



Communities
Foundation

Funding Success

The aim of this document is to offer both guidance and instruction on *what you need to do now* to progress your application to contract (Funding Agreement) and ultimately to draw down your grant.

Please read this document carefully. It contains very important information that will help you move your project forward and enable you to claim the grant offered to you by FCC Communities Foundation.

A. Offer of Funding Letter

Your Offer of Funding letter confirms the size of your grant, what we have agreed to fund, along with any additional information you need to provide in order for us to issue you with your Funding Agreement.

If you are unable to provide the additional information requested in the letter within our timescales you should contact your Grant Manager immediately.

Please do not start any physical works or sign contracts to start your project until our Funding Agreement has been issued and signed by all parties otherwise your funding will be withdrawn.

Our Offer of Funding letter is not a Funding Agreement.

You can now publicise your successful grant award. See Section E for more guidance.

B. Contributing Third Party (CTP)

Within the next 7 days FCC Communities Foundation will issue your nominated third party contributor with the donor landfill operator's request for payment of the third party funding. Payment of this request must be made to FCC Recycling (UK) Ltd within 28 days of issue.

If payment of the CTP is not made within 28 days of request your grant will be at risk.

Your Funding Agreement will not be issued until we have received confirmation that this payment has been made.

C. Preparations for your Funding Agreement

Once the CTP payment has been made to our donor landfill operator and you have provided all the information requested by your Grant Manager we will prepare and issue our Funding Agreement. This is a legally binding agreement between you, as the applicant, and FCC Communities Foundation Ltd and sets out the terms and conditions of our grant.

It is important that you understand and follow the terms of our Funding Agreement at all times as it ensures your project remains compliant. The Agreement includes conditions you must follow to claim your grant, including what our funding can be spent on, how and when we will release funds, and what reporting you need to undertake during the delivery phase and beyond.

You will be issued with two copies of our Funding Agreement. You should carefully read the Agreement before you sign and return **one** copy of the Agreement to us. When we have received the signed Funding Agreement you can start your project.

Any project which fails to have a Funding Agreement in place within six months of our Board decision will have its offer of funding reviewed and may be withdrawn.

D. What Happens Next

When you receive the signed Agreement from us you will receive guidance explaining how to claim your funding and submit progress reports on Grant Tracker.

It is important that you keep original invoices and proof of expenditure so you can upload these to support your claim.

You must let us know immediately if your project is delayed or you encounter problems which may mean the timescales, we have agreed with you, are in doubt.

All projects must be completed, and the funding claimed, within 12 months of our Board's funding decision, not our Funding Agreement.

E. Publicising your Grant

We actively encourage you to publicise your project whether you mark project milestones, raise awareness of your works or celebrate achievements. You may also want to publicise your project to encourage volunteers or community engagement.

Template press releases are included in the enclosed "Publicity Guidelines for Successful Applicants" specifically for this purpose. We strongly advise that you use these template releases, adapting them to your needs, when you contact the media to publicise your project.

When you undertake any project publicity or issue a release please remember to include reference to the funding FCC Communities Foundation has provided. If appropriate your Grant Manager will also provide you with a relevant quote.

Please remember: -

- ✓ All project press releases and literature regarding your project must be forwarded to your Grant Manager for approval before distribution or publication.
- ✓ If you tweet – we are @FCC_Communities and we would be delighted to hear from you on Twitter

If you need to provide details about where your funding has come from:

PROJECTS IN ENGLAND:

FCC Communities Foundation is a not-for-profit business that awards grants for community through the Landfill Communities Fund.

PROJECTS IN SCOTLAND:

FCC Communities Foundation is a not-for-profit business that awards grants for community projects through the Scottish Landfill Communities Fund.