

Glasgow Low Emission Zone Community Support Fund

Application Process Guidance Pack



Contents

Background to the Glasgow LEZ

LEZ Community Support Fund - Key Facts

Overview of the application form

Evaluation criteria

Additional information / support

Timeline

2 December 2024
Applications Open

11 December 2024
Online Information Event
Register [here](#)

31 January 2025
Application Deadline

31 January - 20 February 2025
Application evaluation and feedback

End of February 2025
Award decision and notification of applicants

Background to the Glasgow LEZ

The Glasgow LEZ was introduced to help reduce harmful levels of air pollution within our city centre.

Enforced by penalty charge notice, any additional revenue raised must be used to further the objectives of the LEZ to improve air quality, contribute towards achieving climate change targets and improve the amenity of the city.

Use of LEZ residual revenue for project support represents an opportunity to maximise the environmental, health, social and community benefits of the LEZ and allow for funding to be provided to groups and organisations which can deliver complementary projects across the city.



LEZ Community Support Fund – Key Facts

Through this fund, project support will be available between the value of £20,000 and £50,000 per project.

Applications are invited from private and voluntary sector organisations, housing associations, community interest companies (CIC), universities, FE colleges, Scottish charitable incorporated organisations (SCIO), constituted charities or other suitable community benefit organisations which meet the evidence requirements.

What can grant funding be used for?

The LEZ Community Support Fund will support groups that will deliver projects in relation to the objectives of the LEZ. Support is available across three broad themes with applications which provide benefits across multiple themes particularly welcome:

- Contribute towards improvements in air quality
- Contribute towards climate change emissions reduction or adaptation
- Improve the amenity of Glasgow or defined areas within the city

Overview of the application form

What we are asking:

A. Information about your organisation

In this section, please provide information on your organisation's type, purpose, structure, governance and financial status (please note the evidence requirements which must be submitted with your application)

B. Information about your project

This section is the opportunity to provide details of the need for the project, what activities / services you will deliver, how you will deliver these and who will deliver them. The expected outcomes of your project, how you will work with others to deliver these, and the Projects are expected to be completed by the end of 2025 and reported as soon as possible and no later than end of January 2026.

C. Information on your project's impact

The impact of your project should be detailed here, including which of the LEZ themes your project addresses, the expected benefits and how your community will be involved.

D. Funding

This section is for details of the funding request including the amount of funding sought (must be between £20,000 and £50,000), a breakdown of costs (with estimates / quotes) and information on the project plans beyond the funding period.

LEZ Community Support Fund

Application Form

Before you begin

- For information on the LEZ Community Project Support Fund please refer to the funding website. Please contact us at Sustainability@glasgow.gov.uk if you have any questions or require assistance.
- Applicants should also refer to the following guidance before completing this application:
LEZ Community Project Support Guidance.



Evaluation criteria

Applications from organisations which meet the eligibility criteria will be evaluated on both a qualitative and quantitative basis. Only information provided within the application form and supporting submissions will be used to assess applications.

All information provided through the application form will be used to assess eligibility and score applications on a competitive basis.

Most questions will be scored from 0 to 3 points; however the following elements are of particular importance and points gained will be double weighted with a maximum of six points available:

Project description - projects will be assessed on the clarity of explanation, alignment with fund objectives, deliverability etc (Q B8)

Project Milestones - Are the milestones of the project clear and achievable? Please note that projects are expected to be completed by the end of 2025 and reported as soon as possible and no later than end of January 2026.

Project Benefits - Projects will be assessed on the benefits to the intended beneficiaries and the wider community as well as community involvement in the project delivery or use. (Q C3)

Budget Breakdown and Total Costs - Full details of the budget breakdown and total project costs, including additional funding sources are required. Any supporting information provided will also be considered. (Q D2)

In addition to the above, projects will be scored in respect of their alignment with the LEZ funding themes (Q C1-C2). The funding themes are:

- Contribute towards improvements in air quality and reductions in prescribed pollutant levels.
- Contribute towards climate change emissions reduction or adaptation.
- Improve the amenity of Glasgow or defined areas within the city, with an emphasis on the stated Strategic Themes - A Vibrant City, A Healthier City and a Sustainable and Low Carbon City

Applications which align with the first two funding themes will be scored out of a maximum of nine points per theme, with the third theme scored out of a maximum of three points. Applications are welcome for projects which benefit more than one funding theme and will be scored against each.

Additional information /support

All applications must be from qualifying organisations and accompanied by supporting evidence where requested - see table
Glasgow City Council encourages engagement through attendance at the online information event and via email at Sustainability@glasgow.gov.uk

Application deadline is 31 January 2025. Early applications and engagement is welcomed to allow for feedback within the application period.

Funding awards will be subject to Terms and Conditions set out in an individual grant award letter. Successful applicants will be required to provide project updates, financial monitoring information and final reports as detailed in the Terms and Conditions.

Thank you for your interest in the LEZ Community Support Fund!

Governing document	Signed and dated governing document
Latest Board/Committee meeting minutes	If you are required to redact the minute, please only redact sensitive or personal information before submitting.
Latest approved Audited Accounts	A copy of the most recent set of audited accounts
A recent Bank Statement	A bank statement dated within the past three months will be required as part of the application process. This should be from a dedicated business bank account. However, personal accounts will be accepted where the bank statement shows clear evidence of business transactions.
Current funding sources	If your project is part of an existing project, details of any current funding sources including match funding, will be required.
Quote for proposed works	Detailed quotes for any proposed project works
Any other organization / project information as detailed on the application	See application form