

# Community Climate Asset Fund

Supporting the green recovery in  
Scotland's communities

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## Guidance Notes

This document provides guidance on completing your Application to the Community Climate Asset Fund (CCAF), which Keep Scotland Beautiful (KSB) is administering on behalf of the Scottish Government.

You must read through this document carefully to ensure you provide us with all the information we need in order for us to assess your application. **Your application will not be considered if it is incomplete** (please refer to the Asset Specific Guidance section of this document to ensure you submit all the required information).

If you have any additional questions once you have read this document, please attend one of the CCAF webinars and ask your question during one of these sessions. If you still have questions, please use the email address below to contact us.

Complete applications and all supporting documents must be submitted via email to:

[climateaction@keepsotlandbeautiful.org](mailto:climateaction@keepsotlandbeautiful.org)

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## Introduction

### About the CCAF

As Scotland emerges from COVID-19, we have a chance to build a greener, fairer, and more equal society and economy.

The climate emergency has not gone away, and Scottish Ministers remain absolutely committed to a just transition to net-zero emissions by 2045.

The CCAF is being introduced to:

- Build on the invaluable role that community-based organisations are playing in Scotland's response to COVID-19.
- Support community groups to play a prominent role in a green recovery
- Provide capital funding to community-based organisations to help them tackle climate change as we accelerate our just transition to a net-zero society.
- Complement funding provided through the Climate Challenge Fund (CCF) and other community and place-based initiatives.
- Help communities to reduce usage of petrol and diesel cars, cut waste, grow local food, and reduce emissions from community buildings.

The CCAF is not a challenge fund and will be assessed on general eligibility and against four key criteria, which are:

- **Climate Impact** - Your assets should reduce greenhouse gas emissions in your community and help you to raise awareness and understanding of climate change and encourage people in your community to adopt lower carbon ways of living.
- **Community Benefit** - Your assets should provide clear benefits to your community, including those beyond your own organisation.
- **Deliverability** - Your application should demonstrate that you can complete your project and spend your grant by **31<sup>st</sup> March 2021**.
- **Maintenance** - Your application should demonstrate that you have an appropriate maintenance plan as well as the resources to ensure that this is achievable.

Only one application is permitted per organisation. Grants range between a minimum of £1,000 and maximum of £100,000. There is one application process for all grants regardless of amount requested, however more detailed justification and evidence should be provided for larger grants of over £10,000. Applications will be assessed on a first-come, first-served basis and are subject to available funding.

**Match funding** is a requirement for grants depending on the size of grant requested.

- Up to and including **£10,000** do not require additional match funding.
- Between **£10,000** and **£30,000** you will need to provide **10%** match funding.
- For **£30,000** and over, you will need to provide **20%** match funding.

Match funding **cannot** be an 'in-kind' contribution in the form of volunteer or staff time. It must be funds going directly towards purchasing the asset(s) being requested. Match funding also **cannot** be from any other Scottish Government source. This includes funding from

Transport Scotland, and some funding from Scottish Government partner agencies such as Energy Saving Trust (EST) and Local Energy Scotland.

For match funding from another funder you must provide a formal offer letter from the funder confirming the funds have been awarded. If the match funding is from your organisation's reserves, you must provide written confirmation that these funds are not restricted for other purposes and will be allocated to the purchase of the asset(s) in this application.

## Who can apply?

To be eligible to apply for any funding from the CCAF your organisation must be:

- **Scottish based** - community-based organisations operating on a local level, registered in Scotland.
- **Community focused** - members of the community must be represented on the management committee/board of the organisation and/or have clear influence over the project and application.
- **Operating on a not for profit basis** - private, commercial organisations are not eligible to apply.
- **Legally constituted** - the organisation applying must be legally constituted before submitting their application and must have the powers to obtain and manage capital funding.

Eligible organisations include:

- Registered Charities
- Community Councils
- Development Trusts
- Schools and Nurseries (registered as not-for profit and eligible to apply for food growing projects only, up to £10,000 maximum)
- Community-led housing associations (for food growing projects only)

The CCAF **cannot** accept applications from:

- Individuals
- Businesses
- Local Authorities
- Other public sector organisations
- Community Interest Companies

If you are unsure about whether your organisation is eligible to apply, please attend one of our CCAF webinars which will include a Q&A session.

## What can be funded?

The table below identifies the main types of assets that can and cannot be funded, but it is not completely exhaustive. If you have identified another type of asset that will reduce greenhouse gas emissions, then please attend one of our CCAF webinars which will include a Q&A session.

