pollinator Fund follows on from the West of England Combined Authority's (hereafter the 'Combined Authority') 'Bee Bold Awards' and aims to deliver on the Combined Authority's objective to increase the abundance of wildlife by 30% by 2030.

The Community Pollinator Fund (hereafter 'the Fund') has been created to support community-led ecology projects that enhance biodiversity and pollinator habitats across the West of England region. Specifically, it is aimed at providing grant funding from £1,000 to £100,000 to a range of below "landscape-scale" projects that offer multiple environmental and societal benefits, with an emphasis on supporting pollinators and community engagement.

The first round of the Fund was focussed on medium-large projects, with grants awarded between £10,000 - £49,999 and £50,000 - £100,000. A total of 13 applications were selected for funding, with £440,000 of the total £1m allocated.

## Round 2 Focus

The second round of funding seeks proposals for small, medium, and large projects located in the region seeking grants between £1,000 - £100,000.

This guidance document is for **medium-large grant applications (£10K-£100K)**, with a separate guidance document provided for small grant (<£10K) applications.

## Available funds

A maximum of **£560,000** of grant funding is available in this second round.

Depending on the scale, scope and quality of applications received in Round 2, additional funding rounds over the course of 2023-2025 may take place, however given the level of interest in the fund to date, there is a likelihood that Round 2 may utilise the remaining grant funding if applications of sufficient quality, scope and scale come forward.

## Community Pollinator Fund Objectives

The Fund aims to support community-led ecology projects that enhance biodiversity and pollinator habitats, incorporating an aspect of community engagement.

The two primary objectives, which all projects applying to the Fund would be required to deliver, are as follows:

- 1) **To create and enhance the biodiversity in the area with an emphasis on improving pollinator habitats** to contribute towards the regional ambition to increase the abundance of wildlife by 2030; and
- 2) **To raise awareness and empower communities** to take action to address the ecological emergency in order to:
  - Increase engagement with the natural environment (e.g., time spent in the natural environment).
  - Increase the number of people engaged in social action for the environment (e.g., volunteering work, participation in conservation work etc.).
  - Improve environmental attitudes and behaviours (e.g., willingness to change lifestyle and behaviours to benefit wildlife and pollinators); and
  - Achieve health and well-being benefits (e.g., mental, and physical health as well as improvements in air quality and climate regulation)

In addition, proposed projects need to meet two or more of the following secondary objectives:

Enhance the environmental management and quality of an area by planting a variety of plants for pollinators, focusing on 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’ (i.e., 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

### Eligible applicants

Proposed projects need to be within the Combined Authority area (South Gloucestershire, Bristol City, Bath and North-East Somerset).

The Fund is open to applications from:

- Volunteer groups, community groups, and non-governmental organisations (NGOs)
- Town councils, parish councils and unitary authorities (Bath and North East Somerset Council, Bristol City Council and South Gloucestershire Council)
- Schools and education organisations
- Youth groups, sports clubs, buildings of worship
- Not for Profit Organisations (including charities) managing community spaces

We welcome applicants from standalone organisations or groups (consortia). For consortia applications, the details of all organisations will need to be provided within the application form.

### What the funding can be used for

A wide range of project proposals will be considered as long as they meet the Fund’s main objectives. Examples of suitable projects include but are not limited to:

- Creation of native wildflower meadows / patches in community spaces and schools
- Planting for pollinators in community spaces
- Multi-beneficial green infrastructure delivering the objectives set in the [Joint Green Infrastructure Strategy](#) and Nature Recovery Networks
- Habitats containing pollinator shelters such as log-piles, bee banks and dead hedges
- Outdoor classrooms or education settings with suitable planting

Projects can also have an element of local community engagement involving education, awareness raising and encouraging action for pollinators. This can also include improving access to green spaces for public use.

We have included guidance on 'Project Ideas' within your Application Pack that may help to get you started or see our website for the successful Round 1 funded projects: [Community Pollinator Fund website](#).

