



Working in
partnership with

HS2



Community Environment Fund (CEF) **Frequently Asked Questions (FAQ)**

The following document provides additional information in support of the Community and Environment Fund and should be read in conjunction with the guidance document. This FAQ document applies to applicants based in both the Phase One area (London to West Midlands) and Phase 2a area (Birmingham to Crewe) as defined by HS2 Ltd.

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1. What is the definition of Public Benefit?

1.1 In the context of the first question on the eligibility check and section 3 of the CEF guidance document, we define organisations as being established for Public Benefit if they are set up for the following purposes:

- The prevention or relief of poverty;
- The advancement of education;
- The advancement of health or the saving of lives;
- The advancement of citizenship or community development, which includes: rural or urban regeneration; and the promotion of civic responsibility, volunteering, the voluntary sector or the effectiveness or efficiency of charities;
- The advancement of the arts, culture, heritage or science;
- The advancement of amateur sport;
- The advancement of human rights, conflict resolution or reconciliation, or the promotion of religious or racial harmony, or equality and diversity;
- The advancement of environmental protection or improvement;
- The relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage;

2. What type of organisations are eligible to apply?

2.1 Subject to meeting the requirements set out in the guidance document, examples of eligible organisations include;

- Registered charity
- Fully constituted club, association or trust (generally from within the community or voluntary sector) which is set up for charitable purposes.
- Local authority – county councils, metropolitan district councils, unitary authorities, district councils and the London boroughs.
- Other public sector statutory body - other public sector organisations established by statute or statutory powers such as parish and town councils.
- Local education authority – a local education authority on its own behalf, or on behalf of a community school.
- Foundation school or college – although run by the local education authority, the school retains control over admissions, employment of staff, land and buildings.
- Voluntary aided or controlled school - although financed and maintained by the local education authority, the school's assets are held and administered by trustees.
- Independent school or college – a school or college for fee-paying students that does not receive a government grant.
- Institute of further education - a college or other institution that provides further education.
- Academy schools – not for profit charitable trusts which are state-funded in England and are directly funded by the Department for Education and independent of local authority control.
- Institute of higher education (including universities) – a university or college that provides higher education.
- Community Interest Company, limited by guarantee only (CIC) – a limited company created for the use of people who want to conduct a business or other activity for community benefit (and not purely for private advantage) and which

has a suitable asset lock clause. Examples of CICs include social enterprises, community businesses and co-operatives. A CIC must have been operating for a minimum of 2 years and submitted at least their first set of accounts to Companies House.

- Industrial Provident Society – an organisation trading for the benefit of its community which is registered with the Financial Services Authority.
- Community amateur sports clubs (CASC) - an organisation registered with HMRC as a community amateur sports club.

3. What is your definition of a project?

- 3.1 For the purposes of CEF, a project is a planned piece of work that will be started and completed within a given timescale. It will produce specific outputs that enable the project to achieve the CEF outcomes. Your project can be a stand-alone project or a discrete, self-contained part of a larger scheme or phased project. Please also note section 11.3 of the CEF guidance document relating to direct project costs.

4. Can CEF funding be used for the continuation of existing projects?

- 4.1 Yes, you can apply for CEF funding to continue an existing project (for example where your current funding source is due to run out shortly). The project does however need to meet the aims and objectives of the CEF funding programme. As a new funding source, any posts that will be paid for through a grant will be subject to an open and fair recruitment process being followed. You cannot however apply for the same project twice.

5. What is your definition of the line of route?

- 5.1 The line of route relates to the physical rail line being built for HS2 Phase One and Phase 2a as defined in the public domain by HS2 Ltd. This includes tunnels and viaducts where the line goes under or over ground. Any reference to the line of route in terms of metres, miles or kilometres or closeness to it therefore includes either side, above or below.

6. Is the full £45 million for both phases allocated to the Community and Environment Fund?

- 6.1 The funding of £45 million has been allocated towards the Community and Environment Fund (CEF) and the Business and Local Economy Fund (BLEF) combined. There is no fixed allocation for each Fund. However, there is a fixed allocation between Phases with £40 million for Phase One and £5 million for Phase 2a.