Fundable	Not fundable
<p><b>Energy Efficiency in Community Buildings,</b> measures including:</p> <ul style="list-style-type: none"> <li>▪ Insulation works</li> <li>▪ Low energy lighting</li> <li>▪ Double, secondary, or triple glazing</li> <li>▪ Draught proofing</li> <li>▪ Heating controls</li> <li>▪ Water-use reduction devices</li> <li>▪ Rainwater harvesting</li> </ul>	<p><b>Excluding:</b></p> <ul style="list-style-type: none"> <li>▪ Renewable energy generation (e.g. solar panels, hydro, or wind turbines)</li> <li>▪ Battery storage</li> <li>▪ Heating or hot water systems (e.g. biomass boilers, heat pumps, solar thermal, radiators, hot water cylinders and associated plumbing).</li> <li>▪ Wastewater treatment</li> </ul>
<p><b>Assets that support community food growing,</b> including:</p> <ul style="list-style-type: none"> <li>▪ Polytunnels, sheds, greenhouses</li> <li>▪ Watering infrastructure</li> <li>▪ Composting toilets (if no facilities in place already)</li> <li>▪ Raised beds or planters</li> <li>▪ Soil and peat-free compost</li> <li>▪ Composting bins</li> <li>▪ Trees and stakes/guards</li> <li>▪ Shared tools like spades and wheelbarrows.</li> </ul>	<p><b>Excluding:</b></p> <ul style="list-style-type: none"> <li>▪ Grass cutting equipment</li> <li>▪ Engineered paths</li> <li>▪ Livestock</li> <li>▪ Large scale tree planting projects</li> </ul>
<p><b>Electric Vehicles:</b></p> <ul style="list-style-type: none"> <li>▪ Up to two electric vehicles for community-run car clubs.</li> <li>▪ One electric vehicle (car or van) for running existing climate change projects.</li> <li>▪ One electric vehicle (car or van) for delivering services that have been identified as a priority by the community as a result of COVID-19.</li> <li>▪ Vehicle telemetry, key access systems and charging infrastructure for these EVs is also eligible.</li> </ul>	<p><b>Excluding:</b></p> <ul style="list-style-type: none"> <li>▪ Hybrids</li> <li>▪ Vehicles not on approved list for government loan scheme (<a href="#">link</a>)</li> <li>▪ EV charge points for public use.</li> </ul>

<p><b>Cycles and facilities to reduce transport greenhouse gas emissions:</b></p> <ul style="list-style-type: none"> <li>▪ Bike maintenance equipment and facilities for community groups running bike maintenance and recycling services.</li> <li>▪ Up to 3 bikes for use in climate change or sustainability projects only.</li> <li>▪ Maximum of 1 cargo bike for same usage.</li> </ul>	<p><b>Excluding:</b></p> <ul style="list-style-type: none"> <li>▪ General community cycling projects which are eligible for funding through the <a href="#">Cycling Friendly Communities Fund</a>, or through other relevant <a href="#">Scottish Government funding streams</a></li> <li>▪ Cycling apparel (gloves, shoes, undershorts, jackets etc)</li> <li>▪ Showers, lockers and changing facilities</li> <li>▪ Specialised or off-road bikes</li> <li>▪ Building modifications</li> <li>▪ Cycle paths</li> </ul>
<p><b>Electric Bikes</b></p> <ul style="list-style-type: none"> <li>▪ For community groups running existing climate change projects.</li> <li>▪ Up to 3 e-bikes</li> <li>▪ Maximum of 1 e-cargo bike</li> <li>▪ Associated charging infrastructure</li> </ul>	<p><b>Excluding:</b></p> <ul style="list-style-type: none"> <li>▪ As above</li> </ul> <p>For larger scale or general community e-bike projects, these are supported by the Energy Saving Trust (EST) e-bike grant fund (<a href="#">link</a>)</p>
<p><b>Equipment to reduce waste in your community, including:</b></p> <ul style="list-style-type: none"> <li>▪ Community fridge equipment (fridges, freezers)</li> <li>▪ Tools and repair equipment for repair cafes</li> <li>▪ Sewing machines and equipment to support reuse of clothing.</li> <li>▪ Recycling bins and litter pickers.</li> <li>▪ Composting equipment.</li> </ul>	<p><b>Excluding:</b></p> <ul style="list-style-type: none"> <li>▪ Shopfitting costs</li> <li>▪ Consumables such as craft items or textiles</li> <li>▪ Plastic melting and moulding equipment.</li> <li>▪ Equipment for processing WEEE waste.</li> <li>▪ Washing machines/dryers</li> </ul>
<p><b>Equipment to support an established community wood fuel scheme, including:</b></p> <ul style="list-style-type: none"> <li>▪ Tools and equipment</li> <li>▪ Wood storage</li> </ul>	<p><b>Excluding:</b></p> <ul style="list-style-type: none"> <li>▪ Tractors</li> <li>▪ Purchase of land</li> <li>▪ Purchase of firewood</li> </ul>

We encourage applicants to purchase assets that meet the highest sustainability standards and to investigate appropriate second-hand options.