## TOP TIPS:

The Community Pollinator Fund's main focus is on creating or improving habitats for pollinators, with a focus on supporting existing native pollinators to thrive. As such there are a few things that we are unlikely to fund. If your project includes the following, we'd suggest you get in contact with us prior to making an application to discuss:

- Installation of beehives and/or introduction of non-native bee colonies
- Large amount of project funding on infrastructure (e.g., buildings, walls, paths, fences, polytunnels)
- Large amount of project funding on arts elements (e.g., sculptures, arts trails)
- Habitats largely being in planters
- Spaces that are not open to community groups (excluding things like schools or high-risk communities)

## Key requirements for applications

All Projects should:

- Be located within the Combined Authority's geographical area - i.e., Bath and North East Somerset, Bristol, or South Gloucestershire local authority areas.
- Be focused on delivery, with projects to be completed by summer 2024 (and where this isn't possible, reasons and alternative timelines set out).
- Be in a ready-to-deliver state. Where there are outstanding landowner permissions or development work required to deliver the project, this should be clearly outlined within the application form, including providing evidence of when the permissions are likely to be given.
- Demonstrate at least 20% match-funding (this can be in-kind or financial contributions) is secured.
- Be focused on actual delivery and not have a primary focus of providing funding for staff resources or delivering further evidence.
- Deliver on the Fund's primary objectives and a minimum of two of the Fund's secondary objectives.
- Be able to confirm longevity of the site, i.e., provide assurance that site use/permissions will not be changed after completion, and sustainable ongoing site management has been factored into the delivery plan.
- Have completed all sections of the application form including the due diligence information.

## How to apply

1. Complete all sections of the application form - use this guidance to aid completion.
2. Collate any supporting documents you want to include with your application.
3. Email your completed form and appendices 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 you wish to support the application with photos and/or videos, make sure to zip file your attachments or include a link to your files in the form.

For any queries or clarifications regarding your application, please raise these via the [email](#) before submitting your completed application.

## **Deadline for applications**

Applications will need to be submitted to [bee.bold@westofengland-ca.gov.uk](mailto:bee.bold@westofengland-ca.gov.uk) by 5pm on **Wednesday 19th April 2023**.

The Combined Authority reserves the right to close applications early if there is a significant level of interest. It is suggested that you send your application as early as possible.

## **Application Process / Next Steps**

The flow diagram shown on the next page outlines the stages of the application process. We will let you know if we require any further information from you at any of the stages.

## **Funding allocation process**

Funding recommendations will be made based on the scores of the applications received and the amount of funding sought and available.

The funding decisions available to the Combined Authority are:

