



Working in  
partnership with

**HS2**



PLEASE NOTE THAT YOU SHOULD NOT COMPLETE AND SEND US THIS FORM TO REQUEST FUNDING. IN ORDER TO APPLY PLEASE COMPLETE THE ELIGIBILITY CHECKER (<https://hs2funds.org.uk/home/community-environment-fund/>) AND IF YOU ARE ELIGIBLE YOU WILL BE DIRECTED TO COMPLETE THIS APPLICATION FORM THROUGH OUR ONLINE SYSTEM.

## **COMMUNITY & ENVIRONMENT FUND (CEF) CEF LOCAL UP TO £10,000 APPLICATION FORM & HELP NOTES**

### **BEFORE YOU START**

Before you spend time filling in your application, please make sure you know all about the programme and the documents you will need to send us by reading the guidance document and FAQs [HERE](#)

Additional guidance has also been created for:

- Projects involving schools or working with schools.
- Organisations looking to deliver health and wellbeing projects/interventions.
- Religious/faith organisations and places of worship.
- Arts based organisations and/or projects which focus on the arts.

**It is a requirement that you have read the guidance document before completing this application form.**

You can also contact by email [HS2funds@groundwork.org.uk](mailto:HS2funds@groundwork.org.uk) to tell us about your project before going ahead with your application. We can talk to you about whether your project is likely to meet our priorities for funding and give advice on what you need to do to make your application.

Check you have got everything you need to complete your application form:

- Your organisation's contact details and information.
- Your organisation's governing document e.g. Constitution, Memorandum and Articles of Association.
- Your organisation's latest accounts.
- Your organisation's safeguarding policy, if applicable to your project.
- Your project location and postcode.
- Your project budget.

- Evidence of security of tenure for your project site if your project is a capital project (freehold or leasehold document).

### **Alternative and Accessible Formats**

Sometimes there are particular reasons why people find it difficult to apply for funding or access our services. If you experience or anticipate any barriers with our application process, require help to make an application, or accessing our services and information, please contact Groundwork UK to discuss the type of support we can provide. We can be contacted by email at [hs2Funds@groundwork.org.uk](mailto:hs2Funds@groundwork.org.uk)

### **APPLYING ONLINE**

When you're working on your application online it's useful to remember:

- You can fill in your application in one go or work on it at different times, but you will only be able to submit your application when all of the sections are complete.
- If you have your application form open on your computer, but do not work on it for 2 hours, you will automatically be logged out of our online system. Any work that you haven't saved by then will be lost. Please save your work regularly.

## **SECTION 1: ABOUT YOUR FUNDING**

Organisations that have previously received a CEF or BLEF award are eligible to apply again. However in the interest of ensuring that there is a fair and inclusive spread of funding across the route, subsequent applications will be deemed a low priority. If you have not received funding from CEF or BLEF previously, it is therefore important that the project you are submitting is your priority project.

- **Have you previously received funding from CEF or BLEF?**

	No – This is my organisation's priority project.
	Yes – You must contact Groundwork UK before starting this application.

You will be asked to confirm that you have read the funds current priorities which can be found here [Fund Priorities](#)

## **SECTION 2: ABOUT YOUR ORGANISATION**

- **What is the name of your organisation (as it appears on your governing document)?**
- **How long has your organisation been in existence? (Select one)**
- **What is the nature of your organisation? (Select one)**

Voluntary/Community Group
Registered Charity
Religious Organisation
Voluntary Aided, Controlled or Independent School
Foundation School, College or Academy
Institute of Further or Higher education
Company Limited by Guarantee
Community Interest Company, <u>Limited by Guarantee only</u> (see section 3 of the Guidance)
Parish/Town/Community Council
Social Enterprise
Community Amateur Sports Club
Industrial Provident Society
Local Authority
Housing or Residents Association
Other

- **If you have selected 'other', please describe below the nature of your organisation:**
- **Notes for Community Interest Companies (CICs) and Companies Limited by Guarantee.**

Your company must have been operating for a minimum of 2 years and submitted at least their first set of accounts to Companies House.

