

**BRISTOL CITY COUNCIL**

**Overview & Scrutiny Management Board**

**14<sup>th</sup> November 2014**

**Report of:** Stephen Hilton, Service Director, Bristol Futures

**Title:** Green Capital Strategic Grants 2015/16

**Ward:** Citywide

**Officer Presenting Report:** Stephen Wray, Project Manager

**Contact Telephone Number:** 07795 446130

**RECOMMENDATION**

The Scrutiny Commission are asked to note the process to be followed to allocate £1.35m of Green Capital Strategic Grant Funding to organisations in Bristol.

**Summary**

The report provides an update on the process for allocating Strategic Grant Funding to organisations in Bristol.

**The significant issues in the report are:**

Bristol is the European Green Capital 2015 and a programme has been developed to celebrate our ambitions and achievements in sustainability, Bristol 2015 will highlight and promote a wide range of events, projects and activities that showcase the efforts of this unique city and its people.

Central to this programme are three grant funds: Neighbourhood Partnerships, Small Grants and Strategic Grants. Taken together they represent the city's largest ever environmental grant fund.

The funding for the grants has been secured through additional grant funding for Bristol City Council from the UK Government.

This paper describes the arrangements for inviting, assessing and determining applications to the Strategic Grants Fund. The proposal will result in allocation of the fund by 24<sup>th</sup> December 2014. This timetable has been condensed to the shortest possible timescale to enable projects to start as soon as possible.

## **Policy**

1. In June 2013 the Mayor decided to:

- Accept the European Green Capital Award 2015 on behalf of the City of Bristol.
- Develop a Programme for Bristol European Green Capital 2015.
- Commence a planning and commissioning process for the Programme using £1.2m of one-off funding and that secured from external partners.

## **Consultation**

### **Internal**

2. Sustainable City and Climate Change Service Manager

### **External**

3. None

## **Context**

4. The Strategic Grant Fund forms part of the £7m grant funding agreement between Government and Bristol City Council. £1.5m has been budgeted for strategic grants and 10% of the fund will be retained for administration costs (this is the same for the Neighbourhood Grants and Small Grants) so there is £1.35m available for projects.

## **Application Process**

5. The Green Capital Strategic Grant Fund was launched on 24<sup>th</sup> September 2014 and applicants were encouraged to submit an 'Intention to Bid' notification by 10<sup>th</sup> October 2014 and applications by 4pm on Wednesday 5<sup>th</sup> November 2014.
6. Applicants can apply for grants of between £25,000 and £50,000 and all projects must commence during the Green Capital year.
7. Applications are particularly welcomed from organisations who work collaboratively to develop and deliver projects and events for 2015.
8. Applicants are invited to submit bids for strategic projects which:
  - Empower organisations and communities across Bristol to celebrate Bristol's year as European Capital
  - Support organisations making tangible progress against Bristol 2015's

- outcomes for environmental changes in the city
- Ensure a vibrant set of projects during 2015 which can be shared with other European cities during Bristol's year as a role model.

9. The fund is being managed by officers in the City Council and will build on the same process used for the Key Arts Provider funding, which includes independent assessment from the KPMG sustainability team.
10. All applicants are required to complete the same application form (Appendix A) and in addition to organisational, financial and governance details demonstrate how their proposed programme of work will contribute to a minimum of one of the five core themes:
- Energy
  - Food
  - Nature
  - Resource
  - Transport

They are required to describe the activities and outcomes, who will benefit and how they will benefit.

11. In addition, we will consider applications which contribute to the broad goals of the 2015 programme but which may not deliver a specific outcome if they:
- Show a high degree of innovation, or
  - Engage a specific audience who have specific needs which may not be met by other elements of the programme, or
  - Deliver a significant social benefit, or
  - Enable Bristol to show international leadership by exploring and showcasing specific issues relevant to Bristol.
12. If applicants are considering submitting an application on this basis then they should discuss it with officers prior to submission.
13. A 'Guidance for Applicants' document (Appendix B) has been produced which explains the application process and how applications will be assessed.
14. Key dates for the application process are:

Press announcement and launch	24 <sup>th</sup> September 2014
Deadline for applicants to return the 'Intention to Bid Document	10 <sup>th</sup> October 2014
Advice sessions for applicants	13 <sup>th</sup> October 2014

Advice sessions for applicants	21 <sup>st</sup> October 2014
Briefing session for Mayor	22 <sup>nd</sup> October 2014
Scoring template finalised	25 <sup>th</sup> October 2014
Deadline for applications to be returned	5 <sup>th</sup> November 2014
Technical Assessment	5 <sup>th</sup> Nov – 28 <sup>th</sup> Nov 2014
Financial Assessment	10 <sup>th</sup> Nov – 28 <sup>th</sup> Nov 2014
Panel reading	20 <sup>th</sup> Nov – 27 <sup>th</sup> Nov 2014
Panel Assessment	28 <sup>th</sup> Nov – 4 <sup>th</sup> Dec 2014
Cabinet meeting	16 <sup>th</sup> December 2014
Public announcement of awards	24 <sup>th</sup> December 2014
Appeals process opens	28 <sup>th</sup> December 2014
Commence negotiations on funding agreements	31 <sup>st</sup> December 2014
All funding agreements to be completed and signed off	31 <sup>st</sup> March 2015

## **Decision Making**

15. Applications will firstly be technically assessed by theme by a panel of sustainability experts from KPMG who will complete a template which is submitted to the final assessment panel. At the same time each application will undertake a financial assessment conducted by City Council finance staff.
16. The panel will then have a week for reading before coming together for five days to assess each application and make recommendations to Cabinet.
17. The application process is being overseen by the Project Manager in the Mayor's Office to ensure that the process is accessible, fair, consistent and robust.

