CLASP.

Environment
Resilience
Resources
& Support

Project Support Funding
2013-15

Guidance for Applicants

www.claspinfo.org

Liverpool City Council

Environment Agency | CLASP.

Introduction

Please read all sections before completing the application form.

CLASP grants aim to support innovative projects that increase the pace of delivery, develop leadership and encourage the effective co-operation of Local Authority led sub-regional and local partnerships to tackle carbon emission reduction and resilience to climate change, and which will cascade their learning to other partnerships in the North West.

Fund Objectives

- Tackle critical and immediate barriers to local authority led action
- Develop best practice and stimulate innovation in carbon reduction, adaptation and efficiency savings
- Share best practice and facilitate transfer of knowledge
- Accelerate progress towards a low-carbon and well adapting public sector
- Develop local leadership on climate change

Proposals are expected to cover most, if not all, of these objectives.

Geographical coverage

Projects must take place in the counties of Cheshire, Cumbria, Greater Manchester, Lancashire or Merseyside.

Who can apply?

- Local Authority led local partnerships or groups of Local Authorities.
- Local Authorities may apply individually, but partnership bids with other authorities, 3rd sector or community groups are encouraged.
- The lead applicant (who will also be accountable for the funding) must be a Local Authority (this includes Fire and Rescue and Police Authorities).

Grant rate and award value

- Grants are to support discrete, small, short-timescale projects (which must be fully completed, reported and claimed for by 31st March 2015).
- Funding is only available for work that is truly additional, over and above activities that are already planned, expected or required.
- Applications should demonstrate match funding (cash and/or in-kind).
- There is a minimum grant of £3,000 and maximum of £15,000. We expect most awards by CLASP to be in the range of £5,000 - £10,000.
- There is potentially up to £75,000 of grants available in total. However the total amount awarded will be dependent on the quality of applications received.

Current call window

- The next deadline for the submission of applications is 5pm 4th November 2013.
- Awards will be confirmed as soon as possible after assessment in early November 2013.
- Funded activity must take place between 1st December 2013 and 31st January 2015.
- All projects will need to provide quarterly reporting in the interim.
- All project spend must be completed at the very latest by the 31st January 2015.
- All project reporting and sharing must be completed by 31st March 2015.

All applicants can email: ailsa@claspinfo.org with any additional queries.

Funding Criteria

Overcomes specific, critical and immediate barriers to action

The proposed project must make a clear contribution to overcoming specific, critical and immediate barriers to progress on carbon reduction (internal and external to the authority), climate resilience, renewable energy deployment and/or low carbon economic development.

Commitment to sharing learning

A key criteria of this funding is that the outputs, outcomes and lessons learnt are shared through the CLASP network. The additionality of the proposed work to the wider CLASP network is key to the assessment.

All projects **must**:

1. Make a representative available for other partnerships to contact you to gain advice and insight into your project
2. Produce a simple "how to" summary of how you did the project, what the results were and what you learnt (which can be shared via the CLASP network and website). This must include a clear indication of the costs and benefits of carrying out the project, to assist others to develop a business case for delivering similar work in the future.
3. Make the outputs of your project available for use by other Authorities and Partnerships (hosted on the CLASP website)
4. Take part in, or lead a CLASP workshop about your project

Any costs associated with 1, 2 or 3 above must be covered by the applicant or included in the funding bid. CLASP will cover any venue and administrative costs associated with 4. Staff time for 4 must be covered by the applicant or included in the funding bid.

Replicability

CLASP aims to help Local Authority led partnerships exemplify best practice in order that projects can be replicated elsewhere. All projects funded must be able to be reproduced (without significant alteration) across public agencies. Replicability is likely to be a function of cost; simplicity of design, implementation, maintenance and clearly understood benefits.

The ability of the project to fulfill a role common to a range of Local Authorities or other organisations is key. It is unlikely that the fund will contribute to projects and programmes where there is no learning or sharing benefit outside of the initial project beneficiaries.

Additionality

Funding is only available for work that is truly additional, over and above activities that are already planned, expected or required.