You should review the [Companies House website](#) to check whether your company lists any directors as having significant control. Your organisation will not be eligible for funding if any of its directors are listed as having more than 50% of the voting rights, holding more than 50% of the shares, or have the right to appoint or remove the majority of the board of directors (or trustees).

If Companies House lists any other reason for significant control and/or influence you should contact Groundwork UK before starting an application to check whether your organisation is eligible to apply.

- **If you are a charity, what is your Charity Registration Number?**
- **If you are a company, what is your Company Registration Number?**

- **Does your organisation have public liability insurance? (Select one)**

Yes

No

Public liability insurance covers any award of damages given to a member of the public because of an injury or damage to their property when visiting your project site. It also covers any related legal fees, costs and expenses.

If you own or hold a formal lease on the site of your proposed project we require you to hold public liability insurance cover for the site. If another body owns or leases the site (and you are delivering your project with their permission) we expect them to maintain public liability insurance cover for the site.

- **Please upload a copy of your group's governance document. This could be a Constitution, Code of Conduct, Memorandum and Articles of Association etc.**

## **PROJECT CONTACT DETAILS**

Both contacts must be from the organisation.

The lead contact should be a senior contact from your organisation (for example Director, CEO, Treasurer, Company Secretary). The Lead contact should be able to talk about your project and provide further information if required. It is very important that you provide the correct email address and daytime phone number so that we can communicate updates and decisions on your application. If your application is successful, the grant offer will be emailed to the Lead Applicant. They will be responsible for sending us all updates and monitoring information through the period of your project and when your project has ended. If your contacts change throughout the lifetime of the project it is your responsibility to confirm any changes, we will not be able to discuss the application with anyone who is not a named contact on the application form.

One of your contacts must be a bank signatory. The exception to this is Local Authorities (county councils, metropolitan district councils, unitary authorities, district council and the London boroughs), other public sector statutory bodies (parish and town councils) and institutes of further and higher education.

Please make sure that you have at least one additional contact that can be responsible in the event of the Lead Applicant's absence. This contact should also be a senior contact for your organisation, for example, Director, CEO, Treasurer, Company Secretary. By entering their details you are confirming that you have fully briefed them about your project and have their permission to include their details.

Your contacts should not be from the same household or related.

Please let us know if either of the contacts have any particular communication needs. We intend to use email as our main means of communication for environmental reasons. If this will cause problems for you please ensure you let us know your preferred alternative. Groundwork UK is an environmental charity and we aim to save paper wherever possible, so it is very important that your email addresses are correct and the email account is active and checked regularly.

- **Who is the main contact for this application?**
- **Who is the secondary contact for this application?**

- **How many kilometers from the nearest point of the HS2 route is your organisation based? (Select one)**

Less Than a Kilometre (0.6 miles)
1-2 Kilometres (0.6 - 1.2 miles)
2-3 Kilometres (1.2 - 1.9 miles)
3-4 Kilometres (1.9 - 2.5 miles)
4-5 Kilometres (2.5 - 3.1 miles)
More Than 5 Kilometres (More Than 3.1 miles)

- **Has your organisation had any previous communication/engagement with HS2 Ltd or the Department for Transport in relation to the High Speed Two project? (Select one)**

Yes                      No

The response to this question will not be taken into account during assessment but is useful for us to understand if you have had any contact or communication with DfT or HS2 Ltd to date.

- **If yes, please provide details:**

### **SECTION 3: ANNUAL ACCOUNT INFORMATION**

Please provide the following details from your most recent annual accounts:

- **Account year ending:**
- **Total (Gross) Annual Income (£):**
- **Total Annual Expenditure (£):**
- **Balance at Year End (£):**
- **Savings (Including Reserves, Cash, Investments) (£):**
- **If your Savings are more than your Total Annual Expenditure what are they for?**  
Word Count 100
- **If your accounts are showing a deficit or net current liabilities, please provide a brief explanation:**

- **Please upload a copy of your organisation's previous years accounts. The organisation name on your application must be the same name as on your accounts and governing document.**

## **SECTION 4: ORGANISATIONAL GOVERNANCE & SAFEGUARDING**

- **Number of people on your Governing body / Committee / Management Board**

To be eligible to apply, you must have at least 3 unrelated or non-cohabiting members of your committee. For charities this would be trustees, for community interest companies this would be directors.

