

Climate Challenge Fund

Stage One - Application Guidance

This document provides guidance for community-led organisations who are applying to the Scottish Government's **Climate Challenge Fund (CCF)**.

CCF Grants 2020-2022

- up to a maximum of £100,000 per organisation per year
- maximum of one application per organisation
- projects of one or two years duration
- must start on or after 1st April 2020 and finish on or before 31st March 2021 (or 31st March 2022 for two year projects).

Please read through this document before filling in the online Stage One application form.

If you require advice, please contact the CCF Team at Keep Scotland Beautiful (KSB) on **01786 468779**.

For those who have applied to the CCF before, please note that the application process has changed from previous years.

In this document, the words 'we/our/us' mean the CCF Team at KSB.

This document is split into the following sections:

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Introduction

About the Grant

The Climate Challenge Fund (CCF) is a Scottish Government grant programme, managed and developed by Keep Scotland Beautiful (KSB).

The CCF supports Scottish based community-led projects which lead to reductions of local carbon emissions and which leave a long-standing legacy of low-carbon behaviour.

To be eligible to apply for any funding from the CCF organisations need to be:

- **Scottish based** - Local community-led organisations are eligible to apply to the CCF.
- **Led by the community** - Members of the target community group must be represented on the management committee/board of the organisation applying to the CCF.
- **Operating on a not for profit basis** - Profit making organisations are eligible to apply to the CCF on the condition that they are wholly owned by a Scottish based not for profit organisation.
- **Legally constituted** - The organisation must be legally constituted by the time of submitting their Stage One application.

To be eligible, your project must meet **all four** of the CCF's key criteria. More detailed descriptions of each criteria will be made available on the CCF website:

- **Community** - Your community must be at the heart of the decision-making process of the project. Community demand for the project must be clearly demonstrated and projects must be designed and delivered by communities. Applicants should show how they will work in partnership with other local organisations that are engaged in similar or related work.
- **Improved Climate Literacy** - The project must deliver increased awareness and understanding of climate change and enable the community to make informed choices to reduce its impact on climate change.
- **Carbon (CO₂e) Reduction** - The project must lead to a measurable reduction in local carbon emissions through the activities it delivers.
- **Sustainable Legacy** - The project must deliver a low carbon legacy, with outcomes and/or behaviours that continue after the project is completed.

Some examples of projects that the CCF can fund are:

- providing energy efficiency advice to households
- improving community-owned buildings to make them more energy efficient
- reducing or eliminating carbon emissions through 'greener' travel
- reducing waste and increasing recycling
- promoting the benefits of local and seasonal food

Projects must also improve the climate literacy of communities so they better understand the causes and solutions to climate change issues, and the different ways they can address these.

In addition, the CCF supports a range of activities which bring social and health-related benefits to communities, such as:

- increased community cohesion and reduced social isolation
- help with saving money and escaping fuel poverty
- opportunities for employment and training
- opportunities for individuals to work and learn together
- opportunities for physical exercise
- promotion of healthy eating

Ineligible Costs

At Stage One you will be providing an estimate of the total cost of the project and exploring the range of staff, resources and services that you need to deliver your project. The CCF Grant has some restrictions on what it can and cannot fund, pre-conditions for certain projects and an expectation that all purchasing will be done with due consideration to minimise the environmental impacts and related carbon emissions.

The CCF does **not** fund:

- Projects or activities that the state has a legal obligation to provide, such as a local recycling service, bus stops, local bus services, etc.
- Items that other Scottish Government grants are available to finance, such as cycle paths which can be funded by Sustrans.
- Projects that involve improvements to buildings that are not owned by the applicant (a 50+ year lease would be sufficient as well), or significant infrastructure being installed on land that is not owned by the applicant (a 15+ year lease would be sufficient in this case). Relevant planning permission must be sought and approved by the Stage Two deadline date.
- Research studies, development costs, design fees, planning costs
- Costs incurred before the Project Start Date or after the Project End Date.

The CCF grant can only be used for funding the proposed project and related costs. Additionally, the CCF does **not** fund the following:

- Contingency costs
- Core organisational or overhead costs - that are not directly related and proportional to the delivery of your project.
- Energy generating equipment – heating systems or renewable energy technology which would result in Grid displacement.
- Items or activities which benefit an individual rather than the community as a whole
- Fundraising activities or donations to other organisations
- Loans, interest payments, bank or credit card charges
- Political or religious activities
- Alcohol or tobacco
- Livestock and associated costs (e.g. food)
- VAT that you can recover from Her Majesty's Revenue and Customs (HMRC)
- Costs incurred using high-carbon modes of travel (flights, cars, taxis etc) when lower emission alternatives are available. All flights are ineligible unless there are extenuating circumstances.
- Projects that only involve the purchase of capital costs and do not include low-carbon behaviour change activities.

