

# **PARC ADFER COMMUNITY BENEFIT FUND Guidance Notes**

## **1. Overview**

The North Wales Residual Waste Treatment Project (NWRWTP) was formed by five North Wales Councils – Conwy County Borough Council, Denbighshire County Council, Flintshire County Council, Gwynedd Council and the Isle of Anglesey County Council (The Partnership) – to jointly manage the residual waste generated by the populations from the five local authorities. Residual waste is the waste which is left over after recycling, re-using and composting as much as possible.

The Parc Adfer Waste to Energy facility is located in Deeside Industrial Park and started to treat waste in 2019, diverting waste from landfill and generating enough renewable electricity for around 30,000 homes. It is operated by Enfinium.

As part of their commitment to the local community, the Partnership and Enfinium pledged to fund a Community Benefit Fund (CBF), called the Parc Adfer Community Benefit Fund. It is a long term fund that will run for the duration of the contract, until 2044.

## **2. Value of Community Benefit Fund**

The full financial value of the Parc Adfer Community Benefit Fund (CBF) is £230,000 per year. This is not indexed, and will remain at £230,000 per year for the duration of the contract (see 1 above below). The five partner authorities contribute £180,000 to the CBF per year between them with £50,000 contributed per year by Enfinium. Further information is provided below in section 8.

## **3. Project Location**

Projects for which grants are requested should be located within the defined Deeside Partnership area (see separate map). Further information on eligibility is given in sections 5 and 6 below.

## **4. Parc Adfer Community Benefit Fund Purpose**

The Parc Adfer Community Benefit Fund is a long term fund intended to benefit communities within the Partnership area, in particular those living closest to Parc Adfer, with a focus on funding projects that help or benefit the environment.

## 5. Eligibility

Organisations that can apply must all be based or serve residents/communities within the Deeside Partnership Area (see separate map). In addition they must be:

- Not for profit groups;
- Community or voluntary organisations;
- Community and social enterprises (e.g. co-operatives, development trusts); or
- Local charities based within the defined Deeside Partnership Area
- Public bodies such as schools are eligible to apply, however only for expenditure that is outside the Local Education Authority's statutory duties – the fund is to support additional benefits and not to replace the Local Authority's financial duties.

Applicants will need to have a written constitution, a set of rules, or a governing document, plus a bank or building society account with a minimum of two signatories in place, before applying for a grant.

New organisations without these arrangements in place can discuss their project with the fund team to see if help can be provided. Successful applicants are not able to re-apply for another grant from the Parc Adfer Community Benefit Fund unless explicitly granted by the Community Benefit Fund Panel.

## 6. Project Criteria

The primary aim of the Community Benefit Fund is to benefit the environment, therefore the eligibility criteria reflect this. The table below provides guidance on the project criteria for grant applications (please note examples are provided as examples only and are not intended as an exhaustive list):-

	Criteria	Details
1	Renewable energy	Schemes that either promote the use of, or invest in the development of, renewable energy (i.e. energy from a source that is not depleted when used, e.g.solar or wind). Exemptions include: <ul style="list-style-type: none"><li>• Cannot be used to replace expenditure that is the statutory responsibility of a public body (e.g. end of life replacement of boiler, or as part of a the build of a new public building that is already planned);</li></ul>

		<ul style="list-style-type: none"> <li>• Applicant must demonstrate ability to maintain any equipment bought (if applicable);</li> <li>• Applicant must demonstrate any details in relation to ownership of any assets purchased with any awarded funds;</li> </ul>
2	Carbon reduction	Schemes that either promote the use of or invest in the development of the reduction of carbon emissions.
3	Waste reduction, reuse and recycling	<p>Schemes that either promote or directly reduce waste production, or increase re-use or recycling.</p> <p>Examples include community re-use projects.</p>
4	Biodiversity and improvements to local environment quality	<p>Schemes that either promote, directly benefit or improve the local natural environment (including enhancing the biodiversity) or provides green space for a community within the Deeside Partnership area.</p> <p>This can include the restoration or support of wildlife and natural habitat.</p>
6	De-carbonisation of transport	<p>Schemes that either promote the use of, or invest in the development of transportation that reduces the carbon emissions. Exemptions include:</p> <ul style="list-style-type: none"> <li>• Cannot be used to replace expenditure that is the statutory responsibility of a public body;</li> <li>• Applicant must demonstrate ability to maintain any equipment bought (if applicable);</li> <li>• Applicant must demonstrate any details in relation to ownership of</li> </ul>

		<p>any assets purchased with any awarded funds;</p> <p>Examples include the purchase and installation of electric vehicle charging infrastructure.</p>
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**Table 1 – Eligibility Criteria for Parc Adfer Community Benefit Fund**

Criteria reference	Fund applicable	Detail
EC1	Both Schemes	Applicants to be based or be operational within the Deeside Partnership Area (see separate map). Projects must provide benefit to this area.
EC2	Large Grants Scheme	Applicants should be recognised public bodies or a formally constituted not for profit / community sector or charity.
EC3	Small Grants Scheme	Applicants should not include public bodies. Applicants must be formally constituted not for profit / community sector or charity.
EC4	Both Schemes	Applications will not be accepted by individuals, and must not involve individual sponsorship or advertising.
EC5	Both Schemes	All Projects / activities to be time limited.
EC6	Both Schemes	On-going revenue costs are not eligible (revenue costs for specific projects may be eligible but must be time limited).
EC7	Large Grants Scheme	Projects / activities should not be part of statutory public bodies' core obligations or substitute for existing grant schemes.
EC8	Both Schemes	All applications must demonstrate some benefit to the local environment and / or promote environmental awareness (see project criteria above above).