There are additional requirements for many of the eligible items, and these can be found in the Asset-specific Guidance section of these guidance notes.

## What is meant by Capital Expenditure?

Capital Expenditure is money spent by an organisation on acquiring or maintaining fixed assets, such as land, buildings, and equipment.

Capital expenditure creates or enhances a non-current asset (known as a fixed asset).

For the purposes of this fund, installation costs, delivery costs, and necessary professional fees and costs, associated with purchasing and installing the asset, can be included as 'capital'. Management costs are not eligible for funding.

## Ineligible costs

As well as the exclusions above, funding is not available for:

- Revenue costs
- Staff or management costs
- Overheads
- Contingency costs
- Core organisational operating costs
- Political or religious activities
- Livestock and associated costs (e.g. food or abattoir equipment)
- Peat restoration projects
- Adaptation measures
- Costs incurred before Grant Acceptance has been signed, or after the **31<sup>st</sup> March 2021**.
- Assets that will not clearly reduce local greenhouse gas emissions. IT, other similar electronic equipment, and office furniture are examples of this.
- Improvements to buildings that are not owned by the applicant (or does not have a sufficiently long lease in place)
- Improvements to areas of buildings that are solely used for religious purposes.
- Assets which will be installed on land that is not owned by the applicant (or does not have a sufficiently long lease in place).
- Purchases of assets as gifts, donations or intended to be transferred to another organisation.
- VAT that your organisation can recover from Her Majesty's Revenue and Customs (HMRC). More info here: <https://www.gov.uk/reclaim-vat>

## Key Information

Before proceeding with this application, please ensure that you fully understand and can adhere to the following aspects of the grant. As a CCAF grant recipient, your organisation must:

- Have a bank account in your organisation's name, based in the UK.
- Not be insolvent at the time of applying.
- Have 3 or more unrelated members on your management committee or board
- Provide two quotes for every asset in the application which is valued over £1,000
- Have obtained any necessary permissions to use any land for your assets, or for any building work included in your application.
- Obtain all appropriate insurances.
- Undertake any relevant maintenance for the lifetime of the asset.
- Retain evidence of all costs incurred for financial auditing purposes.
- Be able to apply for capital funding of this type, as per your organisation's governing documents.
- Submit a final report detailing the impact of the funding on your community, and full details of expenditure of the grant.
- Be able to spend all funding and complete the project on or before **31<sup>st</sup> March 2021**.

## Application Support

These guidance notes will provide you with all the information needed to apply to the CCAF.

We will run webinar Q&A sessions to help support all applicants, and more information about this will be available on our website. If you have further queries, please see our FAQ section.

## How to submit your application

Incomplete applications will be rejected and not considered for funding. Please ensure you read the guidance carefully and supply all necessary documentation.

Applications will be assessed on a first-come, first-served basis and we will not consider applications received after **midday Monday 9<sup>th</sup> November 2020**.

Please submit complete applications to: [climateaction@keepscotlandbeautiful.org](mailto:climateaction@keepscotlandbeautiful.org). Attach all documents to one email, or if multiple emails are required (due to file sizes) then make sure these emails are sent at the same time. Please make sure all attachments are appropriately named.

You should get an automatic reply when you submit your application, so please check your junk inbox for this confirmation.



## Assessment process and decision making

Once we have received your complete application, it will be assessed to ensure it fits with the fund criteria and is eligible for funding. **Your application will not be considered if it is incomplete.**

You will receive an email from KSB informing you whether your application has been successful or not.

### If your organisation is successful, what happens next?

Once you have received your formal offer of award **you will have a maximum of two weeks to return a signed Grant Acceptance Form to KSB.** If we have not received this within the two weeks, we will assume you have decided to decline the award and will terminate your application process.

Please be aware that the amount detailed in the offer may be less than the amount you applied for. If we feel there is insufficient evidence for an item or deem it to be ineligible, then we may remove this from the offer. It is therefore essential that you read your offer letter carefully for any conditions before accepting any offer made.