7. For Phase One, why is £10 million unallocated to a specific geographical region?

- 7.1 This £10 million is part of the total £40 million available for the Funds for Phase One of HS2 and although not allocated to a specific geographical area in the same way as the remaining £30 million, it will be allocated through the same application process and in line with the same published guidance and criteria. It will fund

projects that benefit disrupted communities in more than one of the geographical areas (i.e. Greater London, Central and West Midlands) or in other geographical areas that are demonstrably disrupted by construction of Phase One of HS2. Having this unallocated £10 million is to allow for flexibility, for example, where there are communities which are considered ‘off-route,’ but are nonetheless affected by the High Speed Rail Bill. Any application needs to be able to demonstrate the level of disruption from the construction of HS2 on the community that will benefit from their project. Funds are targeted at communities most affected by the construction of the railway.

8. Can you give more information on your security of tenure requirement?

- 8.1 Whether you own the freehold or have a lease, the name that appears on the document must be the same as that which appears on your governing documents.
- 8.2 Schools should note that if the land to be used/associated with the project belongs to the Local Authority then the Local Authority must be the applicant and not the school.
- 8.3 Please be aware of the distinction between a lease and a license. This programme requires that applicants have the ability to exclude all others from the land (even a freeholder) for the duration of the grant. A lease will achieve this, but a license will not. Look in your documents for words to the effect that “the tenant will enjoy quiet enjoyment” or “exclusive possession” of the land. These words generally indicate a lease. The absence of such words may indicate a license.
- 8.4 The ability to exclude all others must remain for the duration of the grant. Sometimes leases contain what are known as “break clauses” which allow either the landlord or the tenant to terminate the lease for an agreed reason prior to the otherwise agreed end of the lease. Break clauses that allow a lease to be terminated before the end of the grant term fall foul of the programme’s requirement and should therefore be removed prior to an application being made.

9. Will you require grant security?

- 9.1 Through the award conditions attached to any capital funding, you will require approval from HS2 Ltd (or an organisation that has been given delegated responsibility on their behalf) in the event of any changes being proposed to the ownership/design of the asset, for a period of up to 21 years from the date of the award agreement.
- 9.2 For capital projects over the value of £200,001, HS2 Ltd may also request additional security over any investment in the form of a legal charge or restriction on title being placed with Land Registry.

10. How will the Funds be governed and managed?

- 10.1 The governance and management arrangements for the Fund have been developed following consultation with local authorities, local enterprise partnerships

and environmental NGOs. Through this consultation, selecting an independent organisation to manage the Fund was identified as an important element in achieving objectivity and impartiality in the assessment and decision making process.

- 10.2 The management of the Funds has been outsourced to an independent Grant Management Body, Groundwork UK, who were selected through an open competitive tender process.
- 10.3 CEF & BLEF is a national stand-alone HS2 funding stream that aligns to other HS2 and/or DfT national schemes for the HS2 project, such as the Woodland Fund, Road Safety Fund, geographical Additional Mitigation/enhancement funds and the Community Investment Programme. Therefore, the only alignment CEF & BLEF has with other HS2 and DfT schemes is to ensure coordination and to avoid duplication of funding.
- 10.4 Groundwork UK will lead on the promotion of the Fund, and work with bidders and potential bidders to develop applications. They will undertake the assessment of bids against the published criteria and will be responsible for making awards of £75,000 or less. For decisions on grant awards between £75,001 and £250,000, the Grant Management Body will receive the applications and put these to the Independent Panel, appointed by HS2 Ltd through an open recruitment process. Groundwork UK will also be responsible for overseeing the payment of grants and monitoring the progress of successful projects.
- 10.5 The Independent Panel will make recommendations to the Secretary of State on whether applications should be approved. The final decision will be made by either the Minister or a senior civil servant in the Department for Transport with delegated authority from the Secretary of State.

11. What is the Grant Management Body's role?

- 11.1 Groundwork UK is an independent and impartial non-governmental organisation, separately registered and governed to HS2 Ltd and the Department for Transport. Funds distributed by the body will aim to ensure the greatest public benefit for communities and economic benefit for the business community in Phase One and Phase 2a.

