

CLASP Local Partnerships Small Projects Fund

Guidance for Applicants

Version 1.1 Oct 2009

(Updated with the closing date of the next funding round, and further clarity on the shared learning and innovation criteria - 26/10/09)

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1. Summary

Aim

CLASP – the North West Climate Change Local Area Support Programme - has created the Local Partnerships Small Projects Fund in order to: *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, with a specific focus on NI 185, 186 and 188.*

Geographical coverage

Projects must take place in the North West region. The lead applicant must be a North West Local Authority, (including Fire and Rescue Services).

Who can apply?

- Local Authority led sub-regional or local partnerships (such as Local Strategic Partnerships) or groups of Local Authorities.
- Local Authorities may apply individually, especially if the project is related to NI 185 or a service impacted by NI 188.
- Where projects contribute to LAA targets (NI 185, NI 186, or NI 188) the LAA Accountable Body **must** be one of the proposal partners and have been fully involved in the proposal.

Grant rate and award value

- Grants are to support discrete, small, short-timescale projects (usually completed within 6 months).
- Funding is only available for work that is truly additional, over and above activities that are already planned, expected or required.
- Applicants may receive up to 100% grant funding in exceptional cases however 50% is expected to be the typical contribution.
- There is a minimum grant of £1,000 and typical grants are expected to be in the range of £5,000 - £10,000. Awards above £15,000 will be considered only in exceptional circumstances.

Current call window

- The call for applications is now open.
- Applications will be assessed and awards will be made quarterly.
- The next deadline for the submission of applications is Wednesday 6th January 2010. The first awards will be confirmed on Friday 15th January 2010 (subject to any further clarification and information required).
- Deadlines and award dates will be quarterly after this subject to funding availability. To avoid disappointment early applications are advised.
- All projects must be completed within 6 months of the award being made, and at the latest by the 31st January 2011.

Further clarification

All applicants can email: ailsa@clasp-nw.info with any additional queries.

2. Introduction

This guide provides information about the grants available under the CLASP Local Partnerships Small Projects Fund. It will also help you prepare and submit an application.

Please read all sections before completing the application form.

The LSP Fund will support only innovative projects that overcome barriers, have the ability to make efficiency savings, that are replicable and which will cascade their learning to other partnerships in the North West.

Fund Objectives

- Tackle critical and immediate barriers to improvement on NI 185, 186 and 188
- Develop best practice and stimulate innovation in carbon reduction, adaptation and efficiency savings
- Share best practice within the North West
- Accelerate progress towards a low-carbon and well adapting public sector
- Develop sub-regional and local leadership on climate change

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

2.1. The CLASP Programme

CLASP – the Climate Change Local Area Support Programme - provides free support for all North West Local Authorities and Local Strategic Partnerships on climate change mitigation and adaptation. This includes the reduction of CO₂ emissions from their own estate and wider local area, with particular emphasis on the implementation and progression of National Indicators 185, 186 and 188.

The programme has 5 core activity themes:

- Network & Communications
- LSP and LA Member Support
- Regional Events, Training and Workshops
- Sub-regionally Specific Support [includes this fund]
- Further Advice & Support Services

CLASP is funded by NWIEP and NWDA. The programme is hosted by Liverpool City Council on behalf of the region.

For more information visit : www.clasp-nw.info

3. Project Criteria

Essential (see 3.1)

- Overcomes specific, critical and immediate barriers to improvement on National Indicators 185, 186 and/or 188
- Commitment to sharing learning
- Replicability
- Efficiency savings

Desirable (see 3.2)

- Scalability
- Improved partnership working
- CO₂ reduction
- Climate change resilience

Priority Areas (see 3.3)

CLASP has identified a number of Priority Areas which it wishes to support however projects from outside of these areas are also welcomed.

General Conditions (see 3.4)

There are also general conditions which projects have to meet.

3.1. Essential

Overcomes specific, critical and immediate barriers to improvement on National Indicators 185, 186 and/or 188

The proposed project must make a clear contribution to overcoming specific, critical and immediate barriers to the attainment of NI 185 - Percentage CO₂ reduction from Local Authority operations, NI 186 - Per capita reduction in CO₂ emissions in the Local Authority area, NI 188 - Planning to Adapt to Climate Change.

Commitment to Sharing Learning

A key criteria of this funding is that the outputs, outcomes and lessons learnt are shared with the region through the CLASP network. **The additionality of the proposed work to the wider CLASP network is key to the assessment.** There are many ways of doing this. The method of sharing chosen should be appropriate to the nature and scale of the project and might include:

- Being available for other partnerships in the North West to contact you to gain advice and insight into your project **and/or**
- Producing 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) **and/or**
- Taking part in, or leading a CLASP workshop about your project **and/or**

- Making the output of your project (e.g. a tool or guide) available for use by other North West Local Authorities and Partnerships

CLASP is able to fund additional costs incurred by sharing learning (e.g. sharing via a workshop). These should be indicated on the application form. If you would like to discuss ideas before applying please contact ailsa@clasp-nw.info.