Depending on the amount you have been awarded, the following will happen:

Awards from £1,000 to £10,000	Awards between £10,000 and £100,000
Upon receipt of your signed grant acceptance KSB will transfer <b>100%</b> of your award into your organisation's designated bank account.	Upon receipt of your signed grant acceptance, KSB will transfer <b>60%</b> of your award into your organisation's designated bank account.
A monitoring report will be required before the 16 <sup>th</sup> April 2021 with an itemised schedule of spend, and photographs of your new asset(s). Any unspent grant <b>must</b> be returned to KSB.	The remaining balance of your award will be paid upon submission of: <ul style="list-style-type: none"><li>▪ Monitoring report detailing progress to date.</li><li>▪ Photographs of new asset(s) where possible.</li><li>▪ Itemised spend of your initial 60% payment and remaining costs.</li><li>▪ Evidence of spend (invoices, receipts, or bank statements) for your initial 60% and remaining costs.</li></ul> If your total spend is less than <b>60%</b> of the original award, then unspent amount <b>must</b> be returned to KSB.
A subsequent audit may be carried out on your grant, which will require you to provide evidence of all spend. Please ensure you keep receipts and records for all your grant expenditure.	

We aim to have all decisions made by **December 2020**, and initial payments made soon after.

## Completing the Application Form

This section of the guidance notes matches the section numbers in the **Application Form - Part A (Project Proposal)** to help refer back to as you are filling it out. You may want to have both documents side by side as you complete your application.

### Section 1 - Your Organisation

- Check your organisation is eligible for funding. See the earlier section in this guidance document or contact us. Be aware that some organisations can only apply for certain types or amounts of funding.
- Give the details of your organisation as they appear on your governing documents.
- We will use the primary contact details in line with Data Protection legislation and KSB's [privacy policy](#), to contact you during the application process to either clarify the information you have provided or to contact you about the status of the application. It is worth adding our email address to your list of email contacts and keeping an eye on your junk folder as well.
- Include details of your most recent financial accounts and make sure to submit these accounts with your application. If your organisation does not have a set of financial accounts, then we will need to see a set of management accounts covering your first year, signed by your treasurer or financial director. For schools, please just mark N/A.
- In [question 1.4](#) clearly describe how your organisation is either directly community led or has involved the community in the development of this proposal. What sort of representation is there on your management committee or board? How does your community influence decision making?
- Reference any previous funders in [question 1.5](#) when demonstrating the experience your organisation has of managing similar funds. Keep your answers relevant to capital-based projects or those that show community involvement.

### Section 2 - Project Design

- Think of your project as a whole and make sure you understand the fundamental reasons driving this proposal and how it meets the needs of your community.
- Make sure to relate your answers back to how these assets will help tackle the climate change and support a green recovery in your community.
- Make sure you clearly identify the location of the asset(s) as this may differ to where your organisation is registered.
- We will use the information in this section when publicising any subsequent award we make, so make sure to use the most appropriate location, website and/or social media information.

### Section 3 - Assessment Criteria

#### Climate Impact

- It is crucial that all assets requested from the CCAF will clearly help reduce the greenhouse gas emissions of your community, so it is important to think what these assets will help your community do in a different way that reduces overall level of emissions.

- How will your new assets contribute to people in your community learning more about climate change issues, and adopting more low carbon behaviours into their daily lives? It should be clear to anyone in your community that these new assets are to help tackle climate change as well as addressing other priorities that your community has.
- You will also need to explain in this application how you will raise awareness of climate change in your community. Some examples to consider:
  - Signposting to Scot Gov Net Zero Nation website - [www.netzeronation.scot/](http://www.netzeronation.scot/)
  - Encouraging staff, volunteers and the wider community to take [climate emergency training](#)
  - Promoting national and international climate events
  - Sharing of local, national, and international climate change news and materials via your website or social media channels
  - You might also want to link to a local Climate Challenge Fund project using our [Project Map](#).
  - You can find more useful ideas and resources on our website [here](#)

### Community Benefit

- You might define your community as being just your immediate organisation members, but an essential part of this fund is that as many people in your wider community will benefit from this funding as well.
- If the assets are predominantly for the use of members of your organisation, it is important to show how the wider community will also be able to benefit from them. For example, if you are refurbishing a religious building or clubhouse members of the wider community should have some access to use these improved facilities and benefit from the funding as well.
- If you are a school applying, please describe how your school community will benefit. We don't require you to provide public access to your growing space if this is not possible or appropriate.
- Include any evidence you have that supports your application and demonstrates that your community will benefit from these assets. For example, you could include results from any surveys you have carried out or data about your community's currently limited access to similar assets. You may submit summary reports with your application if relevant.
- We are keen to know if these assets will have additional benefits on top of reducing greenhouse gas emissions. For example, will your new polytunnel help decrease levels of loneliness in your community or improve employability by allowing you to hold workshops where people will learn new skills?