## **Other Options Considered**

18. Not applicable.

## **Risk Assessment**

19. Each application for funding will be risk assessed and the risk assessment taken into account in the panel's recommendation to Cabinet for funding.
20. Every organisation approved for funding will be monitored in accordance with the Investment Strategy monitoring procedures against corporate Baseline Standards and agreed service delivery targets. Any increase in risk to an unacceptable level will result in temporary cessation, investigation and possible withdrawal of funding in accordance with

procedures outlined in the 'Protocol for the Withdrawal of Investment Policy'.

21. The primary risk of Cabinet not agreeing the recommendations is there is a delay in the award of the grants which could have an impact in terms of reputational damage to Green Capital and the City Council both nationally and internationally.

## **Public Sector Equality Duties**

### **Equalities Impact Assessment**

22. Before making a decision, section 149 Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following "protected characteristics": age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due regard to the need to:

- i) Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
- ii) Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to --
  - remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
  - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);
  - encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
- iii) Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to –
  - tackle prejudice; and
  - promote understanding.

23. This report is for information.

## **Legal and Resource Implications**

### **Legal**

Legal advice to be included as part of the Cabinet report of 16 December 2014.

### **Financial**

#### **(a) Revenue**

Financial advice to be included as part of the Cabinet report of 16 December 2014.

#### **(b) Capital**

Not applicable.

### **Land**

Not applicable

### **Personnel**

Not applicable

### **Appendices:**

- 1 – Green Capital Strategic Grants Application Form
- 2 – Green Capital Strategic Grants Guidance Notes
- 3 – Green Capital Strategic Grants Notification of 'Intention to Bid' Form
- 4 – Green Capital Strategic Grants Decision Making

## **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

### **Background Papers:**

None.

For office use only:			
Name of organisation		Applied For	£
Theme		Recommended	£

## Bristol 2015 STRATEGIC GRANTS APPLICATION

**Closing date for receipt of applications is 4:00pm on November 5, 2014**

Please refer to the guidance notes when completing your application.

### Introduction

To be eligible for funding your organisation must be a member of the Bristol Green Partnership and meet the following criteria, please confirm that it does:

Are you a member of the Bristol Green Capital Partnership? (Please delete as appropriate).

Yes	No
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Is the lead partner or primary beneficiaries based in Bristol?

Yes	No
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Do you have a bank or building society account in the name of the organisation, as shown in your governing document? Cheques and withdrawals must be signed by at least two people who are not related to each other or living at the same address. Do you meet this requirement? (Please delete as appropriate).

Yes	No
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Are you not for profit i.e. you either don't generate profits or reinvest any profits or revenues for the purpose of serving your client group or achieving your objectives? (Please delete as appropriate).

Yes	No
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If you do not meet these criteria then you will not be eligible to apply and your application will be rejected.

### Your current status

Does Bristol City Council currently fund you in any capacity (Please delete as appropriate).

Yes	No
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## Organisation details

Name of your organisation, or for a partnership bid, name of lead organisation

Address of organisation

Full postcode

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Website address of organisation

www.

Telephone number of organisation

Please list any partner organisations below including address, website, telephone number and a contact person.

Please explain how your partnership is structured and the role of each participant organisation.

## Main contact details

Please give the following details for the main contact person for the lead organisation.

Please bear in mind we may need to get in touch with the main contact person in Autumn 2014

Name	
Position	
Telephone number (incl area code)	



Mobile number	
E-mail address	
Fax number	

If you or your main contact person requires written communication in alternative formats, please let us know your preference.

## Organisational Profile

### Organisational Profile

What is the lead organisation's status? (Please tick the appropriate box).

<input type="checkbox"/>	Company limited by guarantee
<input type="checkbox"/>	Company limited by shares
<input type="checkbox"/>	Community Interest Group (CIC)
<input type="checkbox"/>	Partnership
<input type="checkbox"/>	Trust or foundation
<input type="checkbox"/>	Registered charity
<input type="checkbox"/>	Unincorporated group
<input type="checkbox"/>	Other, please specify below
<input type="checkbox"/>	

How many employees do you employ?

What is the mission or purpose of the lead organisation?

(No more than 100 words)

What is your core activity?

(No more than 100 words)

Do you have any councillors on your board? (Please delete as appropriate).

Yes	No
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If yes, please give their names and state which local authority.