Prerequisites

Before proceeding with this application, please ensure that you fully understand the following aspects of the CCF grant scheme. All CCF grant recipients will need to:

- be able to claim the grant in arrears
- submit regular progress reports and a final report which is publicly accessible
- ensure that all activities and equipment are adequately insured
- provide three quotes for goods or services over £5,000
- retain evidence of all costs incurred
- follow open, fair and transparent recruitment processes
- protect vulnerable citizens
- manage all project staff in line with good practice
- follow best practice in the governance of the project and delivery of project outcomes
- apply effective sustainable procurement policies

Guidance Notes	Full terms and conditions of the CCF grant will be made available if your application is successful and an offer of award is made.
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Read This First

Please be aware that this year's funding application process is different from previous years. The new application process is split into two distinct phases: **Stage One** and **Stage Two**. Previous funding rounds have included a draft deadline which has been removed this year. Support with your application will be available over the phone, in person and via the website throughout the application process.

Applications will be scored at each stage and it is very important to appreciate that not all applications will be taken forward to Stage Two.

Applications that do not clearly meet **all four** of the **CCF key criteria**, contain ineligible elements or are not clearly presented at Stage One will be notified that they have not passed this stage. As this is a Challenge Fund, Stage One applications which are eligible but not sufficiently competitive will not be invited to progress to Stage Two. Feedback will be available if your project is declined at Stage One.

Applicants that are declined at Stage One will not be able to re-apply in this round of funding.

Successful applicants at Stage One will be sent a **Stage Two Application Pack** by e-mail.

Application Readiness and Notification

Please be aware that all design work, planning permissions and additional funding needs to be in place by the Stage Two deadline. Projects need to be ready to begin on 1st April 2020 and should not be dependent on further decisions or design work to be carried out.

Stage One decisions will be communicated a few weeks after submission, and this may vary depending on the volume of applications we receive. All applicants will be notified by email. Those going forward to Stage Two will be sent a **Stage Two Application Pack**.

Guidance Notes

Samples of Stage Two Application Forms, Carbon Estimator and Guidance Notes will be provided on the KSB website to help you understand the level of information that will be required at Stage Two. If you do not feel that this will be achievable within the published timescales and deadlines, then we would recommend that you do not proceed with your application. Please let us know if you decide to withdraw your application.

Progressing to Stage Two

Applications can be declined or will rank lower than others for a broad range of reasons. Some examples are listed below:

- An organisation operating outside of Scotland
- An organisation not matching our approved organisations list
- Not falling within the defined timescales of the grant
- Being over the grant maximum per organisation or per year
- A proposal which presents as '*service provision to*' a community rather than a project '*developed and led by and for*' a community
- Not clearly meeting all four of the CCF Key Criteria, or less so than other projects
- Ineligible activities or planned purchases
- A project proposal that isn't sufficiently developed at this stage to be competitive enough
- Timescales of the project not being realistic

Completing the Stage One Application Form

The Stage One Application Form will be available on the CCF website from noon Monday 19th August.

Stage One is a relatively simple on-line form to complete, but you should take time to ensure you have prepared content in advance of using the form. Your Stage One submission will be assessed and scored, so it is essential that you do not rush this stage and that you take time to write up your project proposal text and review it before using the online form.

Guidance Notes

All mandatory fields are marked with an *

Organisation Details

In each of the relevant boxes, please type in your organisation name, a contact name, and the organisation's registered address, including local authority and post code as it appears on your constitution or other formal registration documents.

It is not possible to change which organisation is applying between Stage One and Stage Two.

Guidance Notes

Organisations not formally constituted at the time of the Stage One application deadline will not be able to proceed with the CCF application process due to the competitive nature of the fund.

Organisations changing their legal status (e.g. from un-incorporated to a registered charity) can apply **but** this transition must be fully completed by the Stage Two deadline.

Contact Details

Please provide us with additional contact information such as telephone number, optional mobile phone number and e-mail. We will use these details to contact you during the Stage One process to update you on the progress of the application.

Please also include links to your main website and/or social media pages.

Project Details

Name of Project - Please give your project a unique name (maximum 5 words). This name will be used by us and The Scottish Government in the promotion of your project if your application is successful. This name can be amended at Stage Two if required.

Project Start and End Dates – Please click in the boxes and from the pop-up calendar, please select dates that define the start and end of your project. The start date must be on or after the 1st April 2020 and the end date must be on or before the 31st March 2021 (for a one-year project) or 31st March 2022 (for a two-year project). These dates can be adjusted at Stage Two, but it is highly recommended that you decide at Stage One if this is likely to be a one or two-year project.

Organisation Type – Please select the appropriate organisation type from the drop-down list.

How much CCF funding is required in total? – Please enter the total amount of CCF grant you are applying for.

Note that this field only accepts whole numbers. e.g. **27000** or **52250** or **134000**

The field **does not accept** pound signs (£) (,) commas or (.) decimal places and will cause an error if you try to use them.

Make sure this amount reflects the total amount you wish to request across both financial years you wish to apply for.

This amount is likely to change at Stage Two when more comprehensive Finance Tables are supplied. At this stage, simply enter a close approximation to the amount you are requesting. Amounts over the maximum of £200,000 for a 2-year project will cause your application to be automatically declined.