Replicability

CLASP aims to help Local Authority led partnerships exemplify best practice in order that projects can be replicated across the region and elsewhere. All projects funded must be able to be reproduced (without significant alteration) across NW 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.

Efficiency Savings

Every projects nature, or method of delivery should lead to (or have the potential to cause in the future) cashable or non-cashable efficiency savings as defined under NI 179. Where this is not possible other efficiency savings which may be outside of NI 179 may be considered.

3.2. Desirable

Scaleability

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.

Improved Partnership Working

Funding is available for projects that will develop local partnership working on climate change and local leadership on related issues. **Such projects may also be eligible for the Local Improvement Advisor scheme. Please read Appendix B. If eligible for LIA support you may be declined LPSP support but assisted with LIA application.**

CO₂ Reduction

Funding is available for projects that will generate additional carbon savings (above and beyond programmed or standard work) via energy efficiency, renewable energy generation or carbon sequestration.

Climate Change Resilience

Funding is available for projects that will improve the ability of partners and/or the wider community to increase resilience to, and adapt to, unavoidable impacts of climate change.

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.

3.3. Priority Areas

CLASP has identified a number of Priority Areas which it would be particularly interested in supporting, to generate, demonstrate and share good practice in the North West. These include:

- Reducing risk and increasing resilience
- Knowledge transfer
- Building the capacity of the wider LSP to tackle mitigation and adaptation
- Engaging businesses and private sector partnerships
- Innovative solutions to:
 - Shared services (e.g. heat, transport)
 - Hard to reach / treat domestic property, especially in relation to fuel poverty
 - Use of ICT
 - Alternative vehicle and low-carbon technologies
 - Sustainable procurement efficiencies

Projects from outside of these areas are welcome.

3.4. General Conditions

Geographical coverage

Projects must take place in the North West region. The lead applicant must be a North West Local Authority (including Fire and Rescue Services).

Who can apply?

- Local Authority led sub-regional or local partnerships (such as Local Strategic Partnerships) or groups of Local Authorities.
- Local Authorities may apply individually if the project is related to NI 185 or NI 188 and concerns their own estate.
- Where projects contribute to LAA targets (NI 185, NI 186, or NI 188) the LAA Accountable Body **must** be one of the proposal partners and have been fully involved in the proposal.

Grant rate and award value

- Grants are to support discrete, small, short-timescale projects (usually completed within 6 months).
- Funding is only available for work that is truly additional, over and above activities that are already planned, expected or required.
- Applicants may receive up to 100% grant funding in exceptional cases however 50% is expected to be the typical contribution.
- There is a minimum grant of £1,000 and typical grants are expected to be in the range of £5,000 - £10,000. Awards above £15,000 will be considered only in exceptional circumstances.

Match Funding

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

In certain circumstances, CLASP may provide 100% funding for a project, where;

- The project has multiple beneficiaries; *and*
- No alternative funding sources are available; *and*
- The expected benefits are sufficient to justify the investment from CLASP.

Staff time given in-kind to the project may be counted as a part of match-funding.

Other Funding Sources

The CLASP LPSP Fund is less likely to support projects that are clearly eligible for funding from elsewhere. See Appendix B for other sources that can be approached.

Exclusions

Typically the LPSP Fund does not expect to make contributions to feasibility studies or implementation work related to:

- Installation of renewables
- Low-carbon building technologies

However if a very high level of innovation and potential for shared learning is demonstrated they may be considered.

Capital Costs

The LPSP Fund is designed primarily for revenue funding however funding for capital spend may be available if needed to demonstrate or test innovative approaches which would be replicable and scaleable across the region.

Eligible Costs

Only project costs incurred after the date of the award of a grant are eligible. These costs can include both revenue and capital costs (see point above). All costs must be reasonable and justified. Costs can include: labour costs of directly employed staff, general overheads, capital equipment.

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

Ineligible Costs

Ineligible costs include the following:

Project costs incurred before the date of the award / 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.

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.

Claims by Lead Authority

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

4. Application and Assessment Process

4.1. Before Applying

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 – see Section 3. Project Criteria.
2. Calculated the full cost of your project, including any contribution from your own and other organisations.
3. Estimated the CO₂ savings, adaptation gains, efficiency savings, or other benefits the project will achieve – See Appendix A.
4. Planned how best to share the learning from the project with the region and estimated any additional costs this is likely to incur – See 3.1.
5. Approached or applied to other suitable funding sources for part funding.

4.2. The Application Form

The application form is a separate document, available from the CLASP website www.clasp-nw.info. The application must be signed by an officer of at least Executive Director level.