Scalability

It is desirable for funded projects to have the potential to be scaled up or extended beyond the short-term CLASP funding period to achieve more significant impact.

Innovation

Wherever possible projects should be innovative, introducing a new approach to the North West, applying tested techniques in a new situation, or working in a new partnership arrangement.

Priority Areas

CLASP and its funders have identified a number of Priority Areas for which we would particularly welcome applications.

Ring-fenced funding is being held for areas A, B and C (subject to applications being of sufficient quality to merit funding).

As a cross-cutting theme it is expected that all proposals for projects should make reference to the expected costs and benefits of the work, and that all awarded projects should look to develop an effective evidenced business case for future investment that can be shared with other authorities along with other project outputs.

A   Resilience, Risk and Adaptation

- Identifying and communicating risk to services and communities from a changing climate.
- Assessing climate risks to service areas and taking action to increase resilience.
- Supporting Local Authorities to take climate risks into account within delivery of new duties required by the Floods and Water Management Act 2010 and in their Water Framework Directive and Bathing Waters responsibilities.
- Developing linkages between green infrastructure, water management and health.
- Development of risk-based tools / approaches targeted at the new Local Authority duties and responsibilities.

B   Resilient Places

- Helping communities and businesses to become more resilient to extreme weather.

- Developing an understanding of why we need climate-resilient communities, assessing local climate impacts and resilience needs and how resilience planning fits with Emergency Planning.

- Supporting communities to help themselves and understand what resilient places look like.

C   Greenspace and Health

Strengthening the connections between people and the natural environment, wherever they live to help communities to understand how their local natural environment can benefit their health and wellbeing. These projects must also realise benefits in relation to climate change outcomes.

D   Low Carbon Growth and Economic Development

Direct engagement with local economic development leadership, especially Local Enterprise Partnerships. However, it is unlikely that CLASP will fund direct business support, such as SME advice services.

E   Planning and Development

Supporting the neighbourhood planning process to help communities to navigate and engage in the planning process in relation to tackling the causes and effects of climate change. Promoting best practice and support to effectively implement climate change and low carbon policies and confidently assess planning applications for low carbon, renewable energy and sustainable drainage proposals.

F   Whole Place Solutions and Smart Cities

Developing an understanding how smarter cities of the future will drive sustainable economic growth. Providing leaders with the tools to analyse data for better decisions, anticipate problems to resolve them proactively and coordinate resources to operate effectively.

G   Post 2020 Carbon Reduction Targets

Looking beyond the short-term EU objectives of cutting emissions to 20% below 1990 levels and setting out a cost-effective pathway for achieving much deeper emission cuts by the middle of the century. All major economies will need to make deep emission reductions if global warming is to be held below 2°C compared to the temperature in pre-industrial times.

Open Applications

Projects from outside of the areas listed above **are also welcomed where there is a strong local case for action** as part of an "open" stream of funding which will be available.

General Conditions

Funding is only available for work that is truly additional, over and above activities that are already planned, expected or required.

Match Funding

Applicants will be expected to have sought and confirmed match funding from alternative funds before applying to CLASP. The application form asks for details of this.

CLASP funding awarded cannot be used to cover the cost of time spent on a project by permanent staff of your organisation, however, staff time given in-kind can be counted as match-funding.

Other Funding Sources

CLASP expects that projects will have already tried to access funding from elsewhere and the application form asks about this.

Exclusions

CLASP <u>does not</u> expect to make contributions to:

- Feasibility studies (or implementation work) linked to capital investment, e.g. Installation of renewables or low-carbon building technologies.
- Statutorily required research or evidence base work.

However if a very high level of innovation and potential for shared learning is demonstrated, or a very strong local argument in favour, then they may be considered.

Capital Costs

Project grants are designed primarily for revenue funding however limited funding for capital spend may be available if essential to demonstrate or test innovative approaches.

Eligible Costs

Only project costs incurred after the date of the signed funding contract are eligible. All costs must be reasonable and justified. Full details of all costs are required on the application form.