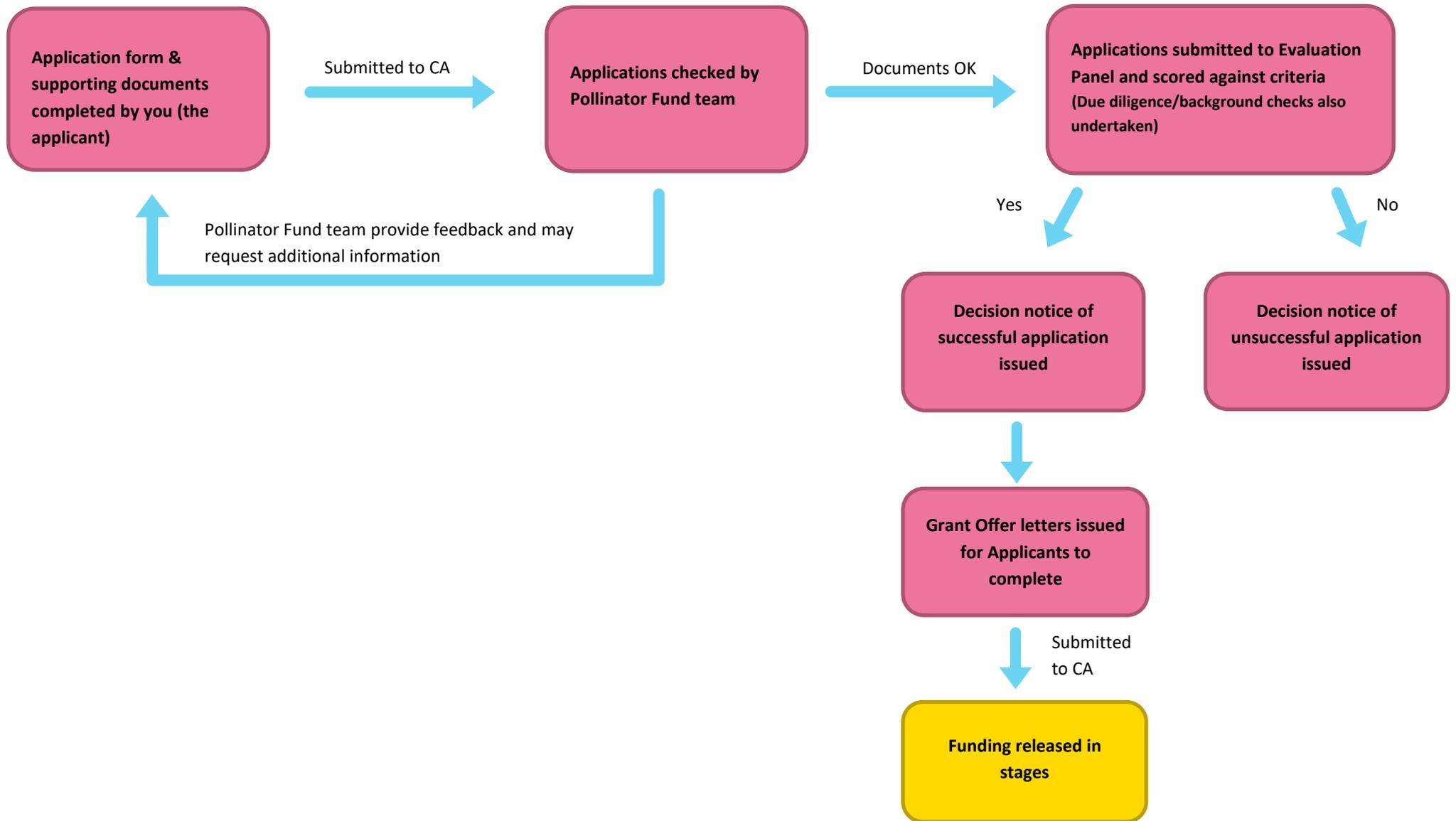
1. Offer full funding - to successful, high scoring applications.
2. Offer conditional funding - funding will be granted subject to conditions being met (e.g., planning permission granted, match funding secured). Where a conditional offer of funding is made, the conditions will be clearly stipulated.
3. Offer part funding - the Combined Authority may choose to offer funding for part of a project.
4. Not to fund - funding application not supported at this time.

For successful applicants:

- 20% of funds will be paid in advance.
- A further 40% of funds will be paid once 60% total grant expenditure and match funding is reached (during delivery).
- The remaining 40% of funds will be paid upon completion.

N.B. Evidence of expenditure will be required in order to release funding for the second and third payments.

## Stages of the Fund application process



# Application scoring

The application form contains five questions that form the award criteria, all of which must be completed.

The five award criteria questions within the application form are to show that the project:

1. Offers compelling project design and realistic delivery plan.  
(Question 1: Project design & delivery)
2. Meets the Fund's objectives.  
(Question 2: Meeting the Fund objectives)
3. Is financially affordable and offers value for money.  
(Question 3: Financial value for money)
4. Is achievable with a clear approach to management.  
(Question 4: Project management)
5. Incorporates an element of community engagement (compulsory for large projects >£10k).  
(Question 5: Community Engagement)

## Application scoring methodology

Responses to each application form section will be scored on a grading system from 0 (zero) to 5 (five) as set out in Table 1 below. That score will then be weighted in accordance with the percentage weighting allocated to each section of the application form - as shown in Table 2.

