

Community Clean Up Fund Guidance

1. Introduction

Bristol City Council has been given £80,000 from the government to back council efforts to clean up high streets and town centres.

The council wants to work with existing community groups and volunteers to provide the support they need to clean up local high streets.

This funding will be used by the council to buy kit and provide training to support communities who want to clean up their high streets. A fixed amount of funding will be made available to every high street so that they can also publicise and celebrate efforts to clean up the high street. All purchased kit will be given to local communities to keep so that they can continue to use it for the benefit of their high street and community.

The support can include the provision of litter pickers, gloves and brushes, training for residents on how to remove graffiti or tackle fly-tipping; as well as funding to organise and publicise events to encourage more people to get involved.

Groups can use this support to expand on the great work already being done around the city as part of the Great Bristol Spring Clean, and encourage more members of the community to get involved and take pride in their local area.

This additional support will only be made available to communities and volunteers who ask for it by applying to the Community Clean Up fund. Our role will be to provide you with the support you ask for.

2. Scope and aim of the Clean Streets High Street Clean Up Fund

2.1 A project is defined as the list of tasks that you think needs to be done to tidy up your high streets.

2.2 Projects should be defined by community groups and volunteers that will improve the cleanliness of local shopping centres.

2.3 Projects may take a range of approaches, such as:

- Litter picking and fly tipping clearance;
- Painting out graffiti;
- Working with Bristol Waste Company to deep cleanse the shopping centre;
- Holding a celebration for volunteers who have cleaned up their local shopping centre

How much funding is available?

2.4 £80,506 has been made available to Bristol by the government.

2.5 Around 10% of the overall fund will be reserved for monitoring and evaluation purposes.

2.6 Most project support will be in the form of equipment and services. Up to £500 will be made available per high street with an eligible application to fund events and publicity.

Who is eligible to apply?

2.7 To be eligible the following criteria will need to be met:

- Projects must be defined by, involve, and be delivered by volunteers
- Applicants will need to show they are able to deliver the project.

- Successful applicants must be willing to allow BCC to share information with BCC and allow BCC to share publically about the achievement and results of their projects.

2.8 This opportunity is open to community groups and groups of volunteers who can commit to cleaning up one or more of the high streets listed in Appendix 1.

2.9 Project activities must include committing to clean up at least one of the shopping centres listed on the application form.

2.10 The project must aim to deliver a reduction of the issues identified in your application.

2.11 To access funding for events and publicity your group or organisation needs to be one of the following:

- A constituted organisation with a bank account
- Charity
- Development trust
- Faith group
- Educational institution
- Scouts, Guides and National Citizen Service group
- Business Community Interest Company (CIC)
- Industrial Provident Society (IPS) or co-operative
- Registered Social Landlord
- Business Improvement District
- Small to medium enterprise (SMEs) e.g. retail, food chains, event management etc.

2.12 Please note; we are unable to accept applications from individuals or large scale enterprises.

What support is available?

2.13 The following is a list of eligible support. This list is not definitive and should your project idea include something that is not listed below please get in touch via email and we can advise you:

- Expanding Great Bristol Spring Clean community clean-ups taking place in March and April 2019 to take in high streets and town centres;
- Providing seed funding to resident groups to carry out clean up activity on high streets and town centres;
- Carrying out high street and town centre clean ups that have already been scoped, on which there has been positive resident engagement, and can be delivered by the end of June 2019.
- Providing tools for community groups to tidy up, scrub an area and remove graffiti (transport services, high visibility vests, litter pickers, shovels, brushes, rakes, wheelbarrows, sacks and gloves);
- Providing training to empower residents of all ages to remove graffiti or tidy up fly tipping;
- Providing promotional material; and
- Providing funding support to community groups who are making purchases for community events that promote clean up activity to the wider community.

What support cannot be provided?

2.14 The following items/activities are ineligible for grant support:

- Costs associated with religious or political activities or campaigns
- Alcohol for events
- Projects for shopping centres that are not listed in Appendix 1
- Ongoing costs post grant/project completion
- School curricular activities
- Purchase of vehicles or buildings

- Deposit for loans/finance

Value Added Tax (VAT)

2.15 If you are VAT registered and your project includes items that include VAT that you can reclaim from HMRC, the grant that we will award you will exclude VAT. If you are not VAT registered or your project includes items that you are unable to reclaim the VAT, you may include the cost of VAT in your grant budget. The maximum grant that we can award under either of the scenarios above is £500.00.