Ineligible Costs

Ineligible costs include the following:

- Project costs incurred before the date of the funding agreement / retrospective funding
- Costs associated with progressing applications for planning or other consent
- Purchase cost of land on which the project is built
- Interest charges / Loan repayments
- Funds to build a reserve or surplus
- Ongoing maintenance or operation costs of capital equipment
- VAT (see point below)

VAT

VAT cannot be charged on the amount being claimed from CLASP. Any VAT that the organisation has been charged, on goods and services for the project, is not eligible expenditure and cannot be included in the amount being reclaimed from CLASP. The lead Local Authority is expected to make its own arrangements re the recovery of VAT.

Multiple Applications

All Local Authorities are free to enter multiple bids. All bids will be assessed on their own merit. The success or failure of one bid will not affect the result of another in the same or subsequent round.

Procurement

Quotes for work are not required before application. However, all work procured must be carried out in accordance with the lead Local Authority's own standing orders and the application must outline the procurement routes that will be followed.

Payment of Claims

Grants will be paid in arrears, on proof of expenditure, by Liverpool City Council (the Accountable Body for CLASP) or any successor Accountable Body for CLASP to whom the responsibility is transferred. Payment will only be made to the lead Local Authority named on the application form.

Sub-regions

The funding is equally available to all authorities, there is no allocation per sub-region of the North West and no official process by which sub-regional applications should be filtered or approved before submission, although CLASP does encourage authorities to liaise with each other.

Decisions

Proposals will be assessed by a small panel of representatives from the CLASP Advisory Body who will make recommendations for final approval by the CLASP Board.

The assessment panel may decide to defer a decision and/or refer a project back for strengthening, before a final decision is made.

Successful applicants will be informed of the decision as soon as possible following the assessment dates. Following this a full information pack will be sent out confirming:

- The extent of the grant and any limitations;
- Details of how to claim the grant;
- Reporting requirements and timescales;
- Sharing learning requirements.

How To Apply

Before completing the Application Form, you should have:

1. Made sure your project will not be excluded because it doesn't meet the criteria on type of organisation, type of project and whether the project should happen without the support of CLASP.
2. Calculated the full cost of your project, including any contribution from your own and other organisations.
3. Estimated the CO_2 savings, adaptation gains, efficiency savings, or any other benefits that the project will achieve.
4. Planned how best to share the learning from the project with the region and estimated any costs this is likely to incur.
5. Approached or applied to other suitable funding sources for part funding.
6. Approached the organisations behind any other similar projects that have taken place in the region or further afield to learn from their experiences.

The Application Form is a separate document, available from the CLASP website http://www.claspinfo.org/funding

For your application to be valid please ensure that:

☐ The application is signed by an officer of at least Director level.

☐ You have emailed a copy to ailsa@claspinfo.org by 5pm on **4th November 2013**

☐ You have also posted a signed hard copy to: CLASP, C/o. Colleen Martin, Assistant Director for the Environment, Liverpool City Council, Municipal Buildings, 2 Dale Street, Liverpool L2 2DH. This must arrive on or before 6th November 2013.

Further Work

Later in the programme CLASP may be commissioning further work centrally, so please feel free to get in touch if you have ideas and pressing issues but no time or resource to develop your own grant project at this point in time.

Assessment Criteria

The following assessment criteria and weightings will be applied:

Criteria – All Applications	Score	Weight	Total
Overcomes specific, critical and immediate barriers to delivery	0/1/2/3	5	
Proposals for sharing learning within region	0/1/2/3	5	
Replicability of project within region	0/1/2/3	3	
Level of innovation of project	0/1/2/3	5	
Scalability of project	0/1/2/3	1	
Additionality - adds value to services already available from the Local Authority, CLASP or other regional or national public sector services (and avoids unnecessary duplication).	0/1/2/3	3	
Additional Points Available			
Project alignment with a "Priority Area"	0/1/2/3	5	
Project potential for other benefits in keeping with the Fund's aims	0/1/2/3	3	