The scores shall be awarded to each section of the application form based only on the information provided within the application form, appendices, and supporting information provided in the submission.

Factors which the Evaluation Panel will consider in making this assessment are set out in Table 1 below and [Section 2.0 - Questions](#).

The Combined Authority has the absolute discretion to disregard any appendices, either in part or in full, that contain information that is not relevant to the application.

*Table 1 Scoring criteria for each Question and/ or section of application*

Assessment	Interpretation	Max. score
<b>Unacceptable</b>	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the applicant has the ability, understanding, skills, resource required to deliver the project. <b>OR</b> No response.	<b>0</b>
<b>Serious Reservations</b>	Satisfies the requirement with <b>major</b> reservations. Considerable reservations of the applicant’s relevant ability, understanding, skills, resource required to deliver the project, with little or no detail to support the response.	<b>1</b>
<b>Minor Reservations</b>	Satisfies the requirement with <b>minor</b> reservations. Some <b>minor</b> reservations of the applicant’s relevant ability, understanding, skills, resource required to deliver the project, with little or no detail to support the response.	<b>2</b>
<b>Acceptable</b>	Satisfies the requirement. Demonstration by the applicant of the relevant ability, understanding, skills, resource required to deliver the project, with detail to support the response.	<b>3</b>
<b>Good</b>	Satisfies the requirement with minor additional benefits. Above average demonstration by the applicant of the relevant ability, understanding, skills, & resource required to deliver the project. Response identifies factors that will offer potential added value, with detail to support the response.	<b>4</b>
<b>Excellent</b>	More than meets the requirement with significant additional benefits. The applicant has demonstrated an excellent fit with the required ability, understanding and resources to deliver the proposed project. Additional benefits are clear through with consideration given to the ongoing maintenance of the project space.	<b>5</b>

*Table 2 Percentage weighting of the Fund award criterion*

Section of Application	Percentage Weighting
Question 1: PROJECT DESIGN & DELIVERY	25%
Question 2: MEETING THE FUND OBJECTIVES	25%
Question 3: FINANCIAL VALUE FOR MONEY	20%
Question 4: PROJECT MANAGEMENT	20%
Question 5: COMMUNITY ENGAGEMENT	10%
<b>Total</b>	<b>100%</b>

# Completing the application form

You are required to complete all sections of the application form. This includes providing organisation / lead applicant information, declarations and supporting documents necessary for due diligence checks.

This section of the guidance document will follow the application form; therefore, it may be useful to have the guidance open whilst you are completing your application form.

General guidance:

- The application form is set out for you to include information in the white boxes, with the questions in the blue boxes.
- The application form includes boxes to click, please do so as directed in the form.
- Please add rows to the tables where needed and extend the answer boxes to fit your text as appropriate.

## 1.0 Application response

There are 8 statements which you must agree to in order for your application to be taken forward.

To avoid delays during application, make sure you can satisfy each of the statements prior to submission.

### 1.1 For information only

Lead organisation: Please nominate a lead organisation name and a contact person for this organisation

Consortia partners: These are key organisations who will help you deliver the proposal and may include sub-contracting arrangements, for example (but not limited to):

- Suppliers of materials such as plants, trees, building materials
- External providers or suppliers of educational sessions/ workshops/ community events.

*Example:*

Organisation name & address	Lead contact name & email	Summary of role & responsibilities within Consortia.
<i>Wild Places Marigold Walk Bristol BS3 2PD</i>	<i>Lucille Morriozwski <a href="mailto:l.morriozwski@wildplaces.org.uk">l.morriozwski@wildplaces.org.uk</a></i>	<i>Wild Places will be providing workshops to the community on our community engagement days promoting the provision of pollinator habitats in gardens and outside spaces.</i>

Wider partnerships: 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.