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**What funding are you requesting for this application?**

Total funding requested £ 

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What other sources of funding are you expecting for the project / event and what is their status (include earned income)?

Source of funding	Expected time period	What is the funding for (capital, core revenue, or project funding)	Expected amount £	Status (confirmed, in process of applying, or awaiting outcome)

Does your organisation receive or expect to receive any of the following from Bristol City Council in 2015? (Please tick box as appropriate).

	Yes	No	What is the financial value of each of these?
Reduced business rates			
Subsidised or free use of property or premises including concessionary tenancies			
Free or subsidised services e.g. photocopying facilities, telephone, parking concessions etc)			
Funding from other BCC grants			If yes, please list on a separate sheet and submit with your application
Funding from contracts held with BCC			

Do any of the trustees or anyone on the management committee of your organisation have any financial, property or other interests, which will benefit as a result of this application? If yes please give details:

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Will this project take place across 2015 or be a one off project / event?

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What will your organisation do if it is not successful in this application?

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## Financial background

Are you registered for VAT? (Please delete as appropriate).

Yes	No
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Select the category that most closely describes your organisation? (Please delete as appropriate).

Amateur or voluntary organisation	Professional organisation
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What year was your organisation formed?

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What was your organisation's income / turnover in the last full financial year? If you are a new organisation, please estimate your income for the first year. Please state whether this is an 'actual or estimate' figure.

£	Actual or estimate
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Do you have savings or reserves equivalent to more than 6 months turnover? (Please delete as appropriate)

Yes	No
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## Meeting our goals

### Meeting our priorities

Please set out your proposed programme of work, describing how it will contribute to a minimum of one priority outlined in Section 3 of the Guidance Notes. Ensure you describe the activities and outcomes, who will benefit, and how they will benefit. Please give examples of previous work you have undertaken in this area.

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(No more than 3,000 words)

Please explain where your project will take place, and what activities will take place during 2015 as well as beyond the life of the funding.

(No more than 1,000 words)

How will you evaluate the impact of your work? What measures will you use? Who will conduct the evaluation and what experience do they have in this area?

(No more than 1,000 words)

How will you share learning from the project with local organisations? What opportunities are there for sharing learning from the project with other cities across Europe?

(No more than 1,000 words)

Please also submit to us your 2013/13 end of year report or most recent available or an organisational evaluation report.

### **Equal Opportunities**

Please describe how you have implemented the Equalities Act 2010 throughout your organisation and how you ensure no service users, customers or employees are discriminated against.

What premises do you use to deliver your service and / or performances? Are they accessible (not just physical access) and if not are there any barriers to overcoming this?

## Baseline Standards

To safeguard the investment and ensure that all funded organisations are well managed and provide good quality services, organisations must achieve the following Baseline Standards.

Does your organisation have / ensure: (please tick box as appropriate)

Yes	No	
		<b>Environmental management and sustainability plan:</b> If a plan is not available, please demonstrate how your organisation meets the Bristol 2015 Sustainability Principles
		<b>Legal structure:</b> An appropriate legal structure, set out in a constitution or memorandum & articles of association, which clearly outlines the aims and rules governing the organisation.
		<b>Audited Accounts:</b> Annual financial reports which show income, expenditure, assets and liabilities. The appropriate form of report will depend on the level of income of the organisation. Groups whose annual income is more than £250,000 will be expected to provide fully audited accounts.
		<b>Financial management:</b> Preparation of regular budget for the overall organisation and any associated projects. Have in place procedures, which enable the trustees to undertake their legal obligation to monitor income and expenditure on a regular basis (i.e. quarterly financial reporting as a minimum).
		<b>Equal opportunities:</b> Adoption and implementation of an equal opportunities policy which reflects current legislation, Equalities Act 2010 and the Human Rights Act 1998 and provide appropriate training for trustees, staff and volunteers
		<b>Employment:</b> Comply with all employment law, including legislation on Stakeholder Pensions (if appropriate). Demonstrate good practice in personnel matters by providing clear workable policies and procedures including a grievance procedure and annual appraisals. All staff and volunteers to have appropriate job descriptions, contracts of employment, etc.
		<b>Insurance:</b> Ensure appropriate insurance certification covers your organisation- for example, public liability, employer's liability, professional indemnity (where appropriate) and when public events are to be held, the appropriate licenses and insurance is obtained
		<b>Service users:</b> Demonstrate a real commitment to service users by involving them in service design, development and delivery. A complaints procedure must be in place.
		<b>Confidentiality:</b> All organisations are expected to comply with the Data Protection Act 1998 and where personal records are kept, personal services, advice & counselling are being provided, organisations will be expected to have a written policy of confidentiality.
		<b>Monitoring &amp; evaluation:</b> A commitment to collate appropriate qualitative and quantitative information for the purpose of monitoring and evaluating the organisations performance, and equalities impact.
		<b>Management committee:</b> Ensure that management committee members are aware of and are capable of carrying out their legal responsibilities. Make stringent efforts to ensure the make up of trustees reflects all sections of the community being served, and specifically involves where possible representation from service users. For example, do members undertake an induction process and have access to training?