### Deliverability

- Due to the tight timescales of the funding, it is essential that you clearly show how you will ensure all risks will be managed as much as possible to allow you to spend the funding on or before **31<sup>st</sup> March 2021**.
- We want to see that you are not only aware of the risks you may face but have also clearly thought about ways to tackle these.

### Maintenance

- It is essential that you have thought through the ongoing costs of your new asset(s) and have an appropriate maintenance plan in place.
- The suppliers/contractors you use may be able to provide you with some of this information, but it is important to research this for yourself as well and identify what these costs are and how you will fund this.

- The level of detail required for each type of asset will vary considerably, so for more technical equipment there may be follow up questions later in this application.

## Section 4 - Finances

This section involves the accompanying **Application Form - Part B (Finances)** spreadsheet, which you must complete and submit as part of your overall application.

This includes details of each asset you are requesting, supporting evidence required for each, and also any state aid your organisation has received (note on State Aid below). Your application will not be considered complete if you have not filled in and submitted this document.

Detailed guidance on how to fill out the various sections of **Application Form - Part B (Finances)** can be found on the first tab of this Excel spreadsheet. It is essential that you read this carefully and fill out each section as required. Not all columns will be applicable for each type of asset, so make sure to check the relevant guidance notes in the last section of this guidance document to make sure you are providing the correct information for each.

Things to remember:

- All funding must be spent on or before **31<sup>st</sup> March 2021**.
- Check whether your organisation can claim back VAT on any items you include in your application. The value you request from us must be the total cost of the items **minus** any VAT you can reclaim from HMRC. More info here: <https://www.gov.uk/reclaim-vat>
- Make sure you have considered local independent suppliers when trying to source quotes for your asset(s).
- When filling in the State Aid tab, if you have received any other grant funding over the last three years, make sure you know where the offer letters are for each to check for state aid. Any state aid funding will be clearly marked as 'de minimis' on the offer letter you received.
- Detail each of your match funding sources in this section and make sure the total of these sources matches the required amount as detailed in the **Application Form - Part B (Finances)** spreadsheet.
- Make sure you have all match funding already in place and confirmed before submitting your application. If you are using your own reserves please make sure it's clear from your accounts that these are available, and you should also provide a signed letter from your treasurer stating these will be assigned to buying this asset. If you are using other funding sources such as grants, you must already have offer letters confirming these from the funder(s). Submit these with your application.

## State Aid

State Aid is a European Commission term that refers to forms of assistance from a public body, or publicly-funded body, given to undertakings on a discretionary basis, with the potential to distort competition and affect trade between member states of the European Union.

The 'State Aid rules' are set out by the European Commission and comprise various articles of the EC Treaty, regulations, frameworks and guidelines, which set out what aid can be given. The European Commission governs member states' compliance with these rules and must be notified of all schemes involving State Aid. State Aid granted without Commission approval is viewed as unlawful and may be subject to repayment by the aid recipient. Where State Aid is

involved, it must be provided under the cover of an exemption, approved scheme, or the de minimis regulation.

The Scottish Government, and all other public bodies (including bodies administering public funds), are required to ensure that they provide funding in adherence with the State Aid rules and must consider applications in order to establish whether a measure constitutes State Aid.

**If your project is involved in economic activity i.e. your project is involved in the provision of goods or services, you must consider whether your project proposal may attract State Aid by applying the [4 test questions](#).**

In the **Application Form - Part B (Finances)** there is a tab where we ask you to declare de minimis aid received in the last three fiscal years prior to the application. If you have received de minimis aid before, it will be highlighted in the grant offer letters from your funders.

We will look for the most suitable route to support approved projects to ensure State Aid requirements are met, but it is your responsibility to make sure you are not risking breaching any State Aid limits as well.

## Section 5 - Supporting Information

We appreciate that the CCAF covers a lot of different types of project and a relatively wide range of eligible assets. This section should be used if you want to provide additional information that helps you demonstrate how your proposal is eligible and meets the fund criteria.

In particular you should use this section to elaborate on any supporting information related specifically to the types of assets you are requesting. More detail on what additional asset-specific information we need can be found in the last section of this guidance document.

## Section 6 - Application Confirmation and Declaration

Remember that as well as asset-specific supporting documentation, all applications must provide the following documents to be considered for assessment. For all **schools** applying, please submit your SEED number and a recent statement from your School Fund bank account. If you have a school charter, please supply this as well.

- A hand-signed copy of **CCAF Application - Part A (Project Proposal) (please submit in WORD format)**. You can submit a scanned copy of the Declaration & Authorisation page if required. Electronic signatures can be accepted. If you require guidance on creating one, please contact us.
- **CCAF Application - Part B (Finances) (please submit in EXCEL format)**
- Your organisation's **constitution**, memorandum & articles, or other governance documents.
- A recent **bank statement** for your organisation – within the past four months
- **Proof of address** – within the past four months (your Bank Statement can be used)
- Most recent **company accounts** or a set of management costs for the first year signed by your treasurer.
- Two quotes per asset over £1,000.