*Example:*

Name of Organisation/ programme	Summary of Partnership	Role in Project Delivery	Location of Partner Organisation
<p><b><i>Coleshill City Farm</i></b>  <b>Contact: <i>Mary-Ann Curtis</i></b>  <b><i>Mary-ann.curtis@coleshillcityfarm.org.uk</i></b></p>	<p><i>Coleshill City Farm share a boundary with our project site and often work with us on community events.</i></p>	<p><i>Coleshill City Farm will help support the ongoing management of our community orchard and we will provide surplus/damaged fruit from our orchard for the farm animals. They will not be directly involved with the delivery of our project but have a keen investment to see the project thrive.</i></p>	<p><i>The city farm is adjacent to our project site boundary in South Gloucestershire. This means that they are on hand to provide support with volunteering, workshops, and community events.</i></p>

## 2.0 Questions

We request that the level of detail included in your application is proportionate to the scale of funding sought i.e., a greater level of detail will be expected for projects seeking larger amounts of funding.

### TOP TIPS:

- Remember to stick to the word limits!
- The use of bullet points and lists is acceptable, but you should complete all sections as fully as possible.
- Pictures, maps/ plans, videos, examples, and testimonials can all be added as your ‘[supporting information](#)’ to help add detail to your application.

### Question 1: Project Design & Delivery

**Part 1b** - Feel free to provide a map or grid reference (such as OS GridRef or what3words), particularly if your project has multiple locations.

**Part 1c** - Please provide the total area of pollinator habitat that will be created and/or improved as a result of the project.

**Part 1d** - This is the overall description of your project and should give readers a concise understanding of what you are aiming to do and how. It should include:

- A brief background to your project. Why is it happening now and why in the chosen location?
- What activity or activities are being carried out and by who?
- Outcomes / outputs of the project - what are you hoping your project will achieve? What difference will it make for pollinators? And for the community?
- Include details of what the supporting evidence or assumptions behind these outcomes e.g., previously delivered projects, research around the topic and external evidence supporting your outcomes.

### **TOP TIPS:**

It's all in the name... we want to fund projects that focus on pollinators! So, make sure that your project really champions these wonderful insects every step of the way - more is always better.

#### Honeybees vs. other pollinators

We want to support projects that help all types of pollinators. Unfortunately, honeybees through sheer numbers can outcompete other pollinators. Therefore, we are looking for projects that support a range of pollinators rather than projects focused on honeybees.

**Part 1e** - Please provide the total number of volunteers that will be used to undertake your project, and how many hours this will involve.

Volunteer engagement is a key requirement the Evaluation Panel is looking for in application submissions. Consider how you can engage and inspire as many residents as possible to get involved.

- The amount of volunteer numbers and hours may be linked to your Financial Annex and the 'in-kind' match funding, so make sure the numbers match!

**Part 1f** - Please provide details of the landowner permissions relating to your project site(s), with guidance in Table 3 below.

Table 3 – Landowner permission details required for the Fund application form

Option	Details to include:
Yes	<ul style="list-style-type: none"> <li>Who this permission is from? <i>e.g., you as the organisation own the land / consortia member owns the land / you have a long-term lease on the land etc.</i></li> <li>How long the permission will last - we want to ensure long-term benefits for pollinators <i>e.g., long-term lease starting in 2008 for 25 years.</i></li> </ul>
No	<ul style="list-style-type: none"> <li>What steps you are taking to secure landowner permission, ensuring long-term management/ protection of the project once the funding has been completed</li> <li>Evidence showing steps you are taking to secure <i>permission e.g., email correspondence</i></li> <li>Provide a timescale for securing the permissions <i>e.g., permission talks are at final stages, and likely to be secured before the closing of the Fund application stage.</i></li> </ul>

## Question 2: Meeting the Fund objectives

**Part 2a** - You must outline how your project contributes to the Fund’s two primary objectives, and how these objectives/outputs going to be delivered.

The two primary objectives are as follows:

- 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 from 2018 levels by 2050: and
- To raise awareness and empower communities** to take action to address the ecological emergency.

