



Keep Wales Tidy's Voucher Scheme

Introduction

The Keep Wales Tidy voucher scheme is typically up to a maximum of £300 per year, and available to constituted groups to help cover the costs of materials, tools, safety equipment and native plants and shrubs.

The vouchers are available to support voluntary groups to undertake practical environmental projects such as greening initiatives and clearance work.

The National Garden Gift Voucher scheme is operated by the [Horticultural Trades Association](#) (HTA).

National Garden Gift Vouchers can be spent in many different homes and garden centres and other retail outlets across the whole of Wales. For further information and to find your nearest participating garden centre visit <http://www.thevouchergarden.co.uk>

Limited vouchers are also available for litterpicking equipment from the Helping Hand Company <http://www.litterpickersdirect.com/>. A discounted voucher code for groups are available from your local project officer.

The following section sets out the procedure and conditions of the scheme, and how the vouchers can be used to assist in improving your adopted area.

These procedures and conditions are effective from **April 2013**.

Vouchers will be in denominations of £50, therefore projects need to be costed (or matched) in blocks of £50. No change will be given so if slightly more than complete £50.00 units are spent then it is the group's responsibility to cover the difference.

Who can apply?

Any 'grassroots', constituted voluntary group

(Please include a copy of your constitution, memorandum of understanding or articles of association).

Who cannot apply?

- Communities First Partnerships
- Development Trusts
- Charitable organisations/Housing Associations with an annual turnover of more than **£250,000**
- Schools (except in specific circumstances see separate "Schools" section below).
- Individuals
- Private and public sector organisations e.g. community councils, town councils etc.
- Community Interest Companies limited by shares (sharing dividends)

Schools

Schools may be eligible to apply provided the following conditions are met and clearly outlined in the application:

- Project activities must take place outside of the school grounds
- All project work should fall outside of regular school hours – unless the children are following an alternative curriculum.
- Schools themselves will not be awarded vouchers however school PTAs or Friends of can apply as long as all other criteria is met.
- KWT vouchers cannot be used to subsidise school activities. For example, we will not fund children's wellingtons, wet weather gear, science equipment etc.

Allotment Groups

- Allotment projects must show wider community benefit and accessibility i.e. we will not fund individual plot holders.
- Allotment projects must demonstrate how volunteers are involved.
- It would assist applications if allotment groups could demonstrate that they have taken the environment/biodiversity into account e.g. set aside an area for wildlife garden etc.
- The voucher scheme can be used to re-instate disused allotments (e.g. pay for tools for vegetation clearance), but we would expect the group to have liaised with the Local Authority over permissions/roles/duties i.e. we will not pay for something that the council should be doing.

Land use

If groups come forward for vouchers for community gardens, allotments etc they need to evidence permission to use the land i.e. letter from land owner, lease, management agreement. Although this can be time consuming for groups to obtain it does protect their interests and ensures that all of their hard work does not end up going to waste.

Applying for a voucher

Before making an application for some vouchers you should;

- Discuss your proposals with your KWT Project Officer.
- Complete an application form (a copy of which can be found in this pack)
- Please make sure that you have provided all the information requested, and that it is signed and dated. **NB Both contacts need to be members of the constituted group as named on the application form – this demonstrates that the project is community based.**
- Then pass the form on to your Project Officer who will add their comments and recommendations and countersign the application. If possible please e-mail an electronic copy of your completed form to your Project Officer as well. Your Project Officer will then forward your application to the KWT Grants Committee for appraisal.

Points to note:

While additional information such as photos are very welcome, it is the application form itself that is considered by the committee, so please make sure it clearly states the aims, plans and costings.

Grants Committee

The Grants Committee of Keep Wales Tidy meets once a month and checks that all applications are completed accurately and meet the scheme criteria.

If an application is successful, the organisation receiving the vouchers will be notified of any conditions or recommendations along with an acceptance form. This must be signed by two designated unrelated representatives of the group.