Read the declaration carefully as this explains how we will use your information in line with GDPR regulations. More information can be found [here](#) about our general privacy policy.

If your application is successful, your offer of award will give more details about what we will do with any future information you provide us with.

Remember that the signature in this section must be of someone in your organisation who is an authorised member of your board or management committee. They must be able to confirm that all the information in the application is true and correct and that all prerequisites mentioned in the Key Information section above applies to your organisation. This person should ideally be the chair, vice-chair, treasurer or equivalent.

The signature must be hand-signed and submitted to us electronically. We will not accept a typed name in the 'Signature' field. There are various ways to create an e-signature, which can be found by searching online.

## Asset-specific Guidance

This section provides information on the additional requirements there are for requesting particular assets from the CCAF. These fall under four main categories which correspond with the four columns in the **Application - Part B (Finances)** spreadsheet, so you can tell what evidence you need to provide for each type of asset. The four categories are:

- **Design and Specification** - for more technical work we need evidence a suitably qualified person or organisation has provided you with evidence for your proposed asset(s).
- **Legal Powers** - for work involving changing buildings or land we need to know that you have the authority to make these changes. Do you own the land or have permission for your proposal?
- **Local Authority approval** - proposals involving changes to land or buildings often need approval from your local authority's planning department. You need to demonstrate you have checked this and have approval where necessary.
- **Regulatory Permissions** - for some other proposals you may need approval from other regulatory bodies, and you will need to provide evidence of all appropriate approvals.

In all these cases, the onus is on you to demonstrate that your organisation either has all the relevant approvals and permissions for the proposed work/equipment, or that you do not need these.

You should use this section of the guidance notes when completing the **Application - Part B (Finances)** spreadsheet so you can make sure you provide all the required information and correctly select 'Yes' or 'N/A' for each category for each item you include in the budget. For each group of assets, it will list what categories are applicable and what type of evidence you should provide.

## Energy Efficiency in Community Buildings

For all projects spending capital to improve the energy efficiency of a community building, it is essential that the assets have permissions to be installed and are designed to suit the building. They must also be maintained for the lifetime of the products installed. Evidence under the following categories **must** be provided in order for an application to be considered for funding.

- **Design and Specification.** A person suitably qualified (like an architect or energy advisor) must provide evidence that the materials required are justified and are the most appropriate for this building and chosen with fair value and energy efficiency in mind. They must also demonstrate use of local, low carbon materials where practical. Some form of energy audit should form part of this evidence.
- **Legal Powers.** The applicant must prove that they have the authority to change the fabric of the building and to implement the changes proposed, either via evidence of current ownership of the property, or a long term lease with at least **20 years** remaining detailing that the tenant has rights to change the building in the proposed way.
- **Local Authority approval.** Where required (and the applicant must show if they are not required), evidence should be provided of planning permission, approved building warrant, listed building approval, and any conservation area approvals.
- **Regulatory Permissions.** Where changes to the building require the approval of other formal regulatory authorities, these must be provided (e.g. Historic Scotland, Scottish Water, or the Scottish Environment Protection Agency).

For churches or other religious buildings, the areas that can be funded must be open for wider community use, and not areas that are solely used for worship or other religious purposes.

Useful resources:

- Free, impartial support to small and medium-sized Scottish enterprises providing virtual energy audits and other advice. This is from Zero Waste Scotland's [Energy Efficiency Support](#).

## Assets that Support Community Food Growing

For all significant food growing infrastructure such as polytunnels, sheds, greenhouses, and other immovable items you must ensure you have relevant permission and plans for maintenance. Evidence under the following categories **must** be provided in order for an application to be considered for funding:

- **Legal Powers.** The applicant must prove that they have the authority to place/erect the assets on the proposed area of land, either via evidence of current ownership of the land, or a long term lease with at least **5 years** remaining stipulating that the tenant has rights to place/erect the proposed assets.
- **Local Authority approval.** Where required (and the applicant must show if they are not required), evidence must be provided of planning permission, or any conservation area approvals. If you are a school applying, make sure your local authority is comfortable with your proposed plans.
- **Regulatory Permissions.** Where changes to the land usage (or equipment on this land) require the approval of other formal regulatory authorities, these must also be provided (e.g. Historic Scotland, Scottish Water, or the Scottish Environment Protection Agency).