### TOP TIPS:

The Evaluation Panel is looking for projects that will achieve both of the Fund’s primary objectives, however it does not necessarily have to be a 50:50 split.

*For example*, your project could have a main focus of raising awareness and educating your local community to allow them to take action, whilst providing smaller areas of new / improved habitats for pollinators (e.g., demonstration plots or gardens).

Alternatively, your project may be more focussed on creating a large area of new / improved habitats for pollinators, with education signs and community events/days to raise awareness.

**Part 2b** - You are also asked to indicate which other (secondary) Fund objectives your project delivers - tick all that apply from the listed options.

No further detail is required, but we would suggest drawing out wider benefits/outputs within the project description (Q1) if these are not clear.

## TOP TIPS:

Volunteer participation during the project delivery counts as ‘community engagement’, even if there is no ongoing community engagement or education element to your project.

**Part 2c** - Two of the secondary aims of the Fund relate to increasing public access to pollinator habitats and green spaces, therefore the Selection Panel will look to prioritise projects which are freely accessible to the public once completed.

By making your project site publicly accessible it may also deliver on a third objective: “improve the health and wellbeing of communities and biodiversity while helping to improve community spaces”!

**Part 2d** - You are asked to provide details on intended planting choices for the project site i.e., species of plants and/or trees as well as other design management features that will support wildlife.

## TOP TIPS:

The Evaluation Panel will consider how the planting choices are appropriate to your project - so make sure you demonstrate you have researched which plant species would be best suited to your project site.

- Planting according to the seasons will provide year-round food sources for the varied life-cycles of different pollinators.
- Whilst annual species often establish quicker, planting ‘perennial’ plants/seeds will return year after year and are usually lower maintenance!
- The RHS has easily downloadable lists for wildflower planting for pollinators: [Plants for Pollinators](#)

## Question 3: Financial Value for Money

**Part 3a** - You are required to breakdown estimated whole project costs within **Appendix D - Financial Annexe**. This document contains a ‘Detailed Guidance Note’ to help you fill in the Financial Annexe.

**Part 3b** - Please make sure the Financial Summary amounts in the application form match the total amounts in your completed Financial Annexe.

### Match funding

You must be able to demonstrate a minimum of **20%** match-funding has been secured for your project. The status of the match-funding (e.g., pledged, confirmed etc) must be provided and all match funding will need to be secure and in place prior to entering into funding agreements.

Match funding can be financial (i.e., cash contributions) or “in-kind” (e.g., value assigned to staff or volunteer hours, or land made available).

**Part 3c** - You must confirm what amount, if any, of the requested funding will be spent on staffing or capital costs for physical assets associated with the delivery of the proposed project:

- Further details must be provided on any intended staffing spend, including proportion of overall requested grant funding.
- Please note it is a key requirement of the Fund that the funding must not have a primary focus of providing funding for staff resources.

#### **Question 4: Project Management**

**Part 4a** - The second funding round is intended to support projects that can be delivered/completed before the end of summer 2024.

You must confirm if delivery to this timeline is possible and if not, outline the justification for your alternative timeline.

**Part 4b** - You will need to provide details on how your project will be managed and by who.

- It is fine to use bullet pointed lists or tables for delivery timelines - a good, clear, way to summarise your delivery timelines is to break it down month by month to show what key milestones you will reach.

**Part 4c** - You are also asked to set out plans for the ongoing future use and management of the project site(s), i.e., regular ongoing maintenance and who will be in charge of this.

#### **TOP TIPS:**

- Be clear on who will be leading the project / different elements of the project and assign clear owners of tasks.
- Volunteer participation during the project delivery counts as ‘community engagement’, even if there is no ongoing community engagement or education element to your project.

#### **Question 5: Community Engagement question**

**Part 5a** - An aspect of community engagement is compulsory for medium and large grant applications (>£10k) and links to the [2<sup>nd</sup> primary objective of the Fund](#).