12. How can I ensure I submit a good quality application?

- 12.1 Your project's outcomes will have to match the Fund criteria and applicants that can provide better evidence that the outcomes will be achieved will score higher. Applicants will have to provide a plan of how the project will be monitored and demonstrate value for money. Applications as partnerships are encouraged, alongside evidence of a wide community consultation on the need for the project.

13. Can you provide further guidance on CEF Strategic applications?

- 13.1 CEF Strategic will fund larger grants (from £75,001 up to a maximum of £250,000 per project) and will provide a legacy by supporting projects which benefit multiple

communities along the Phase One and Phase 2a route. Please note, the intention has and will always be to seek to support a wider variety of lower value awards (up to £75,000) for greater social and economic impact from the budget available, rather than focussing on a high number of large awards (£75,001 - £250,000). Funding availability for Phase One and Phase 2a along with the duration of the remaining construction programme will be taken into consideration when determining how many requests for funding over £75,000 will be granted throughout the programme. Awards over £250,000 will only be made in exceptional circumstances. You will need to make contact with Groundwork UK about your project if your request is over this amount. Please also read Point 35 below.

- 13.2 CEF Strategic applicants need to evidence that their project will provide benefit across multiple communities either by benefiting people from disrupted communities who travel across community boundaries to visit and will be involved in it, and/or by delivering a project across multiple geographies of disrupted communities. 'Multiple communities' for CEF awards is typically defined as a geography across a city region, county, a number of Local Authority areas or a significant stretch of the construction route.
- 13.3 If your project is based on a single site, you will need to consider how it will benefit disrupted communities wider than a local audience. This may be through outreach or promotion, for example. You will need to evidence why people would travel to your project, which may be that your project or site has a unique selling point. If your project is delivering a service or activities across a wider geography, consider and reference the boundaries the project crosses such as local Authority areas, City wards or County borders.
- 13.4 When developing your project, consider how many beneficiaries from disrupted communities there will be, which 'multiple communities' will benefit and how much you are requesting in funding. If people who are not from disrupted areas will benefit from your project, we will expect that the applicant will secure proportionate match funding. (Please see 3.10 below).
- 13.5 Due to the higher value of the CEF Strategic grants, a limited number of awards will be made and only the strongest, most impactful projects which have the support and involvement of multiple communities and stakeholders will be funded.
- 13.6 For CEF Strategic projects, we encourage applications from larger organisations or organisations who are working in partnership on their application and the planning of the delivery of their project. This is to ensure that applicants are developing applications that meet the strategic priorities and related policies of the area to be covered by the project, linked back to the short-medium term disruption due to the construction of Phase One and Phase 2a of HS2.
- 13.7 For partnerships a 'lead organisation' should submit the application to us on behalf of the partnership. This should be the organisation that will coordinate, manage and deliver the project as well as manage all the financial implications. The lead organisation must meet our eligibility requirements for the programme to which they are applying, although organisations that are not fully eligible can usually be involved in the partnership, but this will be reviewed on a case by case basis.

- 13.8 In all applications we expect to see strong evidence of support from strategic partners to be provided, to demonstrate that the project is a priority for the project area. This could include;
- Letters of support from organisations such as local authorities, outlining how the application meets community or environment need
 - Letters of support from other regional or national bodies to confirm that the project is of importance to them. For example, a Local Enterprise Partnership, County Council, NGOs, Environmental Bodies, Charitable Foundations and Tourism Boards etc.
 - Confirmation from your partnership and third parties that the investment of the requested CEF Strategic grant is a collective priority for the area.
- 13.9 Evidence will also need to be provided to show that the project is a priority within local and regional strategies for the area(s) in which the project will be based, including evidence of contributing to local and regional strategic plans of the public, voluntary and/or environmental sectors. For example, this could include reference to green routes, (cycleways, footpaths and bridleways), nature conservation strategies, business improvement district plans, economic plans, tourism strategies, green infrastructure plans or voluntary sector investment plans. This is not an exhaustive list and only provides examples of the sort of evidence that should be referenced.
- 13.10 If your project will also benefit people or communities who are not disrupted by the construction of HS2 Phase One or Phase 2a, please note that the % of funding from CEF towards your project total should be equal to the % of beneficiaries experiencing disruption.
- 13.11 Please note the use of; and definition of; the word 'strategic' in the guidance above is specifically in the context of the CEF Strategic programme. You may consider your project to be worth a strategic level of investment or that your project is a 'strategic project' in the context of your organisation's aims and priorities. However, we will not fund projects unless they clearly meet the CEF Strategic criteria for this funding programme specifically. Please speak to Groundwork UK if you are considering submitting a CEF Strategic application.