Yes	No	
		<b>Health &amp; Safety:</b> Organisations who receive financial investment, or in-kind support must meet legal requirements under current Health and Safety regulations. In particular statutory obligations covering employees, volunteers and members of the public and buildings. For example, carrying out risk assessments and having fire certificates where appropriate and a health and safety policy.
		<b>Child protection:</b> Organisations which provide services, which involve access to or having contact with, children up to the age of 18 years must meet the statutory requirements for the safeguarding of children. Organisations must cooperate with the Bristol Safeguarding Children Board to safeguard and promote the welfare of children and young people and ensure the effectiveness of safeguarding procedures. Policies and procedures should be in line with the South West of England Child Protection Procedures, available at: <a href="http://www.swcpp.org.uk">http://www.swcpp.org.uk</a>
		<b>Vulnerable Adults:</b> Organisations to be aware of their responsibilities towards vulnerable adults within their service provision and to have a policy and guidelines for the protection of vulnerable adults which are consistent with those in "No Secrets in Bristol" * guidance on the subject.  * Copies of No Secrets in Bristol/Protection of Vulnerable Adults can be obtained by contacting Bristol Care Direct Tel: 0800 444 000.

## Monitoring information

### Monitoring and reporting information

We may use this information to report to central government or to monitor the different backgrounds of people who receive grants. If you do not know some of the information or you would prefer not to provide it, you can fill it the 'Not known / prefer not to answer' box. **We will not use this information to assess your application.**

How many members are there in senior management and on your management committee, board, governing body or council?

Total number:

### Age

Please give the number of senior managers and members on your management committee, board, governing body or council who are from the following groups.

Under 18       18 - 65       Over 65       Prefer not to say

### Gender

Please give the number of senior managers and members on your management committee, board, governing body or council who are from the following groups.

Female       Male       Prefer not to say

### Transgender

Yes       No       Prefer not to say

## Ethnicity

We define an organisation as being 'Black and minority ethnic led' if at least 51% of the senior managers, management committee, board, governing body or council define themselves as Black or minority ethnic. Please give the number of senior managers and members on your management committee, board, governing body or council who are from the following groups.

- White British background                       Other White background  
 Black and minority ethnic background       Prefer not to say

## Religion / Belief

Do the members of your management committee, board, governing body or council have a religion or belief?

- Yes                       No                       Prefer not to say

## Disability

We define an organisation as being 'disabled led' if at least 51% of the senior managers, management committee, board, governing body or council define themselves to be disabled. Please give the number of senior managers and members on your management committee, board, governing body or council who consider themselves to be disabled and the number who consider themselves not to be disabled.

- Yes                       No                       Prefer not to say

## Sexual Orientation

Please give the number of senior managers and members on your management committee, board, governing body or council who are from the following groups.

- Lesbian, Gay or  
Bisexual                       Heterosexual  
(straight)                       Prefer not to say

## Declaration

### Governance

- Please tick this box to confirm that your governing body / board supports your application.

## Freedom of Information, Environmental Information Regulations and Data Protection

As a public organisation we follow the Data Protection Act 1998, the Environmental Information Regulations 2004 and the Freedom of Information Act 2000.

By signing this application form, you agree to the following:

1. We will use this application form and the other information you give us, including any personal information, for the following purposes.
  - To decide whether to provide your organisation funding.
  - To provide copies to other individuals or organisations who are helping us assess and monitor funding, including local authorities, other lottery distributors and organisations that provide funding. After we reach a decision, we may also tell them the outcome of your application and, if appropriate, why we did not offer your organisation funding.
  - To hold in our database and use for statistical purposes.
  - If we offer funding to your organisation, we will publish information about your organisation relating to the activity we have funded, including the amount of the funding and the activity it was for.
  - This information may appear in our press releases, in our print and online publications, and in the publications or websites of any partner organisations who have funded activity with us.

By completing this form you confirm: (i) that receipt of this funding will not cause your organisation to breach the state aid rules (including *de minimis* Regulation (Commission Regulation (EU) 1407/2013) derived from the Treaty on the Functioning of the European Union), and (ii) your commitment to repay this grant funding with interest should you breach the state aid *de minimis* ceiling, and either Quartet Community Foundation or Bristol 2015 reasonably consider there to be a risk of unlawful State aid.

**I can confirm that the organisation named on this application has given me the authority to sign this application on its behalf.**

**I confirm that the activity in the application falls within the powers of the organisation's constitution or memorandum and articles of association (the legal document setting out the rules governing the organisation).**

**I confirm that, as far as I know, the information in this application is true and correct.**

Do you agree with the previous statements? (Please delete as appropriate).

