



Viridor and
Prosiect Gwyrdd
Community Fund

TERMS OF REFERENCE
AND FUNDING CRITERIA



INTRODUCTION

The Viridor & Prosiect Gwyrdd Community Fund is a £50,000 per annum donation that Viridor has committed to make available to community initiatives that operate in the Local Authority regions that make up Prosiect Gwyrdd; Caerphilly County Borough Council, City of Cardiff Council, Monmouthshire County Council, Newport City Council and Vale of Glamorgan Council.

The donation will be made available each year from April 2016 for 25-years. This represents the term of the Prosiect Gwyrdd contract for Viridor to handle the treatment of its residual (non-recyclable) waste at the Trident Park Energy Recovery Facility, Cardiff.

Funding of projects is awarded on a set of criteria based around sustainability, **local need, community involvement, value for money and education.**

However funding will **NOT** be provided for any of the following:

- Staffing costs e.g. coaching costs, caretaker, security, etc;
- Running costs of a project e.g. Food and drink, leaflets, posters, etc;
- One off event such as a musical production, football match, etc;
- Project where a statutory duty applies
- Capital expenditure for buildings, car parks or other built environments;
- Maintenance costs for buildings or facilities e.g. re-plastering of walls, etc;
- Individuals seeking sponsorship to further pursue or develop in a sport;
- Individuals seeking donations for charitable events such as fun runs, sky dives etc.

A Panel meets quarterly to review eligible applications to the fund and make the final decision on how monies from the fund are to be distributed.

The day to day administration of the Community Fund is handled by a member of Viridor's Cardiff Community Fund Team based in Cardiff. How the Funds have been distributed will be reviewed by Viridor's Governance Committee on an annual basis.

£50,000 | **25**
PER ANNUM **YEAR TERM**



THE PANEL

Applications that meet the criteria of the Fund are reviewed quarterly by an independent panel, including a representative of Prosiect Gwyrdd, Viridor and members of the local community.

The panel will follow the Fund’s criteria to award the Fund monies to schemes and projects where it can deliver the best results for the benefit of the qualifying communities.

Once a short list of applications has been determined the Panel will be asked to vote on those schemes they consider will have the most benefit to the local community and meet the **key objectives of the Fund**, which focus on:

- **Local need**
- **Community involvement**
- **Education**
- **Value for money**

A quorum of at least four members of the funding panel must be present for any funding decision to be made.

Fundamental to this success is the accountability of panel members in ensuring equality of treatment for all sectors of the community. The Chair of the Panel will rotate for each meeting.

Panel members are advised not to discuss any decisions made at quarterly meetings before the Administration Team has officially notified the applicant of the outcome of the meeting. To do so may cause embarrassment, not least if the applicant learns of the decision through a third party.

Meetings must take place with the Chair in attendance as it will be the Chair who has the casting vote in the event of a split decision.

The Panel must declare any interest they may have in any application which is presented at a meeting. Where such a declaration is made, the member concerned will be invited to speak in connection with the application, but will be asked to refrain from voting when the funding decision is made.

Panel members are prohibited from being involved in specific applications, but any organisation they represent may still submit applications.



LOCAL NEED



COMMUNITY INVOLVEMENT



EDUCATION



VALUE FOR MONEY

ADMINISTRATION

The administrator will assist in the production, collation and distribution of Agenda's, Minutes and other supporting information to assist the funding panel.

Panel meetings will be held quarterly towards the first week of the month in: March, June, September and December.

The closing date for applications will be 1 month before the panel meeting and applications will be circulated to the panel within 2 weeks of the meeting.

Once an application has been determined, the administrator will also be responsible for informing the applicant of the outcome and, for those applications that have been successful, processing the supporting paperwork ensuring that agreed authorisation procedures are followed to facilitate successful transfer of monies to the applicants account.



APPLICATIONS

Application forms are available on line at
www.viridor.co.uk/Cardiff-erf

Completed forms should be returned by email to
Cardifferfcommunityfund@viridor.co.uk

or by post to the following address:

Cardiff ERF Community Fund
Trident Park, Glass Avenue, Cardiff CF24 5EN

FUNDING CRITERIA

All projects that meet the initial application requirements (as identified on page 4) will then be scored on the 9 factors identified below. Applications must score a minimum of 6 points from the 9 points available below to be eligible for funding.

- 1 DEMONSTRATE LOCAL NEED
- 2 DEMONSTRATE COMMUNITY PARTICIPATION, PARTNERSHIP AND BENEFIT
- 3 DEMONSTRATE SUSTAINABILITY AND VALUE FOR MONEY
- 4 DEMONSTRATE ENVIRONMENTAL BENEFIT
- 5 DEMONSTRATE EDUCATION, LIFE LONG LEARNING AND SKILLS
- 6 DEMONSTRATE SOCIAL INCLUSION AND ACCESS POINTS
- 7 PROJECTS WITHIN THE LOCAL AUTHORITY BOUNDARY OF TRIDENT PARK ERF WILL BE AWARDED AN EXTRA POINT
- 8 PROJECTS THAT OFFER A STRONG BENEFIT IN STEM (SCIENCE, TECHNOLOGY, ENGINEERING AND MATHS) WILL BE AWARDED AN EXTRA POINT
- 9 DEMONSTRATE SUCCESS FACTORS

FUNDING

Projects will be granted funding up to £3000.

ACKNOWLEDGEMENT AND PUBLICITY

Successful projects will be required to give a timely report or update detailing how the funds were spent and outcomes delivered from the funding. A feedback form will be sent to successful applicants and time frames provided for the feedback.

Projects will be expected to provide photographs, or relevant permissions and access for Viridor's photographer to obtain photos, to be used to demonstrate the community benefit from the donation. These pictures may be used in Viridor and/or Prosiect Gwyrdd's publicity and CSR materials including newsletters, website, social media and more formal CSR reporting.

FUNDING UP TO
£3000

