Ørsted Community Benefit Funds

FREQUENTLY ASKED QUESTIONS (FAQs)

We have listed below some FAQs for the three Community Benefit Funds GrantScape administers on behalf of Ørsted, specifically the Burbo Bank Extension Community Fund (BBECF), the Walney Extension Community Fund (WECF) and the East Coast Community Fund (ECCF).

If your question is not included below, please contact a member of the GrantScape team on 01908 247630 or email info@grantscape.org.uk.

Important Covid-19 Update (11.06.2020)

Ørsted has announced temporary changes to the funding criteria in response to the current global Covid-19 emergency.

Applications are encouraged to support communities through to recovery. This is likely to include local groups and organisations who:
• Are looking to provide essential support and services to directly facilitate in the recovery efforts from Covid-19.
• Have lost significant core income over the past few months and request funding to recover quicker financially.

Temporary changes to the funding criteria:
• No match funding will be required for all applications at this time.
• Re-application restrictions have been lifted. Any groups that have previously received a grant, have a live project or have been unsuccessful in the last round may re-apply.

The changes relate to all applications to the late 2020 and early 2021 closing dates only (see specific Fund pages for deadline dates). All other criteria will remain unchanged.

GENERAL QUESTIONS

1) Can I call you to discuss my project and application?
You are very welcome to call or email us to discuss your project and ask questions about the application process. Whilst we are unable to write the answers to any of the application form questions, we will be able to give general guidance on the best way to answer them. Please do not feel that by making contact with us in any way will either improve or hinder your chances of securing a grant.

2) I'm not sure if my project is located within the Funding Area?
Each Fund (the BBECF, WECF and ECCF) covers a defined funding area. An interactive map is available for each Fund on the specific funding pages of our website. The eligible areas are highlighted. The maps are interactive so you can enter a project postcode or location and see if it is located within one of the eligible / highlighted zones. If you are still unsure, or if your project is located on the boundary, please contact GrantScape before you apply.

Please note, in order for your application to be considered for a grant it is crucial that the beneficiaries of your project are from within the funding area. For capital projects this means the building or amenity is located within the area. For revenue projects this means the individuals who will participate in the activity or benefit from the service, reside within the funding area.
If you have an office located outside the funding area but the project itself will be located within it, you are eligible to apply.

If the project delivery will take place partly within the funding area (e.g. a befriending service to visit people in their own homes with 50% of the beneficiaries living within the eligible funding area), you may be able to apply for funding on a proportional basis. We advise you call us to discuss the project before applying in these cases. Any non-eligible portion of the project will need to be wholly funded by yourselves or another funder. The 20% match funding requirement for grant requests over £5,000 will need to be demonstrated for the eligible portion of the project (i.e. 20% match funding will be required against the total eligible project cost).

3) Am I ready to make an application to the Fund?
To make an application to the Fund you simply need to be able to complete all the application form questions and provide a copy of group’s current constitution, set of rules or governing document. Local Authorities, Town or Parish Councils are not required to provide this. Churches should provide a Mission Statement.

We do not require you to submit any supporting documentation when you apply such as, copies of quotations, planning permission, or evidence of community consultation.

Before applying, please do bear in mind that competition for Funds will be high. The success rate across the Funds is ‘normally’ 1 in 3 but this can fluctuate each funding round depending on numerous, variable factors such as the ratio of small v main applications supported and wider issues, for example the Covid-19 situation.

If your application is unsuccessful, you will not be able to reapply to the very next funding round and will need to skip a round before your application can be reconsidered. It is therefore very important that you give your application the best possible chance of success and apply when the project is ’grant ready’.

You also need to remember that if you are successful you won’t be able to apply again for the same project for two years. Consider if you really need a grant now or will you need it more in the years ahead?

To help you decide if you are ready to apply, we have provided some guidance below largely based on the judging criteria we use when making our decisions. The following is not prescriptive and is rather intended to give you some areas to consider. Groups should note that the judging criteria is marginally different for each Fund and therefore you should check the judging criteria specific to the Fund to which you will be submitting your application:

**Community Support**
Is your project included in a national, regional or local plan? Have you held public meetings? Have you undertaken community consultation? Has there been some local fundraising for the project? Do you have volunteers willing to demonstrate how much they want the project by giving up their own time to see the project succeed?

**Community Benefit**
How many people will benefit? Are you encouraging the widest possible community use (different genders, ages, activities etc.)?