Key elements to include:

- Overview of any community engagement aspect(s) to your project through the full project lifecycle.
- Brief explanation of how you have and will engage with any relevant stakeholders including those who may use or live nearby the project site.
- Your approach to volunteer recruitment.
- Description of any intended educational aspects to your project.

### 3.0 Modern Slavery and Responsible Procurement

The Combined Authority is committed to responsible and ethical procurement practices, and aims to achieve this through its Procurement Strategy and supporting policies.

- The Combined Authority recognises its responsibility to take a robust approach to ethical and sustainability issues, especially around modern slavery, and human trafficking, which it is absolutely committed to preventing, within its supply chains.
- The Combined Authority is committed to sourcing services, supplies, and/or works in a way that takes into account ethical and sustainable considerations, including economic, social, labour, and environmental factors, whilst always aiming to procure and act in a way that is morally right, open, fair, and transparent.

The answers provided in your response will be evaluated on the basis of pass/exclude. If you self-certify that you/your organisation do not meet the requirements of this section, your application will be excluded.

The provision of insufficient or false information and/or any responses that leads the Combined Authority, acting reasonably, to conclude (considering the risk that the relevant answer concerns the applicant's ability to properly perform the contract) that it would be inappropriate to select the applicant on this occasion, will result in exclusion.

Exclusion grounds may apply at any point in the application process up to the award of agreement.

### 4.0 Subsidy Control

We expect that all the activities and projects we fund through the Fund will be for non-economic activities. In these cases, the grant will be issued as 'no subsidy' and the Subsidy Control Act 2022 will not apply. This means that applicants will not be applying for projects that lead to them offering a good or service to the market.

The definition of 'offering a good or service to the market' is broad and does not exclude:

- not-for-profit activities,
- the activities of social enterprises, or
- the activities of local authorities or any other public entity.

No particular form of legal entity is automatically exempted from potentially offering a good or service to the market, what is assessed is the actual activity for which grant is sought.

In cases where you are aware that the project you are applying for funding will, when complete, lead to you, or a third-party, to generate income you should carefully set out:

- the source of this income,
- its forecast value, and
- the intention for which it is being generated.

**Please note** that generating income is not a requirement of the Community Pollinator Fund, nor are projects that do generate income automatically ineligible.

We will then make an assessment as to whether the activities applied for are economic or not.

In cases where we believe applications that we want to support do meet the definition of economic activities, we will issue subsidy under the Minimum Financial Assistance exemption of the Subsidy Control Act. This will require the completion of a declaration form that we will provide and an assessment of that declaration before subsidy can be confirmed and issued.

## **Appendix A - Due Diligence**

Included in the application form is a due diligence declaration, which must be completed and submitted as part of your application. We will undertake due diligence prior to making any recommendations for funding.

Depending on the type of organisation applying, due diligence checks may require supplying the last three years full filed accounts and authorising the Combined Authority to undertake a credit check with a third-party credit reference agency.

Where required, this process is necessary to secure funding and is needed in order to ensure funding is only provided to financially sound and compliant organisations.

As part of the assessment of submissions, we may have further due diligence questions in addition to those requested in the declaration. You must ensure that you have a representative available to answer any clarification questions (if they arise) and be able to provide the Combined Authority with copies of all documentation requested.

## **Appendix B - Letter from Chief Financial Officer**

We require a letter from the Chief Financial Officer or a qualified accountant for the Lead Organisation stating that:

- They have approved the final application for submission to the West of England Combined Authority.
- All relevant financial approvals are in place within the lead and partner organisations to deliver the project as set out in the full application.
- All appropriate financial due diligence has been undertaken by the lead partner in respect of the full application.
- 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

We recognise that sometimes it's hard to effectively express your ideas on a written form, which is why we are accepting supporting information that is **relevant** to your application alongside your application form.

- You can provide up to five (5) additional items.
- Please be mindful of providing significant amounts of text within your additional information as this takes time to read through by our team and the Evaluation Panel.