14. When will the funding be available and for how long?

- 14.1 Phase One funding was launched following Royal Assent, in February 2017 and opened for applications to both CEF and BLEF from 8th March 2017. Phase 2a funding was launched following Royal Assent in January 2021 and will open for applications on the 1st April 2021. Funding will be available for bids during the construction period and for the first year of operation of HS2 services. The programme operates on a rolling basis and has no formal deadlines. The timing of any committed investment may however need to be linked to the timing of the construction programme and therefore some applications may be paused or deferred depending on the annual funding allocations available. Priority will be given to the geographical areas experiencing the highest disruption from the construction of HS2, areas that have so far not received any funds at all or received very limited funds from HS2 Ltd, and high quality bids that meet the Fund criteria.

15. My home will be disrupted by HS2, can I apply for money to the Fund?

- 15.1 This Fund is only available for community and environmental projects and individuals are not eligible to apply. For more information on HS2 compensation schemes, please visit the following website: <https://www.gov.uk/claim-compensation-if-affected-by-hs2/overview>

16. Who is on the independent decision-making Panel and how were they appointed?

- 16.1 The four independent members of the Panel were appointed by HS2 Ltd in December 2016 then, following a further recruitment process at the end 2019 the following Panel members were appointed; Lisa Smart, John Roseveare, Talbinder Kaur and Karen McArthur. They have experience in the delivery of successful community-led environmental projects, a track record in providing advice and support to small and medium size businesses and experience of managing local government or third sector grant programmes. These four individuals have been recruited to sit alongside Cathy Elliott, who has been the Independent Chair of the Fund since January 2016. Peter Miller, Environment and Town Planning Director for HS2 joins the Panel as HS2's representative. Further information about the Independent Panel members can be found here: <https://hs2funds.org.uk/about/community-and-business-funds-independent-panel-members/>

17. What other HS2 funding and support is available?

- 17.1 Road Safety Fund: On 23rd November 2017, the Transport Secretary confirmed an allocation of £30 million to improve road and cycle safety in towns and villages along the HS2 route between London and the West Midlands. This funding has been allocated to 16 Local Authorities along the line of route for Phase One with the aim of improving road and cycle safety. On the 25th June 2018 the Transport Secretary also confirmed an allocation of £6.5 million to improve road and cycle safety in towns and villages along the Phase 2a HS2 route between Fradley and Crewe. Authorities can use the funding for measures such as traffic calming, safer pedestrian crossings or safer junctions for cyclists, pedestrians and drivers. Potential projects focused on road and cycle safety should therefore be discussed first with your Local Authority. Please also refer to FAQ 20, 32 and 33.
- 17.2 Woodland Fund: On the 9th November 2017, the Transport Secretary confirmed that £5 million will be invested in woodlands through the spine of England, from London to the West Midlands. On the 25th June 2018 the Transport Secretary also confirmed a further allocation of £2 million for the Phase 2a HS2 route between Fradley and Crewe. As part of the construction of Britain's new high speed railway, HS2 Ltd is creating a network of new wildlife habitats along the route. This includes the planting of millions of new trees and shrubs along both phases. In addition to this extensive tree planting programme, the Woodland Fund has been established to help local landowners create new native, broadleaf woodlands and restore existing ancient woodland sites. The Woodland Fund is being managed by the

Forestry Commission on behalf of HS2 Ltd. It is encouraging applications from landowners located up to 25 miles from the line of route.