Yes	No
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Your name (you must have the authority to act on behalf of the organisation you are submitting this application for)  
Date

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## Checklist

We can only assess complete applications. If your application is not complete, we will not assess it. Before you sign your application and send it to us, please ensure that you do the following and tick to confirm:

	Have you filled in all questions that are relevant?
	Have you kept a copy of your application for your records?
	Have you signed and dated this form?
Attachments	
	Your current constitution
	2013 / 2014 final audited accounts (or the most recent you have available)
	Most recent management accounts
	2014 / 2015 budget
	Outline budget for 2015 / 2016
	Information on funding from other Local Authorities or council contracts if applicable
	Business plan for the organisation or project including the year 2015/16
	Your equal opportunities policy
	A breakdown of your service users in 2013/2014 by group
	2013/14 end of year report or most recent or an organisational evaluation report
	Sustainability Policy or demonstration of how your organisation meets Bristol 2015 Sustainability Principles

The deadline for receipt of this application is **4:00pm on November 5<sup>th</sup> 2014**. Applications received after this time will not be processed. **THERE CAN BE NO EXCEPTIONS.**

# **Bristol 2015**

## **Strategic Grants Funding**

### **Guidance for applicants**

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## **SECTION ONE - INTRODUCTION**

### **Welcome**

Thank you for your interest in Bristol 2015's Strategic Grants funding programme. This guidance should give you all the information you need to apply, so please read it carefully before you fill in the application form.

Bristol 2015 is seeking to

- Empower organisations and communities across Bristol to celebrate Bristol's year as European Green Capital
- Support organisations making tangible progress against Bristol 2015's outcomes for environmental change in the city
- Ensure a vibrant set of projects during 2015 which can be shared with other European cities during Bristol's year as a role model.

### **Funding available**

The budget available is £1,350,000

You may make more than one application.

We will not be able to fund all applications so you should think about what you would do if we cannot award your organisation funding. We will be providing support for organisations that are not successful to find alternative routes for funding.

### **Contact us**

For any queries please contact Louise Baker, Service Improvement Manager:

- tel: 0117 922 3711
- e-mail: [greencapital.strategicgrants@bristol.gov.uk](mailto:greencapital.strategicgrants@bristol.gov.uk)

If you decide to make an application, we wish you every success.

## SECTION TWO – HOW TO APPLY

### Five steps to applying for funding

There are five steps to applying for funding for Green Capital Strategic Grants funding:

**1. Read this guidance carefully and contact us if you intend to bid.**

These guidance notes give you information on how to apply for funding, and answer some common questions. The website also includes a short “Notification of Intention to Bid” form that will assist us in planning the decision-making process; this should be returned by 5pm on October 10<sup>th</sup> 2014.

**2. Fill in and return application form for each project**

Use the application form to tell us about your organisation and how you plan to contribute to our priorities.

The form also asks for information that we may use to report to central government or to monitor the different backgrounds of people who receive funding. We will not use this information to assess your application.

Questions are either choosing a response - commonly yes / no - or a text-based answer where you start typing.

All questions must be answered and not left blank.

You must complete your application form and return it via e-mail; hard copies will not be accepted. If you have difficulty applying via e-mail please contact Louise Baker (See section 1 ‘Contact Us’).

**3. Include additional information**

All organisations are being asked to provide the same information: a Business Plan for the organisation or project, an end of year report for 2013 – 2014 or most recent or organisational evaluation report, and a sustainability policy or demonstration of how your organisation meets Bristol 2015 Sustainability Principles. We will not consider any additional information you send.

**4. Attend an advice session**

We are holding a series of pre bookable advice sessions for organisations interested in applying for funding to discuss the process with officers.

Surgeries will be available on:

13th October 2014 10am – 12 noon and 2pm – 4pm

21<sup>st</sup> October 2014 10am – 12 noon and 2pm – 4pm

To book a surgery please contact Louise Baker (See section 1 ‘Contact Us’).

**5. Submit your application via e-mail to [greencapital.strategicgrants@bristol.gov.uk](mailto:greencapital.strategicgrants@bristol.gov.uk)**

Once you have downloaded the application form and guidance notes you can start your application. Applications must be submitted no later than **4pm on November 5 2014**. Applications submitted after this time will not be considered.

## Assistance if you have a disability

We can help you apply if you are disabled, deaf or have learning difficulties. To make sure we can support deaf and disabled applicants in a meaningful way, we will agree the help we can provide on a flexible and individual basis. Please contact Louise Baker and she will put you in touch with a relevant person who can agree the necessary arrangements. Please also contact Louise if you need the application pack in another format.

## Who can apply

To be eligible for funding, your organisation must:

1. The lead partner or primary beneficiaries must be based in Bristol
2. Be a member of the Bristol Green Capital Partnership (the Partnership is free to join and you can find out more information at <http://bristolgreencapital.org/get-involved/> )
3. Have a bank or building society account in the name of the organisation, as shown in your governing document.
4. Be not for profit i.e. you either don't generate profits or reinvest any profits or revenues for the purpose of serving your client group or achieving your objectives.
5. Apply for a one off award between £25,000 and £50,000. Any award of funding will be based on recommendations of the assessment panel and may not result in all your requests for funding being met.
6. Contribute towards Bristol 2015's outcomes (There is further information on our priorities in Section three of this guidance).
7. We will not accept applications from individuals in a personal capacity. Applicants must be properly constituted as an organisation. The kinds of organisations which are eligible to apply include:
  - Not for profit companies registered at Companies House (including individuals trading as a Limited Company)
  - Community Interest Companies registered with the CIC Regulator
  - Charities or Trusts registered with the Charity Commission
  - Limited Liability Partnerships registered at Companies House
  - Partnerships established under a Deed of Partnership
  - Industrial & Provident Societies or Community Benefit Societies subject to regulation by the FSA
  - Royal Charter Companies
  - Statutory Bodies
8. We encourage applications from organisations working in partnership. One organisation must take the lead, having responsibility for managing the application and being responsible for any grant that is awarded. If you are successful, you may be asked to provide us with a copy of a written agreement with your partners.