For this last category, any equipment that will involve handling food waste of a significant amount, appropriate permission or exemption must be sought from the Scottish Environment Protection Agency (SEPA).

Useful links:

- SEPA have information on their website about regulations for composting: <https://www.sepa.org.uk/regulations/waste/composting/>
- Social Farms and Gardens is a good source of advice, support and resources for food growing project: <https://www.farmgarden.org.uk/your-area/scotland>
- Nourish Scotland also have a good range of resources: [www.nourishscotland.org/](http://www.nourishscotland.org/)
- [Community Growing Video Guide](#) from KSB.

## Trees and Shrubs

Funds are available for native trees and fruit trees/bushes for community spaces or use (including schools), along with tree stakes and ties if needed. You must have permission of the landowner to plant these trees and provide written confirmation with your application.

Up to 1,000 native trees for small scale community planting schemes are eligible, along with stakes and protective tubes if necessary. Native trees should be a maximum of 90cm in height.

Useful links:

- For larger planting schemes, please see the [Forestry Grant Scheme](#) from Scottish Forestry.



## Electric Vehicles

The maximum funding per electric vehicle is £50,000. The list of eligible models of electric vehicle you can apply for can be found on the list of approved vehicles on the Government website: <https://www.gov.uk/plug-in-car-van-grants/eligibility>

Electric Vehicles can be included in your application to support three types of activity:

- Community-run car clubs (limit of **two** vehicles per application)
- Delivery of existing community climate change projects wanting to reduce operating emissions (limit of **one** vehicle per application).
- Delivering services that have been identified as a priority by the community as a result of COVID-19. This could include mental health services, debt counselling and food distribution (limit of **one** vehicle per application).

For each type of activity there are additional points you should ensure you cover in your application. These are detailed below with the corresponding sections of the application they should be mentioned in.

### Community-run Car Clubs

For community car clubs you can apply for up to **two** electric cars to add into your fleet of vehicles.

Things we want to know:

- Are you an already accredited car club? - **Previous Experience (Question 1.5)**
- What data do you have about your current car club's usage to show you need additional vehicles **Community Benefit (Question 3.2)**
- If starting, can you get this car club up and running by the end of March? - **Deliverability (Question 3.3)**
- Do you already have appropriate insurance to operate a car club? - **Maintenance (Question 3.4)**
- Have you got appropriate charging infrastructure for additional vehicles? - **Maintenance (Question 3.4)**

### Reducing operating emissions of existing climate change projects

For this type of activity, you can apply for **one** electric vehicle.

Things we want to know:

- What type of (higher carbon intensive) transport is it replacing? - **Climate Impact (Question 3.1)**
- How is your project taking action on climate change? - **Previous Experience (Question 1.5)**
- Who would have access to the vehicle? - **Community Benefit (Question 3.2)**
- Do you have appropriate insurance in place? - **Maintenance (Question 3.4)**

### Providing services to your community to support responses to COVID-19

For this type of activity, you can apply for **one** electric vehicle.

Things we want to know:

- What services are you providing to your community? - **Previous Experience (Question 1.5)**
- How is this helping with resilience in response to the COVID-19 crisis? - **Community Benefit (Question 3.2)**
- How would having an electric vehicle help deliver this service? - **Project Design (Question 2.2)**

## Charging Infrastructure

If you are applying for costs to install car charging infrastructure for your electric vehicle(s), you must use one of the installers on the Government's Electric Vehicle Homecharge Scheme authorised installers list.

Also, evidence under the following categories **must** be provided in order for an application to be considered for funding:

- **Design and Specification.** An approved installer should be used when installing car charging infrastructure. An approved list of installers is available from the Government's website used for the Electric Vehicle Homecharge Scheme. [Click here](#) for link. Your preferred quote must be from an installer on this list.
- **Legal Powers.** The applicant must prove that they have the authority or permission to install the charging infrastructure on the proposed area of land (and any adjacent land needed to connect to the grid), either via evidence of current ownership of the land, long term lease with at least **10 years** remaining stipulating that the tenant has the necessary rights to install the charging infrastructure, or permission from the landowner to install the charging infrastructure. You must have permission to connect to the grid and must provide confirmation of whether any upgrades are needed to connect this infrastructure.
- **Local Authority approval.** Where required (and the applicant must show if they are not required), evidence must be provided of planning permission, or any conservation area approvals.
- **Regulatory Permissions.** Where installation requires the approval of other formal regulatory authorities, these must also be provided (e.g. Historic Scotland, Scottish Water, or the Scottish Environment Protection Agency), and relevant health and safety must be adhered to during installation and usage after.