- 17.2.1 Further information on the Woodland Fund and funding linked to Phase 2a can be found at <https://www.gov.uk/guidance/hs2-woodland-fund> and <https://www.forestry.gov.uk/england-hs2>.
- 17.2.2 Potential projects focused on woodland creation or restoration should therefore be discussed first with the Forestry Commission as the Woodland Fund should be investigated before applying for CEF & BLEF funding.
- 17.3 Biodiversity Investment Fund (BIF): In November 2020, the HS2 Lords Select Committee announced that £2 million has been allocated to fund Biodiversity specific projects along the Phase 2a line of route. The primary purpose of BIF is to improve quality of biodiversity along the line of the Phase 2a route by the restoration of existing habitat and the creation of new high-quality habitat. Bidders for the fund will be encouraged to include mechanisms within their proposals which will enable the project to measure the ecological values for these areas to be included within future No Net Loss (NNL) Biodiversity calculations. This funding will be launched in April 2021.

18. How can I get support with my application?

- 18.1 Groundwork UK can provide support to applicants, but this will be in the form of advice and guidance, not a financial contribution. If you need help with an application, please contact Groundwork UK on 0121 237 5880 or via email on HS2funds@groundwork.org.uk

19. Why are broadband projects ineligible for funding?

- 19.1 Projects to fund broadband connection/access are not eligible for funding through the CEF funding programme. There are two reasons for this;

1). Existing Broadband commitments, Broadband Delivery UK

CEF cannot be used to replace funding that the UK Government has already committed to providing as this would be seen as double funding.

The UK Government, through Broadband Delivery UK (BDUK) (who are part of the Department for Culture, Media and Sport) are committed to delivering superfast broadband and better mobile connectivity to the nation.

The Government is supporting investment to:

- Provide superfast broadband coverage to 95% of the UK
- Provide access to basic broadband for all
- Stimulate private investment in full fibre connections by 2021

For further information on this scheme, please visit the following website:

<https://www.gov.uk/guidance/broadband-delivery-uk>

With regards to the Phase One and Phase 2a route, the following dedicated websites also provide additional information and support:

Buckinghamshire and Hertfordshire

http://www.connectedcounties.org/?utm_source=dcmscampaign

Coventry, Warwickshire and Solihull

<http://www.cswbroadband.org.uk/>

Staffordshire

<http://www.superfaststaffordshire.co.uk/>

Cheshire

<http://www.connectingcheshire.org.uk/>

2). State Aid rules

Funding broadband access/connection would be against State Aid rules.

State Aid rules cover the Broadband connection/access market and CEF funding cannot therefore be used to provide funding for any projects that would contravene these rules.

20. Can I apply for a cycle route project?

- 20.1 If your project involves the creation of cycling paths or networks, please read the following information and discuss with relevant partners before progressing with an application to CEF or BLEF.

In particular, you are advised to discuss your proposed project with the relevant Local Authority in the first instance. This will help to establish if there are any links or overlaps with relevant schemes already planned as part of their Local Cycling and Walking Infrastructure Plans (LCWIPs). Local Authorities were also engaged with as part of a Department for Transport study into potential cycle routes close to the HS2 line of route and may therefore have relevant information about any routes that were explored in your area as part of that exercise.

Finally, if your project is very close to the line of route - it may be advisable to discuss it with HS2 Ltd, who are also planning to include a number of cycle ways and cycling facilities as part of the detailed design of the railway.

21. What are the Independent Panel dates?

- 21.1 In relation to the CEF funding programme, the Independent Panel meets quarterly, usually in March, June, September and December each year. Please visit the following website to find confirmed dates:
<https://hs2funds.org.uk/home/community-environment-fund/the-application-process/>
- 21.2 The Independent Panel review CEF applications with recommendations for funding of between £75,001 and £250,000. There are no formal deadlines for the

submission of applications but please bear in mind that for Stage 2 applications, we have published an approximate 16 week turnaround time (dependant on internal decision making process, including with government departments). This does not include the time taken to assess and make a decision on your Stage One application which will take up to 16 weeks from submission. You therefore need to factor this time in, together with the Panel dates as a guide for when to submit your application.