When completed please email a copy to ailsa@clasp-nw.info and also post a signed hard copy to: CLASP, C/o. Jan Rowley AED Environment, Liverpool City Council, Municipal Buildings, 2 Dale Street, Liverpool L2 2DH.

4.3. Assessment Criteria

The following assessment criteria and weightings will be applied:

Stop/Go Criteria (must score >0 in order to proceed)	Score	Weight	Total
Overcomes specific, critical and immediate barriers to improvement on National Indicators 185, 186 and 188	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	5	
Not eligible for significant funding from other regional or national funds	0/1/2/3	1	
Adds value to services already available from CLASP or other regional or national public sector services such as EST or Carbon Trust (avoids unnecessary duplication).	0/1/2/3	1	
Other Criteria			
CLASP Funding % required (3 points for <25%, 2 points for 25-50%, 1 point for 50-75%, 0 points for >75%)	0/1/2/3	5	
Potential for efficiency savings	0/1/2/3	5	
Level of innovation of project	0/1/2/3	3	
Project is a CLASP LPSP Fund Priority Area	0/1	3	
Value for money, CO ₂ savings in relation to investment required	0/1/2/3	3	
Contribution to climate change resilience and adaptation	0/1/2/3	3	
Potential for partnership and leadership development	0/1/2/3	3	
Potential for other benefits in keeping with the Fund's aims	0/1/2/3	3	

4.4. Decisions

Proposals will be assessed by a small panel of representatives from regional agencies and Local Authorities who will make recommendations for final approval by the CLASP Advisory Group.

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 by the dates given in Section 4.5. 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.

4.5. Timescales

Projects should be completed within 6 months of the grant being made. In exceptional cases a longer timescale may be agreed, please discuss in advance of applying with ailsa@clasp-nw.info. Sharing/dissemination activities and all reporting should be completed within the following 3 months.

It is intended that there will be a maximum of 4 rounds of assessment, subject to funding availability. **Early applications are advised.** First round funding dates are confirmed and published in the table below. Future round funding dates are estimated below and will be published on the LPSP page at www.clasp-nw.info once confirmed.

The latter 2 funding rounds will only be held if sufficient funds remain. Therefore early applications are advised.

Application Submission	Friday 9 th October 2009	Wed 6th January 2010	Date tbc. April 2010	Date tbc. July 2010
Confirmation if Successful	Friday 16 th October 2009	Fri 15th January 2010	Date tbc. April 2010	Date tbc. July 2010
Project Complete	30 th April 2010	31 st July 2010	31 st October 2010	31 st January 2011
Sharing and Reporting Complete	30 th June 2010	30 th September 2010	31 st December 2010	31 st March 2011

5. Appendix A – Estimating and Reporting Benefits

There are 4 types of benefit which CLASP would like to be estimated and reported. It will not be possible for all projects to report on all benefits. Thought should be given to which are relevant. The application form asks you to estimate these.

1. Tones of CO₂ saved
2. Efficiency savings
3. Adaptation benefits
4. Partnership, leadership and other benefits

5.1. Tones of CO₂ Saved

When applying applicants will need to estimate:

- The total CO₂ that will be saved by the project per annum and the persistence factor (i.e. how many years this will carry on for).
- Any cost saving (e.g. reduction in fuel use) linked to the CO₂ saving.

It is recognised that for a number of projects it will not be possible to predict the CO₂ savings accurately at the application stage, particularly those that aim to achieve behaviour change. In these cases, applicants should estimate the minimum savings likely to be achieved based on evidence from other similar projects, or backed up by a clear rationale.

Baseline data should then be gathered using appropriate survey mechanisms prior to or at the start of the project.

When reporting at the conclusion of the project you will need to provide evidence for the CO₂ saved by the project so far (if possible) and give revised estimates for:

- The total CO₂ that will be saved by the project per annum and the persistence factor (i.e. how many years this will carry on for).
- Any cost saving (e.g. reduction in fuel use) linked to the CO₂ saving.

It is up to the applicant to propose the **methodology and evidence** to be used for calculating these savings (as appropriate to the project). However methodologies used for calculation of CO₂ savings **MUST BE** consistent with:

- Defra's voluntary reporting guidelines and conversion figures (last updated June 2009)¹ **and/or**

¹ <http://www.defra.gov.uk/environment/business/reporting/conversion-factors.htm>

- Analysis to support climate change indicators for local authorities²

Optional useful tools to help you estimate and report these savings include:

- Foundation Fund CO₂ saving calculation spreadsheet³ (good for small projects and behavioural change)
- Carbon Trust Footprint Calculator⁴ (good for own operations)
- NWDA Projects Carbon Calculator⁵ (good for larger projects)

5.2. Efficiency Savings

CLASP must record cashable and non-cashable efficiency savings wherever possible from all projects funded.