- **Number of Volunteers**
- **Number of Paid Staff**
- **Safeguarding Policy**

If your organisation works with children, young people or vulnerable adults please upload a copy of your Safeguarding Policy.

## **SECTION 5 & 6: ABOUT YOUR PROJECT**

In this section we're looking for:

- Where your proposed project will take place.
- A clear and persuasive description of a well-researched project.
- Why the project is needed in the local community?
- How you have planned your activity to be successful?
- How you demonstrate the level of disruption from construction of HS2 on the community.
- How the project will be sustainable or leave a sustainable legacy.
- How your project fits with programme outcomes.
- **Project Title**
- **In up to 500 words please describe your project:**

Please provide an overview of what your project will deliver. As well as background information on your project, please be as specific as possible in terms of the activities your project will deliver. The project description should be clear and concise and contain relevant information to give a good understanding of your project and what you hope to achieve. A good project description will include:

- An overview of the project.
- What the funding will be spent on.

- A description of the physical features or improvements that will be installed or activity sessions that will be delivered.
- Information about how the project will be delivered and who will carry out the work.
- An outline of the project timescales

- **Can you tell us which other organisations you are working with to deliver your project?**

Please give details of any other organisations that you are working with on project delivery, explain how they are involved in developing your project now and how they will be involved in project delivery if you are successful. If any of your partner organisations are providing match funding either cash or in-kind, please detail it here.

- **Please confirm which Region your proposed project will take place in: (Select one)**

Greater London
West Midlands
Central

- **Please provide the full address (inc postcode) of the main site or venue where your proposed project will take place. If there is no postcode for the site, please provide the postcode of the nearest building.**
- **If your proposed project takes place across a number of sites or venues, please provide the full address(es) and postcode(s) for the additional sites.**
- **How many kilometres from the nearest point of the HS2 route or off route related work sites, will the project be taking place? (Select one)**

Less Than a Kilometre (0.6 miles)
1-2 Kilometres (0.6 - 1.2 miles)
2-3 Kilometres (1.2 - 1.9 miles)
3-4 Kilometres (1.9 - 2.5 miles)
4-5 Kilometres (2.5 - 3.1 miles)
More Than 5 Kilometres (More Than 3.1 miles)

The following four questions have been designed to capture the key information about your project. The answers will form an essential part of the assessment process.

- **PROJECT NEED**

Why is the project needed in the local community? How is the community demonstrably disrupted by the construction of HS2? How have local people been involved in the project's development e.g. through community consultation? What support does the project have from the local community and where appropriate other public bodies (for example the local authority, environment agency, wildlife trust etc.)?

Word Count 500

- **CONSULTATION**

Please describe the consultation that has taken place in developing your proposal. Include details of who you have consulted, how you have asked for their views and how the consultation findings have informed the development of your project.

Word Count 300

Tips on how to carry out community consultation can be found [here](#).

- **PROJECT PLANNING**

How have you planned your activity to be successful? The level of detail you need to provide will vary depending on the complexity of the activity you are planning. We want to gain a full picture of what will happen and have assurance that everything has been planned thoroughly. Examples of things to consider for a revenue project include, who will take part, when and where will sessions take place, how long will sessions last? For a capital project, examples include - who will oversee the project, how long it will take, is planning permission required/in place? How will the risks be managed? How will you monitor the project and evaluate its success?

Word Count 750

Tips on how to plan a successful project can be found [here](#).

- **DEMONSTRATION OF DISRUPTION**

The application needs to demonstrate the level of disruption from construction of HS2 on the community or communities that will benefit from the project. Funds are targeted at communities most affected by the construction of the railway. There are two potential types of disruption:

- Effects which have been recognised within Environmental Statements, but which have not been addressed through formal mitigation. All applications must be able to evidence this type of disruption.
- Perceived disruption not identified within the Environmental Statements - this could include a range of community and local economy effects, and anything unforeseen which may emerge through the course of the construction period.

Funds are prioritised for projects that are closest to the route and the most disrupted by construction. Capital work must primarily benefit disrupted communities and also be in a



disrupted location that does not exceed 5km from the construction route. Applications for capital work in locations further than 5km are unlikely to be funded.