22. Are Parish and Town Councils required to provide match funding?

- 22.1 For the purposes of this funding programme, Town Councils and Parish Councils are classed as other public sector bodies and not as Local Authorities. With regards to applications to CEF from Town or Parish Councils we will therefore treat them as a community/voluntary sector organisation. This distinction has been made for the purposes of defining further which organisations will be required to provide match contribution.

For example, if a Parish Council wanted to apply for a CEF award of £75,000 or less they would not be required to provide any partnership funding (match contribution).

23. Is crowdfunding an eligible source of partnership funding?

- 23.1 Crowdfunding could be an eligible source of partnership funding and will be reviewed by Groundwork UK on a case by case basis. For crowdfunding to be considered eligible, the motive for investing should not be purely for profit/financial gain. Instead, the investment should be in the form of community/collective social investment/donations or community share offer where it aims to provide a community benefit and any payback to members or potential investors (if any) would be minimal and/or focused on a social dividend.
- 23.2 Documents in relation to community shares need to clearly state that the shares are withdrawable and cannot be sold, traded or transferred between members, unlike shares in a typical company and that we would expect this social investment behaviour for CEF and BLEF grantees, demonstrating that the share offer is not primarily for private gain and therefore not trade-able.
- 23.3 If crowdfunding is a potential source of match funding for your project, please contact Groundwork UK to discuss before submitting an application.

24. Is land eligible as partnership funding?

- 24.1 To be eligible, a donation of freehold land or property must be from a genuine third party, provided that it constitutes added value through the transfer of ownership and control. Land must be given freehold, and the value needs to be independently and professionally verified and reflect any existing planning consent or restrictions. It must also relate directly to the project for which you are seeking funding.

24.2 The value of any land, facilities, equipment or other assets already owned by an organisation or that is based on potential development permission (e.g. hope value) or that doesn't relate to the project for which you are seeking funding is not eligible.

25. Can I apply for funding for a community or environmental planning project?

25.1 For communities that will be disrupted by the construction of Phase One or Phase 2a of HS2, but the disruption is not imminent, a CEF local application of up to £10,000 could be submitted in relation to determining the needs and views of local people ahead of a formal submission for a larger revenue/capital project in due course. If you are considering a community planning application, please contact Groundwork UK to discuss prior to starting the online application process. Please note that a project of this type must still achieve at least one programme outcome. You can find out more about methods of consulting with your community here: <https://knowhow.ncvo.org.uk/>

26. Is CEF compensation for the impacts of the construction of HS2?

26.1 The aim of CEF is to add benefit over and above committed mitigation and statutory compensation to support communities along the route that are demonstrably disrupted by the construction of Phase One and Phase 2a of HS2 from London to Crewe. The Funds are not therefore classed as compensation packages for HS2.

26.2 CEF is not a compensation scheme for individuals or businesses.

26.3 For details of the existing compensation schemes, please see section 15 of this document.

27. How will the funding be managed to ensure a fair spread of investment along the line of route?

27.1 To ensure a fair spread of investment along the line of Phase One and Phase 2a route, we will keep track of applications received/grants approved and undertake targeted promotion of the Funds in priority locations if required. Please be assured that rigorous management of the funding available will ensure that money is available throughout the construction of both phases, and there will be no advantages in submitting early or disadvantages of submitting applications later during the construction period. There will also be considered management of the regional funding allocations for Phase One to ensure that all areas receive their fair share in accordance with the level of disruption they may experience.