The methodology to be used is that prescribed in NI 179. Certain officers of the lead Local Authority will be very familiar with this indicator and the methodology it uses to identify savings. You should seek their help with this.

To help you with this you should also consider the new Defra and DECC guidance on Carbon Values (which replaces the shadow Price of Carbon)⁶

When applying applicants will need to estimate the cashable and non-cashable efficiencies of the project:

- During the initial CLASP funding period
- Up until March 2011
- Anticipated lifetime savings

When reporting at the conclusion of the project you will need to provide evidence for the cashable and non-cashable efficiencies of the project so far and give revised estimates of the totals that may be saved:

- Up until March 2011
- Anticipated lifetime savings

² <http://www.defra.gov.uk/environment/localgovindicators/documents/ni186-report-2008.pdf>

³ http://foundation.climatefund.org.uk/misc/forms/foundation_co2_calculations.xls

⁴ <https://www.carbontrust.co.uk/publicsites/cfcalculator>

⁵ [http://www.climatechangenorthwest.co.uk/assets/files/documents/aug_09/cli_1251200479_Carbon%20Accounting%20Form\(1\).xls](http://www.climatechangenorthwest.co.uk/assets/files/documents/aug_09/cli_1251200479_Carbon%20Accounting%20Form(1).xls)

⁶ http://www.decc.gov.uk/en/content/cms/what_we_do/lc_uk/valuation/valuation.aspx

5.3. Adaptation Benefits

Funding is available for projects that contribute to the attainment of elements of NI 188.

When applying you must show that the work to be undertaken will overcome barriers to progress against the NI 188 Guidance⁷.

When reporting you must evidence the work that was undertaken and show how it relates to the NI 188 process. You should also report on the extent and impact of the work, for example:

- The number of service users who were involved in the activity
- The number of service users who will benefit from the activity in future
- What value of service has been made more resilient
- The way in which the activity and knowledge gained has been transferred.

Reporting measures should be proposed in the application form and will be agreed with you if an offer of a grant is made.

5.4. Partnership, Leadership and Other Benefits

This funding is available for projects that cannot evidence direct carbon savings, efficiency savings or adaptation benefits, but which may have great benefits for the development of local partnerships, networks and wider sustainable development. Examples of projects that might struggle to evidence those might include: Leadership Development projects and LSP training courses.

When applying applicants will need to make a clear case for the potential benefits to the local area, and region that will follow from and are attributable to this funding. You should also consider whether your project is eligible for LIA support (see Appendix B).

When reporting you will need to report on the extent and impact of the activity, for example:

- The number of people who were involved in a workshop or training course
- The length of the workshop/training course (in hours)
- The number of members of the public who were engaged in an activity
- The number of people who will benefit from the legacy of the activity, or its ongoing impacts
- Wider sustainable development benefits

Reporting measures should be proposed in the application form and will be agreed with you if an offer of a grant is made.

⁷ <http://www.defra.gov.uk/environment/localgovindicators/ni188.htm>

6. Appendix B – Other Sources of Funding

Local Improvement Advisors

Local Improvement Advisers (LIAs) provide free advice, coaching, training and mentoring to support local partnerships to deliver public services through the new performance framework and LAA/MAAs.

The scheme is funded by the RIEP network (which also funds CLASP) and applications for support are taken at any time during the year.

If your application is thought to be eligible for LIA support you may be declined LPSP Funding and assisted to use the LIA scheme instead. The application process is straight forwards and relatively quick.

Please check (before applying to LPSP) as to whether it would be more appropriate for you to apply straight to the LIA scheme. There is an introduction to the scheme available⁸, which includes examples of projects. If you would like help with making an application please read the flyer⁹ then email ailsa@clasp-nw.info and Janet.Appleton@wiganmbc.gov.uk.

Low Carbon Funding Portal

A Low Carbon Funding Portal is hosted on the Envirolink Northwest web site (see <http://www.envirolinknorthwest.co.uk/LowCarbonFunding>). This portal will help applicants identify other potential sources of funding, including potential sources of match funding for their projects. This portal will also contain updates on the next round of funding to be made available by the **NW Carbon Challenge Fund**.

Foundation – a Climate Fund for the Northwest

Foundation is a local climate change fund backed by the Northwest Regional Development Agency and managed by Groundwork Northwest. Using donations from people and businesses the fund supports carbon reduction projects across the England's Northwest (see <http://foundation.climatefund.org.uk>).

⁸http://www.climatechangenorthwest.co.uk/assets/files/documents/jul_09/cli_1248181303_Example_of_what_cc_LIAs_could.doc

⁹http://www.climatechangenorthwest.co.uk/assets/files/documents/apr_09/cli_1239718164_LIA.pdf