Only on receipt of the signed acceptance form will the vouchers be issued

GENERAL CONDITIONS OF KEEP WALES TIDY VOUCHER SCHEME

The voucher scheme is made possible through funding from the Welsh Government and will be administered using the procedures laid down in this document. The whole sum must be expended by the end of the financial year, March 31st 2014.

1. Only expenditure incurred solely for the purposes stated in Keep Wales Tidy's Voucher application form can be covered by the voucher.
2. If you wish to deviate from the original budget then a formal request should be sent to the Grants Committee. No change on planned expenditure should be actioned until written agreement has been received from the Grants Committee.
3. The vouchers will be sent in advance following written justification and confirmation that any previous grant expenditure has been properly incurred and expended. A breakdown of income and expenditure, and supporting evidence (e.g. copies of receipts) on activities supported by Keep Wales Tidy's grant should be presented on request from your Project Officer or any other representative of Keep Wales Tidy. Expenditure must also be evidenced prior to applying for further financial assistance from Keep Wales Tidy.
4. Groups should also provide information such as number of volunteers, number of bags of litter collected etc. on a monthly basis to their Project Officers.
5. The organisation receiving the voucher must be a non-profit making body.
6. The vouchers must be used solely for the purposes stated in the application form and offer letter. The vouchers cannot be passed to any other organisation or individuals.
7. An inventory of all items purchased along with details of where equipment is kept should be provided to the Project Officer immediately after purchase.
8. Keep Wales Tidy shall be informed without delay, in writing, of the occurrence of any of the following:
 - A material change in the facts given to Keep Wales Tidy by the organisation in order to qualify for assistance.
 - Failure to use or to continue to use equipment or materials bought for the approved purposes.
 - Cessation of the use of equipment or materials for the approved purposes occurring within three years of the date of commencement of such use or:
 - The disbanding of the organisation.
9. The Group shall inform Keep Wales Tidy in writing of any proposal for the sale, transfer or disposal of equipment or materials within their reasonable working life, or within three years of commencement of use for the approved purpose, whichever is the sooner, of such period as Keep Wales Tidy shall determine, and shall not sell, transfer or dispose of the equipment or materials without Keep Wales Tidy's approval.
10. The following information shall be made available to the Project Officer for each activity undertaken.
 - Number of volunteers involved.
 - Number of person hours achieved.
 - Area covered e.g. kilometres of riverbank treated, area of coastline etc.
 - Amounts of waste removed (bags and/or tonnage).
 - Photographs of group activities.
 - Gifts in-kind received.
 - Other organisations involved, e.g. Scouts, Women's Institute etc.
 - Related projects undertaken.

Publicity

1. A press release must be submitted to your local press acknowledging a successful application, the tasks you intend to undertake and the support of Keep Wales Tidy. A press release template document will be sent with the offer letter.
2. Any publicity should acknowledge Keep Wales Tidy i.e. logo (available with guidance from your Project Officer) and other funders as outlined in your offer letter
3. Copies of any publicity should be kept and submitted to your Project Officer.

WHAT CAN YOUR VOUCHERS BE SPENT ON?

Tools: e.g. Spade, Litter pickers, bow-saw, fork, rake, loppers, grass hook, Irish slasher, wheelbarrow. Groups applying for chainsaws, brushcutters or spraying equipment need to include a copy of accredited training certification with their application.

Safety Equipment: Wellingtons, rubber gloves, black bags, waterproofs (reasonably priced), antiseptic handwipes, first aid equipment.

Project Expenses / Materials:, Native trees, shrubs and bulbs. Cement, sand, stone or FSC/reclaimed timber. Where possible, items should be of natural materials and sourced locally. The emphasis should be on environmentally-friendly wherever possible.

PLEASE SEE PAGE 5 FOR A TYPICAL BREAKDOWN OF COSTS

Ineligible Items:

This voucher scheme will not fund:

Non native wild flowers, plants, shrubs or trees.

Fund refreshments

Clothing

Bottled water or alcoholic beverages.

Compost or fertilisers that are harmful to the environment i.e. contain peat or harmful chemicals

Trapping and culling of native and non-native species

Quotes:

Any single item costing more than £250 must be accompanied by three written quotes at the application stage.