28. What documents do we need to submit with our application?

28.1 The following table confirms which documents you need to submit based on the type of organisation you are;

Organisation Type	Governing Document	Previous Years Accounts	Copies of last 3 months Bank Statements	Lease / Freehold (if a capital project over £10,000)	Evidence of Partnership Funding - if being provided
Fully constituted organisation, association or trust (an organisation generally within the community/voluntary sector with its own constitution or memorandum and articles of association)	Yes	Yes	Requested at Groundwork UK's discretion	Yes	Yes
Community Amateur Sports Clubs (CASC), Community Interest Company, limited by guarantee only (CIC) or Industrial Provident Society (IPS)	Yes	Yes	Requested at Groundwork UK's discretion	Yes	Yes
Local Authorities (county councils, metropolitan district councils, unitary authorities, district council and the London boroughs), Local Education Authority other public sector statutory bodies (parish and town councils)	No	No	No	Yes	Yes
Voluntary aided or controlled schools and independent school or college	Yes	Yes	Requested at Groundwork UK's discretion	Yes	Yes
Foundation school or college or academies	Yes	Yes	Requested at Groundwork UK's discretion	Yes	Yes
Institute of further or higher education	No	No	No	Yes	Yes

28.2 Governing documents, accounts, bank statements and leasehold/freehold documents need to be in the same organisation name.

28.3 If your organisation works with children, young people or vulnerable adults you will need to provide a copy of your organisation's safeguarding policy with your application.

28.4 We reserve the right to request further documents or information if required to fully assess your project.

29. What governing documents do you need?

29.1 A governing document is a legal document which represents the rule book for the way in which your organisation will operate.

29.2 There are a number of different types of governing documents, including constitutions for an association, a trust deed for a trust, a will for a will trust, articles of association for a company and rules for an Industrial and Provident Society. You should submit the document which formally governs the running of your organisation.

30. What kind of accounts do you need?

30.1 The type of accounts we need will depend on the type of organisation you are;

- A new organisation may only be able to provide a basic document showing projected income and expenditure. This is appropriate for a new organisation and shows planning. It should demonstrate how you expect the organisation and the project to grow over the next year.
- From an organisation with income less than £25,000 we would expect to receive a basic document highlighting income and expenditure and any balance sheet items.
- From an organisation with income over £25,000, but less than £1 million we would expect to receive accounts that have been reviewed by an appropriately qualified person (this is not deemed an audit). We would expect this to be a slimmed down version, but still similar to the accounts that a large organisation produces. Audited accounts will be needed if total assets (before liabilities) exceed £3.26 million and the organisation's gross income is more than £250,000.
- From an organisation with income over £1 million we would expect to receive externally audited accounts. This is likely to be a reasonable-sized document with a detailed Trustee or Directors report and notes to accounts.

31. How do I provide the additional documents you have requested?

31.1 The additional information can be uploaded directly with your application. You will need to scan any documents you only have in hard copy.

32. Can CEF funding be used for a road safety project?

32.1 Projects which include enhancements to roads or highways for the purposes of road safety or the maintenance/upkeep of existing public access are considered ineligible under this funding programme.

Examples of works which are ineligible under this scheme include;

- Installation of speed cameras or vehicle activated signs
- Installation of speed bumps or other speed reduction measures such as speed tables, speed cushions, priority narrowing or chicanes
- Junction improvements or changes to road layouts
- Maintenance/upkeep of pavements, public rights of way or public footpaths
- Pedestrian crossings

32.2 If such works are a priority for road safety in your area then they should be funded by your local highways authority through their normal budgets or through HS2 Road Safety Fund (RSF) monies which have been allocated to each Local Authority along the line of route for both phases of HS2. RSF monies can be used towards traffic calming measures, safer pedestrian crossings or safer junctions for cyclists, pedestrians and drivers. It is for each Local Authority to decide how to spend its allocation, so you may wish to contact your authority to find out what their plans are for using their government allocation of the RSF.

32.3 In light of this alternative HS2 funding stream targeted specifically at road safety, we do not consider it appropriate to also fund such schemes through CEF & BLEF. If you are considering applying for funding to the CEF & BLEF programme and your project includes road safety related elements that are not covered in the above list, please contact Groundwork UK to discuss your project before applying.