It is important that you read the Environmental Statement(s) that cover the project area(s) and use the information contained within these to evidence the level of disruption in your application. Links to the HS2 Environmental Statements and subsequent Additional Provisions can be found by visiting the following websites:

- HS2 London to the West Midlands Environmental Statement;  
<https://www.gov.uk/government/collections/hs2-phase-one-environmental-statement-documents>
- HS2 London to the West Midlands Additional Provisions;  
<https://www.gov.uk/government/collections/additional-provisions-for-the-high-speed-rail-london-to-west-midlands-bill>

Additional information on what construction work is happening in your area can be found on the HS2 local community webpages <https://www.hs2.org.uk/in-your-area/local-community-webpages/> There is also an interactive map which shows what current and upcoming works are being carried which can be found here <https://www.hs2.org.uk/in-your-area/map/#7/52.4530/-1.4880/filter=hs2-stations.hs2-network>

Please speak to Groundwork UK or HS2 Ltd if you have any difficulties in navigating these documents.

Your project should be targeting and primarily benefiting disrupted communities. If your project will also benefit people or communities who are not disrupted by the construction of HS2, please note that the % of funding from CEF towards your project total should be proportional to the % of beneficiaries experiencing disruption.

Word Count 750

- **SUSTAINABILITY/LEGACY**

How will the project be sustainable and/or leave a sustainable legacy? In this section tell us what legacy your project will leave. If a capital project, will sufficient revenue be generated to keep the facility running and well-maintained for years to come (e.g. setting up a long term replacement fund) and who will be responsible for its long term operation and maintenance? If it is a revenue project, how will it continue post any investment? Is the project innovative and can it be replicated?

Word Count 750

Tips on how to ensure your project is sustainable can be found [here](#).

- **Have you started work yet?**

Other than essential project development work, costs and/or fees, has your organisation begun work, or made any binding commitments to begin work, in respect of your project? If you have, please tell us about the aspects of the project to which you are committed. Please be aware that HS2 Ltd cannot fund any activity that has already started.

- **Project Start Date / Project End Date**
- **Other than essential project development work, costs and/or fees, has your organisation begun work, or made any binding commitments to begin work, in respect of your project?**

Yes                      No

- **If yes - please tell us about the aspects of the project to which you are committed. Please be aware that HS2 Ltd cannot fund any activity that has already started.**

Word Count 500

- **Does your organisation restrict access/membership on the grounds of race, creed, colour, gender, sexual orientation, age, disability, occupation, religion or political persuasion?**

Yes                      No

- **If yes, please tell us the reasons for restricting access/membership:**

#### **OWNERSHIP OF LAND/FACILITY/SITE - FOR CAPITAL PROJECTS ONLY**

Capital funding covers capital infrastructure costs, including refurbishment of existing facilities, the installation of fixed equipment, new buildings and structures, enhanced access schemes and landscaping. Further information about capital funding can be found in section 3.4 of the CEF Guidance & FAQ document.

- **Is your project a capital project or have capital elements?**

Yes                      No

- **Who owns the land or site?**

- **Please upload our signed landowner permission form. You can find a copy of the landowner permission form: [HERE](#)**

- **Do you have the necessary permissions in place to deliver the project (planning, landlord etc.)?**

Yes                      No

- **Please give us details about the permissions you have in place, as well as details about permissions you do not have in place yet:**

#### **PROJECT OUTCOMES**

- **What is the primary outcome of your project?  
Please tick the one that applies to your project**

To provide Community Benefits to areas disrupted by the construction of HS2
To provide Environmental Benefits to areas disrupted by the construction of HS2

- **What is (are) the secondary outcome(s) of your project?  
Please tick those that apply to your project**

Increased community safety
Improved health and wellbeing
Increased community cohesion
Enhanced biodiversity
Improved local environment
Enhanced natural and built heritage
Enhanced access to countryside
Enhanced education and training

- **How will your project contribute to the primary and secondary outcomes that you have selected above? Looking at the outcomes that you have selected, please tell us how your project will contribute to bringing about these changes by telling us how each outcome you have chosen will be met.**

Word Count 750

## **PROJECT OUTPUTS**

We would like you to estimate how many people will directly benefit from your project.