PLEASE NOTE: THE ABOVE LIST IS NOT EXHAUSTIVE. IF YOU HAVE ANY DOUBTS OR REQUIRE ANY FURTHER INFORMATION CONTACT YOUR KWT PROJECT OFFICER.

Useful websites

Wales Biodiversity Partnership - <http://www.biodiversitywales.org.uk/species-35.aspx>

Natural History Museum - <http://www.nhm.ac.uk/nature-online/british-natural-history/uk-biodiversity-portal/identification-information/index.html>

Plant for wildlife - <http://www.plantforwildlife.ccw.gov.uk/>

The Helping Hand Company – www.litterpickersdirect.com

Example: Typical Breakdown of Costs

Project Costs – please specify	Breakdown	Cost £	Priority of need
Tools <i>National Garden Vouchers</i>	Small Hand Trowel	£4.99	7
	Small Hand Fork	£4.99	6
	Garden Fork 28"	£20.26	5
	Spade	£25.02	3
	Lightweight shovel 28"	£14.95	2
Safety Equipment <i>Please ensure you have a First Aid Kit & if you work near water, a throw line</i> <i>National Garden Vouchers</i>	First Aid Box small	£19.01	4
Project Expenses/Materials <i>National Garden Vouchers</i>	Native Hedging Mix (10m)	£160	1
Other – please specify			
National Garden Vouchers Total		£249.22	

Helping Hand Vouchers <i>Please breakdown the costs</i>	1 x The Tidy Kit	£24.00	
	1 x handiscoop	£19.00	
	Delivery if under £150 is £5	£5.00	
	Helping Hand Voucher Sub Total (B)	£48.00	
	Total (A+B)	£297.22	

National Garden and Helping Hand Vouchers are **only available in £50 denominations and added together cannot exceed £300.**

The Voucher Scheme Application Process

Step 1: Complete the application form, being as specific as you possibly can, and checking that you have done everything on the checklist. Send it to your Project Officer.

Application Checklist

- Have all the questions been **answered fully**?
- Has the budget been **broken down**? Have you used the “Priority of Need” column? Prioritise the items requested in ascending order, starting from “1”.
- Have the **category breakdowns** been included? e.g. if requesting £100 for tools a breakdown of this £100 should be included.
- Do all the figures **add up**? Has the form been completed in Block Capitals & with a ballpoint pen or typed?
- Has it been handed to the Project Officer **on time**? (Please liaise with your Project Officer for deadlines of committee meetings)
- Do you have appropriate **insurance** in place? If not have you submitted an application to the KWT group insurance scheme?
- Has the form been **signed** by the first contact of the group and **counter-signed** by your KWT Project Officer?
- Have you attached a copy of your **constitution, memorandum of understanding or articles of association**?

Step 2: The KWT Project Officer double checks that the form has all the required information, and then writes a small piece about your group, giving a little more information on your work, plans for the vouchers and their recommendation. This is passed to the appropriate Regional Manager for comment before going to the Grants Panel Secretariat.

Step 3: The Grants Panel Secretariat checks the application form for the committee meeting.

Step 4: The Group Grants committee meets to discuss group applications.

Step 5: Successful groups are sent an e-mail or letter of congratulations with any specific conditions or recommendations, general conditions of Keep Wales Tidy award (as above), an acceptance slip and a press release template. Unsuccessful groups are sent an email or letter explaining reasons why their application was not successful.

Step 6: You return the acceptance form to the **Cardiff Office** (Keep Wales Tidy, 33-35 Cathedral Road, Cardiff CF11 9HB). The form will require two signatories.

Step 7: On receipt of the acceptance form the grants panel secretariat will forward the voucher to the named contact person.

Recording and evidencing expenditure of your vouchers

It is important that the voucher awarded is spent exactly as described in your application.

A record should be kept of all income and expenditure (see following form for suggested format). All receipts or invoices relating to the project should be retained and sent to your KWT Project Officer at agreed intervals as set out in the offer letter, along with the record of expenditure.

The Project Officer will then forward this to his / her line manager.