Useful links:

- List of eligible electric vehicles: <https://www.gov.uk/plug-in-car-van-grants/eligibility>
- Electric Vehicle Association Scotland (EVA Scotland) are a great source of knowledge, resources and links on all types of electric vehicles: <https://www.eva.scot/>
- CoMoUK have a good section of their website dedicated to car clubs, and explain the what, how, why and who of car clubs across Scotland (and the UK): <https://como.org.uk/shared-mobility/shared-cars/what/>

## Cycles and facilities to reduce greenhouse gas emissions

For all significant maintenance equipment that needs installed on a site and is not easily moved you must ensure you have relevant permission to install this and plans for maintenance. Evidence under the following categories **must** be provided in order for an application to be considered for funding:

- **Legal Powers.** Applicant must prove that they have the authority to place/erect the assets on the proposed site, either via evidence of current ownership of the land, or a long term lease with at least **5 years** remaining stipulating that the tenant has rights to place/erect the proposed assets.
- **Local Authority approval.** Where required (and the applicant must show if they are not required), evidence must be provided of planning permission, or any conservation area approvals.
- **Regulatory Permissions.** Where usage of this equipment requires the approval of other formal regulatory authorities, these must also be provided (e.g. Historic Scotland, Scottish Water, or the Scottish Environment Protection Agency). Waste handling licences/exemptions be required from SEPA. More info here: <https://www.sepa.org.uk/regulations/waste/>.

Useful links:

- If you are wanting to apply for bikes, storage facilities and costs for other cycling project activities you should check if you are eligible for funding through other Scottish Government funding schemes: <https://www.transport.gov.scot/active-travel/active-travel-funding-opportunities/>

## Electric Bikes for shared community use to increase active travel or for staff/volunteer use

For large scale e-bike projects, please apply for funding through the Energy Saving Trust (EST) e-bike grant fund ([link](#)).

For charging infrastructure please review the guidance above for Electric Vehicle charging infrastructure, although we appreciate that most charging infrastructure for e-bikes will not be as significant an undertaking. You must still review whether these are applicable and provide any relevant documentation required.

## Equipment to Reduce Waste in your Community

For all equipment under this heading you must ensure adequate risk assessments are carried out before being used by your community to ensure health and safety standards are met.

Any fridge or freezer appliances must have an energy efficiency rating of A+ at least (or equivalent).

For any equipment that will involve handling food waste of a significant amount, appropriate permission or exemption must be sought with SEPA.

Any recycling bins must only be used to help increase rates of recycling in your community on a small scale. An example of this could be for putting some receptacles in communal areas of community buildings to help people sort their waste before this is emptied into council bins provided for collection.

You must ensure these bins are placed in areas you have authority to place them or have clear written consent by whoever does.

Useful links:

- Advice on choosing a suitable fridge/freezer: <https://www.ovoenergy.com/guides/energy-guides/energy-efficient-fridges-and-freezers.html>
- Hubbub can help with advice and support with setting up a community fridge: <https://www.hubbub.org.uk/the-community-fridge>
- SEPA have a section of their website about waste management licences (or applying for exemptions): <https://www.sepa.org.uk/regulations/waste/>.
- Zero Waste Scotland have loads of support and resources for waste projects: <https://www.zerowastescotland.org.uk/community-groups/what-we-can-offer>

## Equipment to Support an Established Community Wood Fuel Scheme

For all equipment under this heading you must ensure adequate risk assessments are carried out before being used by your community to ensure health and safety standards are met.

For all significant equipment or structures for wood storage the following points **must** be addressed in order for an application be considered for funding:

- **Legal Powers.** The applicant must prove that they have the authority to place/erect the assets on the proposed area of land, either via evidence of current ownership of the land, or a long term lease with at least **5 years** remaining detailing that the tenant has rights to place/erect the proposed assets.
- **Local Authority approval.** Where required (and the applicant must show if they are not required), evidence must be provided of planning permission, or any conservation area approvals.

## Other Capital Spend

For capital spend not described in the table in the **'What can be funded'** section, you must ensure that the four categories of permissions and approvals are taken into consideration for all items you include in your application.

If you are unsure about whether an item would be considered eligible, please consult our FAQ's section, attend a webinar or contact us.

**Complete applications and all supporting documents must be submitted via email to:**  
[climateaction@keepscotlandbeautiful.org](mailto:climateaction@keepscotlandbeautiful.org)



We support the ambitions of the United Nations Sustainable Development Goals.

Keep Scotland Beautiful is your charity for Scotland's environment. Our vision is for a clean, green, sustainable Scotland. We work with you to help combat climate change, reduce litter and waste, and protect and enhance the places we care for. We aim to change behaviour to improve our environment, the quality of people's lives, their wellbeing, and the places that they care for.



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