EC9	Both Schemes	Some level of other funding secured ('match funding'), either internally or from external sources. Further information on what may be counted as "match funding" can be had by contacting the fund Team
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## 7. Exclusions

The Parc Adfer Community Benefit Fund may not be used:-

- to make payments to individuals, commercial organisations or private membership-based sports clubs and facilities;
- for projects that will only benefit one individual;
- for making speculative investments;
- to co-fund statutory activities carried out by Flintshire County Council;
- to pay fines or other penalties imposed on groups, organisations or individuals;
- for schemes or groups/organisations based outside of the Deeside Partnership Area;
- by applicants for purposes solely connected with their day-to-day business;
- to promote religious beliefs or practices;
- to promote political views or to finance election campaigns by prospective candidates in local and / or general elections;
- to cover retrospective payments for events or services that have already taken place or been delivered;
- for projects with the sole purpose of promotion or feasibility studies;
- for projects that may endanger the natural or built environment;
- for works considered a statutory responsibility, such as improvements to public highways or car parks.

## 8. Breakdown of the Parc Adfer Community Benefit Fund

Table 2 below provides a breakdown of the Community Benefit Fund and how it is allocated:-

**Table 2 - Parc Adfer Community Benefit Fund Breakdown**

	Amount (estimate per annum)	Allocated to	Comment

1	£30,000 £50,000	-	Support the use of the Visitor Centre at Parc Adfer:- a. Sessional workers for student / school groups. b. Subsidised school/college transport to the facility for the five partner councils.*	This allocation will be dependent on the number of visits to the site;
2	£30,000		Small Grants Scheme – up to £5,000	
3	£145,000 £165,000	-	Larger Grants Scheme – 3-6 projects of up to £50,000 per year	
4	£5,000		Administrative Costs	Estimate only – this is minimised as much as possible **

\* this fund will part subsidise school/college transport to the facility for the five partner councils.

\*\* no administrative costs have been incurred to date.

#### Additional Notes

- Sessional Workers will be recruited and trained to lead the visits to the Visitor Centre (e.g. schools, community groups etc). These may be retained on a flexible “call-on” basis;
- Applications for the Small Grants Scheme (2) will be open access via the application process; and
- Applications for the Large Grants Scheme (3) will be made by invitation only via the Council, local Town Councils, statutory partners and Flintshire Local Voluntary Council (FLVC) to manage demand and avoid raised expectations/wasted applicant time. These will be significant grants therefore this is required to ensure that groups that apply are proven, reputable and able to deliver large schemes.

#### 9. Assessment Criteria

The main criteria that will be used by the Panel when assessing grant applications will be:

- How the application fits within the overall aim of the fund;
- Applications' adherence to the Eligibility Criteria and Project Criteria;
- How the fund will support and benefit the organisation and the community it serves in addition to the above;
- The level of community support for and involvement with the project.

Other factors that will also be considered and which must be demonstrated as part of the grant application include:

- The ability of the applicant to deliver the project;
- How the benefits will continue after completion of the project, i.e. its sustainability and legacy;
- Value for money;
- Presence of any match-funding.

Where required, applicants will need to provide evidence with their application (e.g. income from previous years if applying for loss of income).

## 10. The Process

When applying:

- Ensure that you and your project are eligible and that you have not missed fund application deadlines;
- Complete all questions on the application form;

Submit your completed application form and supporting documentation by e mail to: [ParcAdferCommunityFund@flintshire.gov.uk](mailto:ParcAdferCommunityFund@flintshire.gov.uk) \*

\* Please contact the team on 01352 704783 if you need printed copies of the application form and documentation.

Please see Appendix 1 below for a flowchart showing the application process.

Please be aware:

- Applications will only be processed when all documentation has been received;
- You will be notified in writing (by email) once your application has been received and validated;
- Applicants should not approach Panel members individually or outside of the prescribed communication channels in connection with any application or award decision. Failure to adhere to this requirement may result in an application being deemed void.

- The Partnership may use details of your project in publicity.

#### Assessment and Awards:

- All eligible applications will be assessed by the Panel. During the assessment period the project team may contact you to obtain further information. This may be over the telephone, by email or in person;
- The decision reached by the Panel is final;

If a conditional grant is awarded, the requested funds will only be released when those conditions have been met.

#### 11. More Information

Further details can be obtained by contacting the team on 01352 704783 or emailing [ParcAdferCommunityFund@flintshire.gov.uk](mailto:ParcAdferCommunityFund@flintshire.gov.uk)

### **Appendix 1 - Application Process**

Potential applicant(s) register interest and contact Project Team
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