

# Ørsted Community Benefit Funds

## FREQUENTLY ASKED QUESTIONS (FAQs)

We have listed below some FAQs for the four Community Benefit Funds GrantScape administers on behalf of Ørsted, specifically the [Burbo Bank Extension Community Fund \(BBECF\)](#), the [Walney Extension Community Fund \(WECF\)](#), the [East Coast Community Fund \(ECCF\)](#) and the [Hornsea 3 Community Fund \(H3CF\)](#).

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

### 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. There are also guidance notes provided within the online application form for each question. Simply click on the '?' icon to view the helpful notes.

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, ECCF and H3CF) 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, and any sessions take place at venues inside the eligible 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, have a bank account held in the name of your group, 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 with each funding round depending on numerous, variable factors, such as the ratio of small v main applications supported and wider issues, for example Covid-19 and the cost-of-living crisis.

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 until that project is complete, and you have skipped the next application deadline. 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.)?

#### Environmental Benefit / Impact

Is your project 'Inspired by Green'?

Ørsted is keen that organisations applying for funds are reflecting on their environmental impact and are taking positive action in relation to environmental sustainability and carbon reduction.

We are asking groups to consider two areas:

- i) Will the project have a positive benefit on the environment?
- ii) How will you ensure any negative environmental impact is mitigated?

Will the project reduce carbon emissions / save energy (do you have any base-line data you can include in your application i.e. current position v what emissions / energy consumption will be once the project is complete)? Will any trees be planted? Will the project reduce waste? Will the project be completely paperless? Can the project be delivered with reduced staff travel? Are materials being sourced locally to reduce the carbon footprint along the supply chain?

#### 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 at 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 with a portion of the grant award retained to the end of a project, are more likely to be agreed upon. A sensible payment schedule will be agreed for each funded project.

### 10) How long will it take for me to hear the outcome of my grant application?

The date you will hear the outcome of your grant application will be shown on GrantScape's website. We endeavour to make decisions within 3-months of each application deadline date.

### 11) 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.

### 12) 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 than £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.

**13) 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.

**14) 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.

**15) I require a grant of just over the Small grant upper limit (£5,000 for BBECF and ECCF; £10,000 for WECF), shall I apply for what I require or cap my application so it falls into the Small grant category?**

Groups should consider that if the amount of grant support they require is just above the Small grant level (£5,000 for BBECF and ECCF; £10,000 for WECF), 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 Main grant applications.
- If a Main grant 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 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:  $20,000 \times 80 / 100 = 16,000$

**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.

### **18) I have a single contractor quotation for my project, is that sufficient?**

When you apply for a grant, it is obviously useful if you have a robust idea of the project costs and aren't either applying for too much, or too little funding, to deliver the project.

As a guide for capital projects, we would suggest the following:

- Items / elements of work above £5,000 – 3 x comparable quotes
- Items / elements of work above £1,000 – 2 x comparable quotes
- Items / elements of works less than £1,000 – a single quote

Ideally these quotes would be sought before you submit your application for funding, although we understand that is not always possible. You can, therefore, apply once you have a robust estimate of project costs and if a grant award is made, we would make obtaining the relevant comparable quotations a condition of your grant.

### **19) Can I submit more than one application at the same time?**

Groups can only submit one application at the application deadline for each individual Fund.

Each Fund runs independently, and some organisations have projects that meet the eligibility criteria for multiple Funds. The application deadlines for the Community Funds are staggered throughout the year and it is therefore very clear that we can only accept a single application at each deadline date from each organisation.

However, the application deadlines for the Skills Funds (WECF, ECCF and H3CF) and the Hornsea 3 Legacy Fund / Hornsea 3 Community Fund, can occur on the same date. For the avoidance of doubt, the following clarification information is provided:

- Groups can submit applications to more than one Skills Fund at the same application deadline date. You will need to submit a separate application for each Fund.

For example, a group could apply to the WECF Skills Fund, the ECCF Skills Fund and the H3CF Skills Fund at the same time. You would need to submit three individual applications, and each would need to meet the eligibility requirements for the specific Skills Fund to which you had applied.