## Who cannot apply

You cannot apply if you are:

1. an organisation based outside of Bristol
2. an individual, unless you apply as a director of your own company. We will not accept applications from people applying in a purely personal capacity
3. applying for funding for activities that do not mainly take place during 2015
4. applying for activities that are not related to Bristol 2015's outcomes
5. applying for funding for activities which are aimed at making a profit to be distributed to members or shareholders

## When you can apply

We will accept applications for the new programme from **October 1<sup>st</sup> 2014**. Applications must be submitted by **4pm on November 5<sup>th</sup>, 2014**.

## When you will know

We will tell you after **December 24, 2014** (subject to dates of Bristol City Council cabinet meetings) whether you have been successful and how much funding we are offering.

The Cabinet will decide on the awards prior to this date. This meeting is open to the public and it is webcast. The recommendations of the panel will be published approximately one week before the meeting through the city council's website. Applicants should not contact members of the Cabinet in connection with their bid, nor should they ask others to do so on their behalf.

Any decision to award funding will be subject to discussing and finalising a detailed funding agreement. This process could result in agreed changes to your planned activities and budgets and consequently to your level of funding.

## What your application must include

All applicants will be asked to include details of:

- your mission or purpose: this can be taken from your business plan
- your core activity
- any conflicts of interest
- how much you are applying for
- other sources of funding
- any support from Bristol City Council
- how you plan to use our funding to contribute to our priorities
- your organisation's sustainability policy
- how you meet the city councils baseline standards
- your 2013/14 final audited accounts (or the most recent you have available). Please provide an explanation if you do not have audited accounts.
- your latest management accounts for 2014/15
- your planned budget for 2015/2016
- an end of year report for 2013/14 or most recent available or an organisational evaluation report
- A business plan for the organisation or project including the period 2015/2016

We expect organisations to maximise the impact of funding from Bristol 2015, this could be achieved by matched funding, in kind support or volunteer effort. Your budgets should show the different sources of your income.

We reserve the right to ask any applicant to provide additional information over and above what you submit to us in your application

## **How much should you apply for?**

Applications will be considered for projects between £25,000 and £50,000. You may not be awarded the total amount you request.

## **How we make our decision**

When we receive your application we will first check whether it is eligible.

All eligible applications will then be considered against the same set of criteria. Our decision-making will be in two distinct stages. The first stage (technical and financial assessment) is an assessment of the application itself, looking at the organisation and its ability to deliver the programme of work that it proposes. The second stage (panel assessment) is about balancing the overall portfolio of funded organisations that we want to support to achieve our vision and priorities.

We will make our assessment on the basis of the information you provide in your application, if applicable, and any further information that we request.

All organisations will be asked exactly the same questions and assessed against the same criteria and scoring system. We are committed to treating all applicants fairly.

## **Assessing your application**

The first stage makes a judgement about the kind of contribution that the organisation would make to our vision and priorities. It looks at the individual application on its own merits and assesses against the following criteria.

- 1. Contributing to Bristol 2015 outcomes:** we will make an assessment of how you contribute to the Bristol 2015 outcomes and the quality of that contribution.

In the 'Meeting our goals' section of the form you must tell us how you propose to contribute to Bristol 2015 outcomes. This should give us details on the programme of work or the activities you will be doing that will contribute to these priorities. Our assessment will take into account the nature of your organisation and the amount of funding applied for.

- 2. Governance, leadership and management:** you should have appropriate governance, leadership and management to be able to deliver effectively the programme of work that you propose. You will be asked to confirm that your application has governance arrangements in place and detail your governance arrangements.
- 3. Financial sustainability:** you should be financially sustainable and have appropriate financial controls in place able to deliver effectively the programme of work that you propose.

## **Who will make the decision**

A panel of assessors that are independent of the grants process will scrutinise each application and make recommendations to Cabinet in December 2014.

## **The funding agreement**

Any decision to offer funding will be subject to discussing and finalising a detailed funding agreement. This process could result in agreed changes to your planned activities and budgets, and to your funding award.

Bristol 2015 and Bristol City Council will have different kinds of relationship with different kinds of funded organisations. Most organisations will be funded to deliver their programme and we would not expect to be very closely involved in their work.