You need to think about who the likely beneficiaries are and how many of them are likely to use or visit your project. It might be helpful to think about how many potential users of the project live in the local area, how many currently use the facility (if existing) and how many are likely to use the new or improved facility created by the project. You may find it useful to look at visitor numbers, local population statistics or similar projects nearby.

For example if you are planning to create a playground you could find out how many under 11's live within walking distance of your project site. However, if a seating area is also part of the project, you might also include parents, siblings and grandparents in your count as well.

- **How many people will benefit from the completed project?**

Please note, it is important that you identify unique beneficiaries and not attendances. For instance, if one person attends 5 sessions in your beneficiary number they should be counted as 1 and not 5. Alternatively, you could identify that your project will benefit X number of people, but that you estimate that X% of these will be the same people.

If your project is a capital project you should tell us how many people will benefit for the 12 month period after the capital work would be completed.

- **How have you arrived at this figure?**

Provide a breakdown to explain your beneficiary figures ensuring that your breakdown explains the total number of beneficiaries and also how many are from disrupted communities.

The funds are targeted at communities disrupted by the construction of HS2. If your project will also benefit people or communities who are not disrupted by the construction of HS2, please note that the % of funding from CEF towards your project should be proportionate to the % of beneficiaries experiencing disruption.

- **How many new volunteer places will be created?**

If no new volunteer places will be created, please enter '0'

- **How many new education and training opportunities will be created?**

If no new education and training opportunities will be created, please enter '0'

- **How many new jobs will be created?**

If no new jobs will be created, please enter '0'

- **How many jobs will be maintained?**

If no new jobs will be created, please enter '0'

## **SECTION 7: FINANCE - YOUR PROJECT BUDGET**

### **TOTAL PROJECT COSTS**

- **Total cost of your Project (£)**

- **Total amount requested from this fund towards your project (£)**

- **Please provide a full breakdown of the costs associated with your project:**

- **Is your organisation able to reclaim VAT**

Yes

No

If your group is registered for VAT, your expenditure figures should not include VAT that you can claim back (often called recoverable VAT). If you're not registered for VAT your costs should include VAT. Any VAT that you expect to incur but can't claim back (irrecoverable

VAT) should be in your expenditure breakdown. Information about VAT is available on the HMRC [website](#)

- **If Yes, please confirm that VAT has not been included in your budget breakdown.**
- **If you are VAT registered, what is your VAT Registration Number?**
- **If No, please confirm that you have included VAT in your budget breakdown.**

## **OTHER SOURCES OF FUNDING FOR YOUR PROJECT**

The match contributions for the CEF Local fund is as follows;

- For projects led by community or voluntary sector organisations there is no requirement for match contributions
- For local authority led bids, there will be minimum 25% requirement for match contributions

Potential sources of match funding contributions include both cash and non-cash (also known as In Kind).

For more information about match funding contributions please see sections 3.7 of the CEF Guidance & FAQs document.

- **Please detail any other cash funding for your project?**
- **Please detail any other non-cash or in-kind funding for your project?**  
Please tell whether you have any non-cash or in-kind funding for your project. Please detail the source of this funding, whether it is secured and calculate the equivalent amount.

The equivalent amount is the value of the in-kind contributions. This could be the value of any land or property donated, donations of materials or volunteer time. In the interest of equality, all volunteer time should be valued at the national living wage. Please see section 3.6 of the CEF Guidance & FAQs document for the current rate per hour.

- **If you have considered any other sources of funding for your project, please use the space below to tell us about this.**
- **Have you applied for or been awarded any financial/in-kind support for your project, or any other project, from any of the following funds?**  
Other funds linked to HS2 are available. In this question, we want to know whether you have explored, applied for or been awarded any financial or in-kind support for your project or any other project from any of these sources.

Please tick any that apply and provide further details in the box below.

Please note that double funding i.e. the same project funded twice by the same public funding source is not allowed.