You do not have to include supporting information if you don't feel it's necessary, and applications will not be scored 'down' if no extra items are provided.

We have provided some examples below of items that could help clarify what you hope to achieve:



### Video Pitch – max. 3 mins

Tell us:

- About your group / your idea and why you want to do it
- Where will you transform - show us the space if you can
- How your project will help enhance habitats for pollinators
- Who will you involve and what they will do?



### Photographs

Useful images to provide:

- The space you want to transform
- Examples of previous work, if relevant to your application
- If you have lots of photos, it might be best to put them into a word document and add a bit of text explaining what they show



### Plans / Maps

Include:

- Annotated plans of your project site
- Details of what will go where and when
- Plant species lists where applicable



### Other Items

Other relevant information could include:

- Quotes from suppliers for materials
- Testimonials for previous work/ success
- Letters of support for the project, especially from local communities/residents

# Application Submission Checklist

Before finalising your application documents and sending them to the Pollinator Fund team ([bee.bold@westofengland-ca.gov](mailto:bee.bold@westofengland-ca.gov)), please make sure you have done the following:

<input type="checkbox"/>	You have ticked the 5 (five) 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.
<input type="checkbox"/>	You have ticked to confirm you agree to the 8 (eight) statements in the Application response (Section 1)
<input type="checkbox"/>	You have ticked to confirm your commitment to using peat free compost and avoiding pesticide use (Section 2e)
<input type="checkbox"/>	You have ticked to confirm agree to the Modern Slavery and Responsible Procurement Statement (Section 3)
<input type="checkbox"/>	You have provided the names and contact details for the lead organisation and any consortia partners (Section 1.1).
<input type="checkbox"/>	You have given the correct project cost size and grant requested.
<input type="checkbox"/>	You have provided answers to all the questions within the required word limits.
<input type="checkbox"/>	The project delivery dates fit within the timescale of the fund.
<input type="checkbox"/>	The correct numerical figures are given for the volunteer hours, volunteer numbers and size of pollinator habitat that will be improved.
<input type="checkbox"/>	Written evidence for land permissions is supplied (if you don't own the land).
<input type="checkbox"/>	All the financial amounts in this application form match the amounts in the financial annex (Appendix D, separately attached).
<input type="checkbox"/>	You have signed and dated the Declaration and Company Information section (Section 5).
<input type="checkbox"/>	<b>Appendix A:</b> Due diligence disclosure form is completed in full.
<input type="checkbox"/>	<b>Appendix B:</b> You have supplied a letter from your chief financial officer or CEO is supplied.
<input type="checkbox"/>	<b>Appendix C:</b> You have supplied supporting information with this application form <b><u>if relevant</u></b> .
<input type="checkbox"/>	<b>Appendix D:</b> A financial annex is supplied using our Excel template or your own version which provides the same information.

# Terms & Conditions of Funding

## Clarifications

The Combined Authority reserves the right to make an award decision without holding any clarification meetings with applicants. Should the Combined Authority wish to enter into clarifications, clarification meetings may be held with applicants to discuss their applications in their entirety.

In the event that clarifications are required, the results of the clarification will be used to amend application evaluation scores in relation to relevant parts of an application.

## Reporting Requirements

Successful applicants will be expected to comply with all the Combined Authority's reporting requirements in order to receive grant funding. This will be outlined in the Grant Offer Letter and will include but not be limited to:

- completing timely claims,
- disclosing the appropriate documents (invoices, bank statements),
- reporting on milestones / outputs, final delivery, and any information for any programme evaluation, and
- providing photos of your project in progress.

## Evaluation

The Combined Authority may commission an independent evaluation to evaluate the impact of the Fund. Successful applicants will be expected to share their application documents with the evaluator following the grant being awarded. Successful applicants will be expected to work closely with the evaluator to share your experiences of being part of the Fund. For example, collecting and sharing participant data, creation of case studies, information on course design and in some cases taking part in interviews of focus groups.