## **Complaints procedure**

We will feedback reasons why your organisation is not successful. If after receiving this feedback you are not happy with the application process (as distinct from the outcome), please contact Louise Baker and she will discuss this with you. If you are still unhappy, you can ask us for a copy of our appeals procedure for this application process, which is also available on our website ([www.bristol.gov.uk](http://www.bristol.gov.uk)). This is an appeals procedure tailored specifically to this funding programme. Please note that our standard complaints procedure does not apply to this programme.



## SECTION THREE – OUR PRIORITIES

We have listed Bristol 2015's priority outcomes below in five core themes: energy, transport, nature, resources and food.

**Energy theme:** Our ambition is for Bristol to become the UK's first city for sustainable energy, leading the way towards smart energy efficiency, affordable warmth and 100% renewables, with a thriving low carbon sector delivering solutions for the city and across the world

2020 Aspiration	2015 Desired Outcomes
• Smart energy efficiency	• Doubling of current levels of low carbon retrofitting of domestic, public and commercial buildings
	• Get Bristol ready to make the most out of the smart meter rollout
• Affordable warmth	• Enable households living in cold and difficult to heat homes to secure affordable warmth
	• Develop and promote a meaningfully sustainable 'Bristol energy tariff'
• 100% renewables	• Increase investment in solar across the city
	• Launch the Bristol Marine Energy Accelerator Programme
• Bristol's public engaged and empowered to act	• Design and deliver a programme of mass public engagement on sustainable energy based on best available understanding of what secures long-term behaviour change, engagement and action

**Food theme:** Our ambition is for Bristol to be the sustainable food capital of the UK by 2020

2020 Aspiration	2015 Desired Outcomes
• For Bristol to be the sustainable food capital of the UK	• Promote healthy, affordable & sustainable food to the public
	• Increase access to affordable good food
	• Make food growing/production visible across the city
	• Scaling up urban agriculture
	• Encouraging healthy eating in schools
	• Reducing wasted food
	• Transforming catering & procurement

**Nature theme:** Our ambition is to make Bristol a world-leading, nature rich (biophilic) city where people are connected to a landscape rich in wildlife

2020 Aspiration	2015 Desired Outcomes
<ul style="list-style-type: none"> <li>• A more integrated large scale approach to conservation</li> </ul>	<ul style="list-style-type: none"> <li>• To create a nature rich urban landscape, challenging the relationship of our urban landscape and wildlife, and creating wildlife corridors across the city and beyond into the wider landscape</li> </ul>
<ul style="list-style-type: none"> <li>• Putting people at the heart of biodiversity policy</li> </ul>	<ul style="list-style-type: none"> <li>• To support wellbeing by connecting people to wildlife</li> </ul>
	<ul style="list-style-type: none"> <li>• To inspire and educate people about nature and to care for it</li> </ul>
	<ul style="list-style-type: none"> <li>• To provide national leadership by Bristol being the centre/HQ for debates on the Nature &amp; Wellbeing Bill</li> </ul>
<ul style="list-style-type: none"> <li>• Improving our knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• To improve records of Bristol's and the city region's wildlife in order to understand our impact on it and create the next generation of recorders and experts</li> </ul>
<ul style="list-style-type: none"> <li>• Reducing environmental pressures</li> </ul>	<ul style="list-style-type: none"> <li>• To provide international leadership in exploring how our ecosystems can help make Bristol a resilient city</li> </ul>

**Resource theme:** Our ambition is to make Bristol a leading circular economy city, where people are focussed on reducing their residual waste (through waste prevention, re-use and recycling) and businesses are engaged in adopting circular economy business models

2020 Aspiration	2015 Desired Outcomes
<ul style="list-style-type: none"> <li>• Reduction in residual waste arising per household</li> </ul>	<ul style="list-style-type: none"> <li>• Increased re-use activity in Bristol</li> </ul>
	<ul style="list-style-type: none"> <li>• Food waste prevention</li> </ul>
	<ul style="list-style-type: none"> <li>• Focus on plastics – waste prevention and recycling</li> </ul>
<ul style="list-style-type: none"> <li>• A more integrated approach to reducing waste in public spaces</li> </ul>	<ul style="list-style-type: none"> <li>• Reduction in litter in public spaces</li> </ul>
<ul style="list-style-type: none"> <li>• More businesses engaged in circular economy business thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Central Bristol hospitality sector engaged actively promoting food waste reduction</li> </ul>
	<ul style="list-style-type: none"> <li>• Reduction in litter into waterways</li> </ul>
	<ul style="list-style-type: none"> <li>• Guide/information to Bristol businesses regarding waste and recycling</li> </ul>

	<ul style="list-style-type: none"> <li>• Case studies regarding local companies that have introduced circular economy thinking</li> </ul>
	<ul style="list-style-type: none"> <li>• Reduction in residual business waste</li> </ul>

**Transport theme:** Our ambition is to make Bristol a world leading city in active travel, where 4 out of 5 journeys under five miles are made by foot, bike and public transport