Please only send your project officer pages 8-11

Keep Wales Tidy Voucher Scheme Application

Mae fersiwn Gymraeg or ffurflen yma ar gael

Please complete using a ballpoint pen and block capitals or type into form

Contacts should not be related nor be based at the same address
Name of Group:
Geographical Area of Work (e.g. ward(s) and County):
Location of Adopted Area (if appropriate)
Landowner of Adopted Area (if known)

Contact 1 (*all correspondence will be sent to this address/e-mail*)

Preferred method of contact (please tick): Post <input type="checkbox"/> E-mail <input type="checkbox"/>	
Name of contact	
Address	
Postcode	
Daytime telephone no	
Mobile no	
E-mail address	
Position in Group	
Group Website details	
Group Twitter name	

Contact 2

Name of contact	
Address	
Postcode	
Daytime telephone no	
Mobile no	
E-mail address	
Position in Group	

Group Details

How long have you been working with Keep Wales Tidy?	
Will you be applying for KWT group insurance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If not, do you have Liability Insurance in place that covers these activities?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Have you applied for a grant / voucher from us before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How many members do you have?		
How many regular volunteers do you have?		
Do you own any major assets? e.g. buildings, land or vehicles	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes please list them		

What will the voucher enable your group to do?
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What are your planned activities/events? (dates if possible)
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Budget Breakdown

National Garden Centre Vouchers <i>Please breakdown the costs</i>	Breakdown	Cost £	Priority of need
Tools			
Safety Equipment <i>Please ensure you have a First Aid Kit & if you work near water, a throw line</i>			
Project Expenses/Materials			
Other – <i>please specify</i>			
	National Garden Vouchers Sub Total(A)		

Helping Hand Vouchers <i>Please breakdown the costs</i>			
	Delivery if under £150 is £5		
	<i>Helping Hand Voucher Sub Total (B)</i>		
	Total (A+B)	£	

National Garden and Helping Hand Vouchers are **only available** in **£50 denominations** and **added together cannot exceed £300**.

Please read and sign the following statement.

Data Protection Act 1998. The information given will be entered and processed on computer. The forms will also be kept. The information will be used by KWT for administration purposes of the voucher scheme and for the monitoring and promotion of the voluntary sector in Wales. Personal data is limited to contact names, position, address, telephone and other contact numbers, organisation and project; it may be considered as sensitive personal data where the organisation/project is involved with matters relating to race, ethnic origins, politics, religions or similar beliefs, physical, mental health or sexual life.

Part or all of the information you provide us with will be held on computer. This information will be used for the administration of applications for producing statistics. Copies of this information will be provided, when necessary to individuals and organisations that KWT consults with when assessing applications.

Contact details will only be disclosed to third parties for the following purposes: to enable KWT to process your application; to announce successful projects, and to promote the KWT voucher scheme generally via press releases and other bona fide promotional activities including placement on the KWT and funders' websites.

Please sign to show that you agree to KWT using your data in this way.

Declaration	
I declare that to the best of my knowledge and belief, the details in this proposal are true and complete and no material fact has been omitted.	Yes
I can confirm that the group is non-political and will be undertaking practical environmental activities.	Yes
I can confirm that we will provide monthly information on our group activities to our KWT project officer including volunteer numbers and hours, waste removed and photos.	Yes
I can confirm that we will publicise the work of our group in our local press and acknowledge the support offered by Keep Wales Tidy.	Yes

I agree to the above use of my data and I confirm that to the best of my knowledge and belief, all replies given on this application form are true and accurate.

Signed by the contact person: _____ Position in group: _____

Please print name: _____ Date: _____

This form must also be countersigned by your KWT Project Officer

I confirm that I have seen this application; however my signature does not imply any endorsement or approval of its contents.

Signature _____ Date _____
Keep Wales Tidy Project Officer

Completed applications (signed by you and your KWT Project Officer), together with supporting information, should be returned to your Keep Wales Tidy Project Officer

**Please note that emailed applications cannot be accepted
Please remember to keep a copy of your application for your own records**