**Sustainability / Legacy**
Who will maintain the project? Is it insured? Do you have a business / project plan or has a feasibility study been undertaken? What are your plans for the future? Do you have a lease which covers a reasonable time period?

**Project Deliverability**
Can your organisation deliver the project alone or do you need a partner? Are all the required permissions in place (planning, building regs, owner permission)? Do you have sufficient monies to complete the project?

**Value for Money**
How many people will benefit v the amount you are requesting in grant support? Is your project serving a unique user group or a particularly vulnerable or hard to reach group? Are you addressing a current lack in provision? Have you ensured project costs are robust?

**Project Partners**
Is the project collaborative rather than working in isolation? Do you have good links with other community organisations? Will partnership working be involved? Are these partnerships already in place? If not, are the organisations you want to reference in the application aware of the project and application?

For applicant organisations based outside of the eligible funding area in particular, have you researched current provision in the area to ensure you are not duplicating a service already provided?

4) **Is funding ring-fenced or split between geographical areas?**
Each Fund has a set amount of funding that can be awarded, but this is not ring-fenced or split between different sections of the eligible funding area. All applications received after a closing date will be assessed against the published judging criteria. This will be reviewed annually and may change in future years.

5) **Is funding ring-fenced or split between Small and Main grants?**
Each Fund has a set amount of funding that can be awarded, but this is not ring-fenced or split between Small and Main grants. All applications received after a closing date will be assessed against the published judging criteria. This will be reviewed annually and may change in future years.

6) **Is funding split between project themes / types or categories?**
Each Fund has a set amount of funding that can be awarded, but this is not ring-fenced or split between project themes / types or categories. All applications received after a closing date will be assessed against the published judging criteria. This will be reviewed annually and may change in future years.

7) **My project is located at a school but we are a completely separate organisation and the project is for the benefit of the wider community. Can I apply for a grant?**
Yes, you can apply in these circumstances. Your project must be for wider community benefit and clearly demonstrate that it is not a statutory duty for the school or the Local Education Authority to provide.

An example of this might be a community sports hall or a community garden located within school grounds which is overseen by a separate organisation, and which is available for community use at evenings and weekends.

When projects are schools are being considered the following factors are scrutinised:

- Is wider community use genuinely available or will the primary beneficiaries be the children on the school roll?
- Is access to the facility / area / service / activity at the school independent or would individuals need to enter the school building / playground to gain access and therefore safeguarding issues may restrict access?
- Is the facility / area / service / activity operated by the separate applicant organisation or the school?
- Is school use prioritised over wider community use?
• Is there another suitable location for the project in this area or is the school site genuinely the only and / or the best location?

All applicants applying for grant support for projects located on school grounds should contact GrantScape before applying to ensure your project meets the eligibility criteria.

8) Can the funding be spread over more than one year?
Yes, if the grant is required to cover revenue costs then it can be spread over a maximum two-year period.

As applicants are not eligible to apply for top-up grants each year, you will need to request the full amount required when you apply.

We would expect capital projects to ‘usually’ be delivered within a 12-month period.

9) Can my grant be paid up-front?
We anticipate most grants will be paid retrospectively upon submission of invoices / receipts or other evidence of expenditure. However, if your project requires up-front payments to place a deposit for example or you are experiencing cash flow issues, we may be able to pay your grant up-front. This will be dealt with on a case by case basis, and if we agree to an up-front payment you will need to retrospectively provide evidence of expenditure for the item/s that we agreed to fund.

Groups should note that in most cases 100% up-front payments will not be approved and staged up-front payments are more likely to be agreed upon. There will sometimes be the requirement for a portion of a grant award to be retained to the end of project. A sensible payment schedule will be agreed for each funded project.

10) Is there a fast track process for smaller grants?
Small and Main grants will take the same time from the closing date to reach a final decision. This will be reviewed regularly and this may change in future years.

11) My organisation doesn't own the building or project site, will I need to have a lease? How long does this lease need to last for?
Yes, you will need to be able to demonstrate that your group has secure access (i.e. via a lease) to the project site for an appropriate period of time, and if necessary, that the permission allows you to undertake the project. We do not have absolute guidance on the period we expect to be remaining on your lease when you apply, however, it should be appropriate to the project and to the value of the total project cost.