- Groups cannot apply to both the Hornsea 3 Community Fund and the Hornsea 3 Legacy Fund at the same time. If an application to the Legacy Fund is not supported, groups can reapply to the main Community Fund for a grant of up to £75,000 at the next opportunity.

## GROUPS THAT HAVE BEEN SUCCESSFUL

### 1) Can I reapply if I have already received a grant?

Groups are not eligible to apply for another grant until the current funded project is fully complete, even if the new application is for a completely different project. For clarity, a project is only considered as fully complete when the final grant payment has been made AND all required reporting has been completed.

Once your project is fully complete you need to then also skip the next application deadline before you can reapply, even if the application is for a different project.

For example, if your project completed in December 2023, and the next application deadline is April 2024, you will need to skip that round and apply to the following deadline in September 2024.

This is so a wide variety of groups / projects can be supported and to ensure groups are not reliant on the same source of funding and consider other forms of income generation.

The only exceptions are:

- Groups applying specifically for Nature Conservation projects who can apply for a project at a different site whilst a previous project is ongoing, or for a project at a previously supported site as soon as that project is fully complete (without having to skip the next application deadline).
- Groups awarded funding through the Hornsea 3 Legacy Fund who cannot apply again for another Legacy Fund grant for a period of 2-years from completion of the previous project.

If you are in any doubt, as to when you can reapply, please contact GrantScape who will be happy to confirm when a new application can be considered.

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**Note** - the WECF and ECCF have separate Skills Funds, and the H3CF has a separate Skills Fund and Legacy Fund. Each Fund runs independently.

*Some organisations have projects that meet the eligibility criteria for multiple Funds.*

*As each Fund is independent, if you have a current live project with one Fund, the reapplication restrictions only relate to new applications to that same Fund and not one of the other Funds.*

*For example, a group could have a current project being funded through the WECF and also submit an application to the WECF Skills Fund, or a current project with the ECCF Skills Fund and also apply to the H3CF Skills Fund.*

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### 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-Contract 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?**

Where grant monies have been awarded to cover revenue costs, projects can cover a period of up to two years.

We would usually 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.

The timeframe for larger grants awarded specifically through the Hornsea 3 Legacy Fund are slightly longer due to the more complex nature of flagship size projects. Here the expectation is that projects should be able to start within 6-months and complete within 24-months of funds being awarded.



## GROUPS THAT HAVE BEEN UNSUCCESSFUL

### 1) If my application is unsuccessful, can I reapply?

If you apply and are unsuccessful you can reapply, however, you must skip one application deadline before you can reapply, even if the application is for a different project. As the main Community Funds have two application deadlines each year, that essentially means if you are declined, you can apply again around the same time the following year.

For example, if you apply to the September 2024 BBECF application deadline and are unsuccessful we cannot reconsider that application until the September 2025 application deadline, meaning you will have skipped the funding round with a deadline in April 2025.

The only exceptions are:

- Groups applying specifically for Nature Conservation projects do not need to wait before they can reapply.
- Groups applying to the WECF Skills Fund, ECCF Skills Fund and H3CF Skills Fund do not need to wait before they can reapply.

For example, if you were unsuccessful with an application to the WECF Skills Fund in 2024, you could reapply at the next WECF Skills Fund application deadline in 2025.

- Groups applying to the Hornsea 3 Legacy Fund do not need to wait before they can reapply to the Legacy Fund.

For example, if you were unsuccessful with an application to the Hornsea 3 Legacy Fund in 2024, you could reapply at the next Hornsea 3 Legacy Fund application deadline in 2025.

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

If you are in any doubt, as to when you can reapply, please contact GrantScape who will be happy to confirm when a new application can be considered.

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**Note** - The WECF and ECCF have separate Skills Funds, and the H3CF has a separate Skills Fund and Legacy Fund. Each Fund runs independently.

*Some organisations have projects that meet the eligibility criteria for multiple Funds.*

*As each Fund is independent, if you have been unsuccessful in your application to one Fund, the reapplication restrictions only relate to new applications to that same Fund and not one of the other Funds.*

*For example, a group could have been unsuccessful with their application to the H3 Legacy Fund but could reapply to the H3CF at the very next application deadline without having to skip one application deadline.*

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### 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.