Is this application part of a larger project? – Select Yes or No. If you select Yes, then we would advise you to explain this within the main 1,000-word Project Proposal box below. By '*part of a larger project*' we mean would the CCF be funding only part of a much larger project.

Are you a current recipient of CCF funding? – Select Yes or No. You should select Yes if you have applied for (or have been awarded) a Development Grant. You should mention this in your Project Proposal as well.

Project Proposal

This is your main opportunity in the Stage One Application phase to present your project to us. Please use clear simple language, avoid jargon and acronyms, and make sure you are succinct in describing your project to us.

To be eligible, applications must meet **all four** of the CCF's criteria:

- **Community**
- **Improved Climate Literacy**
- **Carbon (CO₂e) Reduction**
- **Sustainable Legacy**

In this section it is important to clearly state how your project meets all of the key criteria and it is also important to show how developed the idea is at this stage. More information about what we are looking at for each of the criteria will be available on the CCF website.

As well as meeting all four criteria, we want to see a summary of how the project will change things in your community (outcomes) and how it will deliver this (your activities). It should be clear what you want to change, how you will change it and who it will change for. You should also describe what data you will collect to measure how well the project meets its outcomes. For outcomes involving a reduction in the level of carbon emissions, a CCF Carbon Estimator will be available on the CCF website. While this Carbon Estimator is not required for Stage One, a fully completed version of this is mandatory at Stage Two. At Stage One, it may assist you with thinking about the different types of actions that can be taken.

If there are any factors that affect the viability of the project, it is important to mention these here as well to provide extra evidence that the project is well developed.

Within your 1,000 words, please ensure that you cover all of the following points:

- **Who will benefit?**
- **Why the project is needed?**
- **What outcomes you expect to achieve?**
- **How you meet all four of the CCF's key criteria?**
- **What activities you plan to deliver?**
- **What behaviours you expect to influence?**
- **What large capital items you plan to purchase?**
- **What partnerships and/or external funding is required?**

Guidance Notes	<p>This box will accept up to 1,000 words. Please do not exceed this limit. Ideally write your idea down elsewhere first and ensure it is finalised before using the online form.</p> <p>Optimise your use of these 1,000 words. Remain focused on complying with the requirements listed above, avoid going off-topic and remember that this stage will be scored and not all applications will succeed to Stage Two.</p> <p>Please ensure you are not proposing to apply for costs which the CCF has listed as Ineligible Items. Doing so will cause your application to be automatically declined.</p>
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Condition for currently funded organisations (i.e. CCF grants ending on or before 31st March 2020)

For organisations in this situation, you may apply in this funding round to continue your existing project **but must clearly evidence the additional demand for your current project and clearly demonstrate success of your project and its approach.**

Guidance Notes	<p>Ideally, ask someone who doesn't know the project or your organisation to read the project proposal to see if it is clear and understandable before you finalise and submit it.</p> <p>Beware that the legacy of any currently funded project cannot be fully financed through a new application.</p>
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Submitting Your Application

Once you have completed all the fields within the **Stage One** online form, please click on the **Submit** button at the bottom of the web page and wait for the website to process your application and to display a **Thank You** page. While it is doing this, it will generate an e-mail which will be sent to the address you supplied on the form. This may take several seconds to complete.

Please do not click on your web-browser's Back button or re-submit.

Guidance Notes

It is very important that a valid e-mail address is entered onto the Stage One form. If this e-mail address is invalid, you will not receive a confirmation e-mail. In this situation, KSB will still receive and process your application.

If you are having technical issues, please phone the CCF team on: **01786 468779**

Late or Incomplete Applications

Incomplete or late submissions will not be accepted. Please ensure you submit your Stage One application in enough time before the deadline to avoid stress or concerns over last minute computer or internet issues. We recommend trying to submit your application at least a day before the deadline in case you encounter any issues.

Data Sharing and Data Privacy

KSB will hold all information provided at this stage on record and will only share statistical summaries with the Scottish Government and the CCF Grant Panel. Your records will be maintained so that we can trace a history of your applications which may support future applications. Your Organisation name and Post-Code may be shared with key partner organisations such as Zero Waste Scotland, Home Energy Scotland, Resource Efficient Scotland and similar third-party agencies.

Guidance Notes

If you would like further information about how KSB processes and maintains the security of information, as well as the rights available to individuals in relation to the information KSB processes, or queries regarding the personal data KSB hold, please visit: www.keepsotlandbeautiful.org/privacy

What happens next?

It is important to keep in mind that due to the highly competitive nature of the fund, not all applications will be successful in progressing to Stage Two.

If your application does not comply with all four of the key criteria, contains any ineligible content or is insufficiently developed it will be withdrawn from the process and KSB will notify you of this decision. Feedback will be available if your project is declined at Stage One. As stated before, as this is a Challenge Fund, Stage One applications which are eligible but not sufficiently competitive will not be invited to progress to Stage Two. All submissions will be assessed against the CCF criteria and ranked.

Stage One decisions will be made approximately two to three weeks after receipt of your submission. This may vary depending on the volumes of applications that we receive. All applicants will be informed on the status of their application by e-mail.