As a rough guide for capital projects:

For projects costing less that £5,000 – at least 3 years remaining
For projects costing £5,001 to £25,000 – at least 5 years remaining
For projects costing more than £25,001 – at least 10 years remaining

Service based projects will need to ensure they have secure access to the delivery location/s stated on the application form for the project delivery period.

12) If my lease is about to expire, or is well below the period of time remaining as per the guidance above, will I need to secure a new lease before I can apply for a grant?
No, we don’t require you to have secured a new lease (or an extension to your existing lease) before you apply for a grant. However, if your application is successful, there may be a condition which will require you to do so. Please therefore make clear in your application your intention to renew the lease and any issues that you think you may encounter when doing so.
Please also read the guidance above on being ‘grant ready’ (3. Am I ready to make an application to the Fund?), particularly the sections Sustainability / Legacy and Project Deliverability, and be mindful that application numbers for all the Funds are consistently high.

13) I’m not sure if my project is a statutory duty for another body to provide or make provision for?
We are unable to provide grants to projects that are a statutory duty for another organisation to provide or make provision for. This may be the Local Authority, the Highways Agency, the Environment Agency, the Local Education Authority, the Town Council, or the Parish Council, for example.

If you think your project may be a statutory duty, please contact us to discuss this before you apply.

If you submit an application and we feel your project may be a statutory duty we will contact you to discuss this before it is progressed to the next stage of the process.

If your application is successful, but there is still a slight concern as to whether your project is a statutory duty, we will require written confirmation from the relevant authority to confirm they are not duty-bound to provide this funding or deliver the project, before your project can start.

14) My project has been affected by recent flooding. Can I apply for a grant?
If your project has been affected by recent flooding and you are not covered by insurance, then as long as your project meets the criteria you are eligible to apply for a grant. There may, however, be specific flood alleviation grants available that may be more suitable for your project.

15) I require a grant of just over £5,000, shall I apply for what I require or cap my application at £5,000 so it falls into the Small grant category?
Groups should consider that if the amount of grant support they require is just above the £5,000 level then applying for a Small grant may be the best route to take. Three key areas should be factored in when groups are deciding the level of grant to apply for:

- Main grant applications are scrutinised to a greater depth than small grant applications.
- Match funding is required for all applications above £5,000.
- If a grant above £5,000 is awarded the grant administration is more involved.

16) How do I calculate how much match funding I require for a Main grant application?
All Main grant applications (requests above £5,000) require a minimum of 20% match funding. Match funding does not need to have been secured prior to application. In-kind contributions can be used as match funding and a formula within the application form guidance notes shows how this can be calculated.

Example: If the total cost of your project is £20,000 you can only apply for 80% or £16,000 and the remaining £4,000 or 20% must be provided as match funding.

Calculation: 20,000 x 80 / 100 = 16,000

17) What do you mean by retrospective funding?
The eligibility criteria excludes funding retrospective projects. Retrospective projects are projects that have already started or are already complete, regardless of whether or not they have already been paid for, either in full or in part.

If your application requests funding to continue / expand an existing revenue project, this would not be considered retrospective but you would need to explain within your application exactly what time period our grant would cover. The grant could only be used for delivery after our funding decision has been made and your group has satisfied our grant Contract pre-
conditions. When you apply, you should allow at least 1 month from our final decision date to the project delivery period start date.

If your application requests funding for a multi-phased capital project you can still apply as long as your request is for a phase of works that will not begin until after our funding decision has been made and your group has satisfied our grant Contract pre-conditions. When you apply, you should allow at least 1 month from our final decision date to the project delivery period start date. Each phase of work must be able to be delivered independently. If however, phases of work cannot be delivered independently and you have begun any of the work, you cannot apply as that would constitute retrospective funding.

GROUPS THAT HAVE BEEN SUCCESSFUL

See Important Covid-19 Update information on page 1 which includes changes to the re-application restrictions for all applications to the late 2020 and early 2021 closing dates only (see specific Fund pages for deadline dates). All other criteria will remain unchanged.

1) Can I re-apply if I have already received a grant?
Groups are not eligible to apply for another grant until the current funded project is complete even if the new application is for a completely different project. Please note this does not include Parish, Community or Town Councils if they are applying for a completely different project at another location (for example a Parish Council who has responsibility for a Community Centre in one village can apply for a playground they are also responsible for in a different village).