Project timescales

2.16 Projects will need to be completed by 30 June 2019. If this is not possible please say why in your application and this will be taken into account.

2.17 Bristol City Council will require all project monitoring and evaluation forms to be returned at the conclusion of the project.

3. Application Process and Timescales

3.1 We have designed the application process to consist of a single phase.

3.2 The final recommendations for each proposal will be determined by an assessment panel.

3.3 Applications need to be received by 12:00 10 May 2019.

3.4 Applications received after 12:00 10 May 2019 will not be considered.

Applying to the fund

3.2 To be eligible to receive support an application needs to be completed which asks for the following:

- Who you are, the shopping centre to be cleaned up, what specifically needs to be done to clean up the shopping centre and how volunteers will be involved in cleaning up the shopping centre;
- What support you will need.
- When the work will take place to improve the shopping centre.

The assessment panel will moderate submitted applications and will allocate resources to eligible applications.

Applicants will receive notification of the result of their application by 14 May 2019. Successful applicants will be expected to complete tidying up their high street by 30 June 2019 unless they have been notified otherwise. Applicants will also be expected to complete and return a short monitoring form.

4. Health & Safety, Environmental, and other compliance.

4.1 Depending on the nature of your project and activity there may be a requirement for you to ensure you comply with laws and regulations. We do recommend that applicants consider this during the planning of your project, so that it can be built into the project plan and managed accordingly.

Health & Safety

4.2 Will there be any potential Health & Safety risks or requirements that you need to manage. For example:

- Staff or volunteers working on your project with any equipment or tools that will require appropriate training.
- Is there a potential risk that staff or volunteers may come into contact with any harmful waste materials i.e. broken glass or other sharp objects, and therefore may require PPE and instructions on how to dispose of this material safely?
- Are there any fire risks - if you are storing any materials temporarily?

If your application is successful

- 5.1 If your application is approved, we will contact you in writing with an offer.
- 5.2 Awarded applicants will be required to agree to the terms and conditions of the grant.
- 5.3 The award will mostly comprise of giving you access to the resources you need to tidy up the shopping centre. We will be in touch to organise this with you.
- 5.4 Payment of the grant will be made after the contract has been signed. We will release the grant into the bank account you provide to support your application. Grant recipients will be required to have a UK-based bank account in the full name of the applicant organisation, the account must have a minimum of two UK based signatories, who must not live at the same address or be related. As part of our fraud prevention measures, we will require an original bank statement to be provided at contract stage (no later than 2 months old). This will be returned to you via secured post. If you are unable to provide originals, we will require copies that must be stamped and certified as true copies by your Bank or Building Society.
- 5.5 As the grant award falls under the remit of public funds, successful recipients must put in place adequate record keeping procedures that provide a clear audit trail of how the grant funds have been spent, including the retention of all invoices and receipts for items or services purchased. BCC will require grant recipients to provide a reconciliation of how their grant has been spent (on completion of the project). BCC reserves the right to demand the return of any grant funds where it is clear funds have been used for ineligible items or for activities not associated with the grant project or not spent.
- 5.6 **Data and sharing of information:** All information provided by applicants will be managed in accordance with council's data protection and confidentiality policies. Confidential information will not be shared with any third parties.
- 5.7 The council may decide to deliver a promotional campaign which will involve sharing information about the projects in the public domain. Applicants must be willing to allow the council to share information about their projects and the results/outcomes it has achieved.
- 5.8 **Intellectual Property:** Any background Intellectual Property already owned by the applicant shall remain the property of the applicant. The ownership of any new IP arising from the grant project shall remain with the grant recipient.

6. Project Completion

On completion of your project we will require you to provide a short report using the template provided. This should detail:

- What were the problems with cleanliness on your high street before the funding?
- How many people were involved in the clean up?
- How have you involved local shops in the clean-up?
- Please provide details of the clean-up activity
- Did the partnership between communities and Local Authority work well?
- Provide testimonials, photographs and success stories

As a council we want to encourage the people of Bristol and local communities to take social action. We appreciate everyone who takes the time to get involved in making something like this happen. We would encourage you inspire others by sharing your successes by telling your neighbours and via social media. We would also be looking for projects that would be willing to take part in some media publicity of the fund.

7. Confirmation of timescales and how to contact us

7.1 The deadline for submissions is 12:00 10 May 2019.

7.2 If you have a question:

- Contact cleanstreets@bristol.gov.uk