Community Investment Fund (CIP) with construction contractors
HS2 Road Safety Fund
Local or regional HS2 Stakeholder Panel Fund
Locally or regionally agreed separate funding from HS2 Ltd above mitigation and compensation measures as outlined in the Environmental Statement
Agreed additional funding/support through the Hybrid Bill petitioning process
Any other HS2 associated funding
None

- **If you have ticked any of the above please provide details of the financial/in-kind support below:**  
Word Count 200
- **Additional Comments Box – please provide any further information that may help us assess your application.**

## **SECTION 8: OTHER INFORMATION & DECLARATIONS**

- **Additional Comments Box – please provide any further information that may help us assess your application.**

Word Count 250

- **Freedom of Information**

As HS2 Ltd is a Public Body we have to comply with The Freedom of Information Act 2000. The Act gives members of the public the right to request any information that we hold. This includes information received from organisations such as:

- grant applicants
- grant holders
- contractors
- people making a complaint

Some information is exempt from The Act, such as personal details. If information is requested under the Freedom of Information Act we will release it. If you think that information you are providing may be exempt from release, you should let us know when you apply.

Please tick the box above to confirm your understanding of Freedom of Information.

- **Data Protection**

As HS2 Ltd is a Public Body, we must comply with the Data Protection Act 1998. We are committed to protecting your privacy and will ensure any personal information is handled properly under the Data Protection Act. We will use the information you give us on the application form and in supporting documents for:

- assessing applications
- monitoring grants
- evaluating the way our funding programmes work and the effect they have
- reporting statistics to Government

We may also give copies of this information to individuals and organisations such as:

- Accountants, auditors and external evaluators
- Other organisations or groups involved in delivering the project
- Other lottery distributors government departments
- Other organisations and individuals with a legitimate interest in lottery applications and grants
- Other organisations for the prevention and detection of fraud

Groundwork UK and its agents act as scheme administrator and data processor on behalf of HS2 Ltd and will store information you provide on a secure database. We will use the information you give us on the application form and supporting documents during assessment and for the life of any grant we award you, to administer and analyse grants and for our own research. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations. We may share information with HS2 Ltd, Government departments, and other organisations with an interest in the programme. If successful, all bank account details information and bank signatories data provided by you will be stored on our secure system and is for our internal due diligence checks only, and will not be shared with any other parties.

Please tick the box above to confirm your understanding of Data Protection.

- **Counterfraud**

HS2 Ltd takes its role in preventing and detecting fraud very seriously and we take a zero tolerance approach to those who seek to commit an act of fraud or corruption or bribery against us.

We might use personal information provided by you in order to conduct appropriate identity checks. Personal information that you provide may be disclosed to a credit card reference or fraud prevention agency, which may keep a record of that information. It is the responsibility of the organisation applying to ensure all information contained in the application is accurate. If you provide false or inaccurate information in your application or at any point in the life of any

funding we award you and fraud is identified, we will use fraud prevention agencies to prevent fraud and money laundering. If you are a company this will include the names of the Company Directors at the time of the fraud. You must inform all Directors, Trustees and Committee members of this notice.

We investigate all allegations of fraud in accordance with our Counter Fraud Strategy which includes both criminal and civil prosecutions.

Please tick the box above to confirm your understanding of Counterfraud.

**SECTION 9: FEEDBACK**

- **Where did you hear about the fund?**

Contractor	
Parish Council	
Local Authority	
Another organisation	
Funding Fair / Event	
Groundwork UK website	
HS2 Community Engagement Team	
Hs2 Website / Common Place	
Member of Parliament	
Social media (Twitter, Facebook etc.)	
Other	
If you selected other, please provide details below	

**I, as the applicant, declare that I have read and understood the Guidance, FAQs and used the Help Notes to complete this Application Form.**

**I declare that the information given in this Application Form is true and accurate to the best of my knowledge and belief.**

**By ticking this box I accept all of the above statements and I certify that all of the information I have put in this application is true and to the best of my knowledge.**

**I understand that information given by me will be treated in confidence, but may be submitted for checking against records held by other government departments, and other agencies for the purposes of assessing your eligibility for a grant or for the purposes of the prevention or detection of crime.**

Print Name: \_\_\_\_\_

Position in Group: \_\_\_\_\_

Your contact should be a senior contact form your organisation (for example Director, CEO, Treasurer, Company Secretary).