Once your project is complete if you require funding for the same project you can reapply after a two-year period from the date of the project completion (the date we make the final grant payment or the date we receive all the final completion paperwork – whichever is the later). This is to ensure the Funds are spread across a broad range of groups.

If you require funding for a completely different project you can reapply once your earlier project is complete. In these cases applications will firstly be reviewed to ensure they are clearly different and are not deemed to be the same as the earlier funded project. Projects that are viewed as being the same will be considered to be ineligible.

We consider the same project to be a further request for a revenue based project that does not largely differ in scope from your previous project. In other words, it is effectively continuing the previous project or continuing to support the same costs. A group that has accessed a revenue grant can reapply for a capital project once the earlier project is complete as that would be considered a different project (for example a Volunteer Coordinator salary has been funded for 12-months at a Community Centre and then funding is required to repair the Centre’s roof).

Requests for capital works or items at the same site as your previous project would not normally be considered the ‘same project’ unless the works were originally included in your previous project but for some reason could not be completed at the time.

If you are in any doubt, please contact GrantScape to discuss your application before applying. You may be asked to provide a statement to explain how your project is different as part of the assessment process.

2) What happens after my grant is awarded?
Within 10 days of the final decision meeting, GrantScape will email you with a decision notification. This will include clear instructions and details of the next steps.
The next steps involve your organisation supplying various documents to satisfy the grant administrative requirements and agreeing a grant payment schedule so a formal grant Contract can be issued. For Small grant awards involving straightforward projects, the requested grant Contract pre-conditions could simply be verification of your group’s bank account to enable the grant payment at the appropriate time, and agreement of the grant payment schedule. For Main grants and / or more complex projects, numerous documents will be required specific to your project. These could include copies of community consultation, comparable quotations, planning consent, job descriptions, confirmation of ownership etc. Exactly what is required for your individual project will be clearly explained to you.

Documents should not be submitted with grant applications and should only be submitted when a provisional grant award has been made and the list of required documents issued to your group.

Groups will 'usually' be given a 6-month period to satisfy the outlined pre Contact requirements (on occasion this could be longer / shorter for certain projects).

3) Will there be a time limit to deliver my project and claim my grant?
As mentioned above, your project can be spread over two years if it is to cover revenue costs. We would expect groups receiving grants to fund capital schemes to have completed their projects and claimed all grant monies within 12 months of the decision date.

GROUPS THAT HAVE BEEN UNSUCCESSFUL

See Important Covid-19 Update information on page 1 which includes changes to the re-application restrictions for all applications to the late 2020 and early 2021 closing dates only (see specific Fund pages for deadline dates). All other criteria will remain unchanged.

1) If my application is unsuccessful, can I reapply?
If you are unsuccessful you cannot reapply for the same project to the very next funding round and need to skip a round before reapplying. For example if you apply to the September 2020 BBECF application deadline and are unsuccessful we cannot reconsider that application until the September 2021 application deadline, meaning you will have skipped the funding round with a deadline in April 2021.

You will need to submit a new application when you reapply.

Please note this does not include Parish, Community or Town Councils if they are applying for a completely different project at another location (for example a Parish Council who has responsibility for a Community Centre in one village can apply for a playground they are also responsible for in a different village).

We consider the same project to be a further request for a revenue based project that does not largely differ in scope from your previous project. In other words, it is effectively continuing the previous project or continuing to support the same costs. A group that has accessed a revenue grant can reapply for a capital project once the earlier project is complete as that would be considered a different project (for example a Volunteer Coordinator salary has been funded for 12-months at a Community Centre and then funding is required to repair the Centre’s roof).

Requests for capital works or items at the same site as your previous project would not normally be considered the same project unless the works were originally included in your previous project.
If you are in any doubt, please contact GrantScape to discuss your application before applying. You may be asked to provide a statement to explain how your project is different as part of the assessment process.

2) Can I appeal a decision?
You are not able to appeal a decision made on your application, however, if you feel that your application has not followed the correct and published process and procedures then you are able to make a complaint through GrantScape’s Complaints Procedure, available on our website.

3) Will I receive feedback if my application is unsuccessful?
If your application is not eligible then you will be told the reason why it does not meet the criteria.

All Funds are consistently over-subscribed with good quality applications and, therefore, not all applications can be supported. The reason your application may not have been successful is likely to be that others being reviewed at that time were deemed to be a closer fit with the published funding and judging criteria. In these circumstances, we are unlikely to be able to provide any additional or specific feedback on your application.