2020 Aspiration	2015 Desired Outcomes
<ul style="list-style-type: none"> <li>• Deliver improvements to both the price and quality of our public transport networks, making it quick, cost effective and easy to go by bus or by train</li> </ul>	<ul style="list-style-type: none"> <li>• To increase the use of public transport throughout the city, better connecting outlying residential neighbourhoods to Bristol's Centre and growth areas</li> </ul>
<ul style="list-style-type: none"> <li>• Make road layout and other improvements in the city to open our streets to people, removing the blight of heavy traffic and improving flows for public transport and those who need to drive</li> </ul>	<ul style="list-style-type: none"> <li>■ To trial road layout and other improvements that open the city's streets to people and reduce the negative impacts of traffic on health, environment and social connectivity</li> </ul>
<ul style="list-style-type: none"> <li>• Support the ongoing and successful expansion in Bristol of cycling through investment in cycle lanes and other cycling infrastructure, and more cycle training for those who need it</li> </ul>	<ul style="list-style-type: none"> <li>• To improve walking and cycling networks throughout the city to enable more people to undertake everyday journeys to work, schools and other destinations on foot and by bike</li> </ul>
<ul style="list-style-type: none"> <li>■ Reduce emissions in the city to help protect people from the harmful gases produced by streets clogged with traffic</li> </ul>	<ul style="list-style-type: none"> <li>■ To reduce emissions in the city through support for the transition to ultra low emission vehicles, including accelerated provision of charging/fuelling infrastructure and changes to corporate fleets and public transport</li> </ul>
<ul style="list-style-type: none"> <li>■ Promote active travel choices – walking and cycling – as safe and pleasant alternatives to the car</li> </ul>	<ul style="list-style-type: none"> <li>■ To support people to change ingrained travel habits by providing and promoting opportunities to walk, cycle and use public transport for everyday journeys, including travel to work and schools</li> <li>■ To provide international leadership in exploring how changes to urban streets and transport systems can benefit a city's environment, health, social connectivity and prosperity</li> </ul>

In addition, we will consider applications which contribute to the broad goals of the 2015 programme but which may not deliver a specific outcome if they:

- Show a high degree of innovation, or
- Engage a specific audience who have specific needs which may not be met by other elements of the programme, or
- Deliver a significant social benefit, or
- Enable Bristol to show international leadership by exploring and showcasing specific issues relevant to Bristol.

If you are considering submitting your application on this basis you should discuss it with us prior to submission.

## SECTION FOUR - STATE AID

The Strategic Grants awarded by Bristol 2015 may be subject to the state aid rules (including de minimis Regulation (Commission Regulation (EU) 1407/2013) derived from the Treaty on the Functioning of the European Union. In completing this application form, you will be certifying that you will comply with such rules to the extent they apply. If you fail to comply with the state aid rules, you must refund the grant plus interest if requested by us or a third party. Further information about state aid can be found here: <https://www.gov.uk/state-aid>.

In accepting a grant under this Fund applicants consent to comply with requests for information from Bristol City Council / Bristol 2015 in relation to any State aid investigation.

## SECTION FIVE – FREEDOM OF INFORMATION ACT AND ENVIRONMENTAL INFORMATION REGULATIONS

Bristol City Council is committed to being as open as possible. We believe that the public has a right to know how we spend public funds and how we make our funding decisions.

We are also listed as a local authority under the Freedom of Information Act 2000 and Environmental Information Regulations 2004. **By law, we may have to provide your application documents and information about our assessment to any member of the public who asks for them under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.**

We may not release those parts of the documents, which are covered by one or more of the exemptions under the Act. Please see the Freedom of Information website at [www.foi.gov.uk](http://www.foi.gov.uk) for information about freedom of information generally and the exemptions.

We will not release any information about applications during the assessment period, as this may interfere with the decision-making process.

## Bristol 2015 Strategic Grants Funding Notification of Intention to Bid

In order to assist us in planning for the assessment process it would be helpful to receive notice of your intention to bid.

Please identify (by inserting a  $\surd$  or X) in the table below those theme areas for which you intend to submit a bid, if your bid crosses more than one theme please state this in the comments column. You may submit more than one bid.

Application No	Theme 1 (Energy)	Theme 2 (Food)	Theme 3 (Nature)	Theme 4 (Resources)	Theme 5 (Transport)	Comments

<b>Name of Organisation applying</b>	
<b>Contact name of lead contact</b>	
<b>E-mail address</b>	
<b>Telephone number</b>	

<b>Do you intend to bid in collaboration with another organisation?</b>	Yes / No	(delete as appropriate)
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<b>If 'yes', please can you state who with and please ensure only one 'Notification of Intention to Bid' form is completed.</b>

<b>Estimate of the size of your application (bids to be £25,000 - £50,000)</b>	£
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Completing this 'Notification of Intention to Bid' does not influence the panel recommendations in any way; it is simply being used to assist us with ensuring we have the necessary resources available to manage the application process.

If you do not complete a 'Notification of Intention to Bid' this does not preclude you from applying at any time before the closing date.

Please return to [greencapital.strategicgrants@bristol.gov.uk](mailto:greencapital.strategicgrants@bristol.gov.uk) by no later than 5pm on Friday 10<sup>th</sup> October 2014.

# DECISION MAKING FOR GREEN CAPITAL STRATEGIC AWARDS