33. Can CEF funding be used for public realm improvement projects?

33.1 Guidance in FAQ 32 on road safety projects is not intended to exclude enhancements to the public realm.

33.2 CEF & BLEF will typically consider quality funding applications for projects which encourage tourism and community cohesion, improve the local rural or urban environment, and/or support the maintenance of local economic activity for groups of businesses. Examples of public realm improvements against CEF & BLEF criteria which may be eligible under this CEF & BLEF scheme include:

- Landscape and nature conservation enhancement projects
- Improved access and enhancements to public open space
- Street furniture, such as seating, bins and hanging basket stands
- Providing public art which reflects the history and personality of the area
- Planting trees, shrubs and flowers
- Creating or improving facilities such as multi-use games areas or play parks
- Security fencing and cameras as part of wider improvement projects
- Sign entry treatments / wooden gates
- Improved lighting and signage
- Enhancements to pavements, public rights of way, public footpaths, public bridleways or restricted byways where projects are designed to meet the outcomes of the CEF & BLEF funding programme, are additional to statutory responsibilities and provide wide public benefit.

33.3 If you are considering applying for funding to the CEF & BLEF programme and your project includes public realm improvement works, please contact Groundwork UK to discuss your project before applying.

34. What type of In Kind match contributions will you consider?

The following table explains in more detail which In Kind contributions we deem eligible towards your project;

Category	Eligible	Ineligible
Partnership Funding in the Form of Land	Donation of freehold land or property from a genuine third party, provided that it constitutes added value through the transfer of ownership and control. Land must be given freehold, and value needs to be independently and professionally verified and reflect any existing planning consent or restrictions.	Value of any land, facilities, equipment or other assets already owned by an organisation that is based on potential development permission - 'Hope value'
Services / Materials In Kind	Independently validated voluntary labour, professional fees or donations of materials. For example, the provision of professional services, such as architect, construction management, or legal services; or materials such as bricks, tiles and sanitary ware. These services may be offered either free of charge or at significantly reduced rates, perhaps by a member of your organisation or partnership.	Services or materials not independently validated or directly linked to the project
Voluntary effort	This is usually labour which is committed or received as an In Kind value that would otherwise be paid from the project budget. It must genuinely constitute added value, not something that would be undertaken anyway. Health and safety legislation determines that many elements of construction must be carried out by suitably qualified people to reduce the risk of accidents on site and to ensure that the finished work is carried out in accordance with statutory requirements such as building regulations. Work In Kind involving specialist trades such as electricians, plumbing, and heating must be	Activities or tasks that would be done anyway such as general maintenance

	<p>undertaken by an authorised contractor with appropriate certification and professional indemnity. We may ask for evidence of this certification if you are successful.</p>	
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35. Why can I no longer apply for over £250,000?

- 35.1 Since the launch of the Funds in 2017 there has been a commitment to a continuous learning approach to improve the delivery of the Funds. The Funds will no longer typically accept CEF Strategic or large BLEF applications for more than £250,000 to ensure the funding is available over the extended construction period and will seek to prioritise lower value awards for greater social impact from the budget available.
- 35.2 Requests for funding over £250,000 will be considered only in exceptional circumstances, where you evidence a combination of some or all the following;
 - 1) route-wide geographical benefit and partnerships across multiple communities;
 - 2) a wide-ranging partnership approach to their project with high levels of match funding to benefit high numbers of beneficiaries;
 - 3) that you have been working on an application for over £250,000 for a considerable period of time and it will deliver a significant impact.

36 Why is there only £5m of funding for Phase 2a?

- 36.1 Population density and route length were considerations in determining the level of funding to be allocated for the Funds for Phase 2a in comparison to the £40 million allocation for Phase One. This level of funding was approved by HS2 Ltd and the Department for Transport and was subsequently agreed by the Phase 2a Select Committee.
- 36.2 As described in Section 17, an additional £2 million has been allocated for biodiversity enhancement projects along the line of route for Phase 2a.

37 We have a potential project that is close to both HS2 Phase One and Phase 2a – which pot should we apply under?

- 37.1 There are four criteria which applications will be reviewed against. Need, Planning, Disruption and Sustainability. In order to prove disruption an applicant must refer to the relevant environmental statement information from their area. We recommend deciding which pot of funding to apply for (Phase One or Phase 2a) based on where there is most evidence of disruption in the environmental statement. Part of Groundwork UK’s assessment will include checking that the applicant has applied for the right funding pot based on evidence in the environmental statements.