



Liverpool City Region Community Environment Fund

Application Guidance

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1 Introduction

The Liverpool City Region Combined Authority is taking action to reduce carbon emissions, respond to climate change and create a greener, more resilient city region through the Five Year Climate Action Plan 2023-2028. Alongside this, the Local Nature Recovery Strategy sets out a long-term vision for restoring nature, enhancing biodiversity and improving access to high-quality green and blue spaces across the city region. The Community Environment Fund supports communities to play a direct role in delivering these ambitions locally.

The Metro Mayor is making £350,000 available through the Community Environment Fund to support community-led environmental projects across the Liverpool City Region, helping communities respond to climate change, restore nature, improve biodiversity and create healthier, greener places for people to live, work and enjoy.

The Combined Authority has continued to make significant progress towards reducing carbon emissions across the city region. We have invested in housing energy efficiency and retrofit programmes, delivered major improvements to cycling and walking infrastructure, introduced a new fleet of battery-powered trains, supported the deployment of hydrogen and other zero-emission buses, and expanded electric vehicle charging infrastructure. The Liverpool City Region is also delivering a historic transformation of local public transport through the franchising of bus services, bringing greater local control back to the region and helping to create a more integrated, affordable and sustainable transport network for residents and businesses

We have done this work with the support of the Liverpool City Region Climate Partnership, over 40 groups who act as an advisory body to the Liverpool City Region Combined Authority to improve our response to the climate emergency. Our success with the LCR Climate Partnership in establishing the first Community Environment Fund in 2020/21, where we funded over 50 projects delivering a vast range of local projects, show the creativity and commitment of our communities to this agenda.

The Metro Mayor and the LCR Climate Partnership look forward to receiving applications from charities, non-profit organisations, schools, and community groups to deliver the projects that will make a difference to the environment and to the wellbeing of the people who live and work in the city region.



2 Aim of the Fund

The Community Environment Fund aims to:

1. Improve the natural and built environment across the Liverpool City Region.
2. Encourage long-term environmental awareness, participation and behavioural change.
3. Promote community engagement and participation in environmental projects.
4. Support the delivery of the Liverpool City Region Climate Action Plan and Local Nature Recovery Strategy

This fund will assist the LCR Combined Authority (CA) to enact its plans to become net zero carbon by 2035, improve green and blue space, reduce air pollution, and improve the health and wellbeing of the people in the LCR.

This guide sets out the fund streams available, the projects we will support, the application, monitoring and payments process.

2.1 Webinar

We will be holding a webinar on the Community Environment Fund on Tuesday 20th October 2026 at 5pm.

The webinar will give more information on the Community Environment Fund and tips on how to complete a good application.

Use this link to [register for the webinar](#). The webinar will be recorded, and the recording will be added to the Community Environment Fund webpage after the event.

3 Grants

A total of £350,000 is available through the 2026/27 Community Environment Fund Programme. This is split into two streams depending on the amount of grant funding requested:

Stream 1: £1,000 to £4,999

Stream 2: £5,000 to £30,000

Organisations can apply for a maximum of 2 grants across any stream to the total value of £40,000, the 2 grant applications must be for different projects. A single application can be made for a project that covers multiple sites.

Match funding is not required, however organisations are permitted to use this fund as a match for other funding sources, as long as the project timescales below can be met.

Successful projects are expected to commence following execution of Grant Funding Agreements in February 2027. All projects must commence by 1 May 2027 (although they can start earlier once the Grant Funding Agreement is in place) and be completed by 30 November 2027.

There is an expectation that the project will continue and be maintained after the project is completed with no further funding from the Combined Authority.

4 Who is the fund for?

4.1 Fund Applicants

Applications are encouraged from formalised, not-for-profit groups, for example charities, schools or colleges, faith groups, residents' associations or 'friends of' groups. Applications will also be accepted from other organisations, such as local authorities, where projects have a strong community engagement focus or a community partner.

All applicants must have been established for at least a year and must be able to provide 1 month of bank statements for the organisation. If this is not possible, a registered organisation, such as a parish council, local authority or a social landlord, can apply and manage the funds on your behalf. Acting as an accountable organisation on this basis will not count towards the number of projects or the total amount they can apply for.

Applicants which were successful in earlier rounds will not be eligible to submit the same application for this round of funding. Applicants can submit for a different project to be considered in this funding round.

Applicants that were successful in the last round of funding but did not submit their final claim form will not be eligible unless the final claim form is submitted prior to the new application for funding.

The following cannot apply to the fund:

- Businesses or any other profit-making organisation
- Individuals acting in a personal or private capacity



4.2 Project Locations

All projects will need to submit at least one postcode and score. For non-place-based projects, use your office's postcode. For place-based applications, if your site does not have a postcode e.g. a park, please the postcode of the main entrance.

Applications located within areas of higher deprivation will continue to receive additional scoring in accordance with the Community Environment Fund assessment criteria. Area scores will be used to help identify communities where environmental improvements may have the greatest impact. Applications from under-represented boroughs may receive additional weighting during the assessment process to support a fair and balanced distribution of funding across the Liverpool City Region.

4.3 What Projects We Will Support

The fund will support a wide range of projects covering the following categories:

- Climate change and resilience
- Transport
- Water
- Accessible green spaces, habitats and biodiversity
- Carbon and environmental literacy
- Energy reduction
- Food

All projects must be ready to go.

Your project can have a positive impact on one or more of these categories.

The following list provides examples of projects that the Community Environment Fund may support. Many projects will be cross-cutting and benefit more than one category. This list is not exhaustive, and you are encouraged to consider the environmental needs of your community and the solutions that are most appropriate locally.

- The creation or enhancement of green infrastructure by planting a native woodland, wildflower meadow, hedgerows, seagrass and innovative planting such as green walls and lamp post planting.
- Clear disused alleyways and to turn them into areas that households can use to socialise and to grow fruit, vegetables, and wildlife friendly flowers.
- Plant a community orchard to give local people access to free fresh fruit and green space.



- Restore water courses, peatland or improve water management by rewilding.
- Improve or create habitats for wildlife by installing bee bricks, beehives, bird boxes or removing barriers to hedgehog movement.
- Support more sustainable transport choices through community-led initiatives such as secure cycle parking, walking and cycling activities, or other facilities that help people choose lower-emission travel.
- Educate students in climate literacy by teaching them about climate change and resilience actions. Purchasing materials to enable students to conduct experiments.
- Free community training to teach new skills that benefit the environment, such as a workshop that teaches people to build a bird house.
- Develop educational resources, digital tools, websites or community engagement materials that support climate action, nature recovery or environmental awareness.
- Create or improve community food-growing spaces, community orchards or other projects that support local, sustainable food growing.
- Install insulation to reduce energy use.
- Wetland restoration projects
- Pollinator corridors
- Rain gardens and sustainable drainage schemes
- Urban greening projects
- Hedgerow creation
- Nature recovery projects aligned with Local Nature Recovery Strategy priorities
- Community tree nursery projects
- Habitat connectivity projects
- Flood resilience and natural flood management initiatives

All these projects can be adapted and scaled to your needs.

If you are applying to create a new resource or nature-based asset, you must show how it will be managed, maintained and funded after the CEF-funded project has ended. For example, an orchard, woodland area, wetland, wildflower meadow, community growing space or habitat improvement project should identify who will be responsible for ongoing maintenance and how any future costs will be met.



5 Grant Funding

5.1 Eligible Costs

The CEF will support a range of costs that contribute to the delivery of the project and can continue to be used after the project has ended. The CEF is revenue funded but there are some restrictions which are outlined below.

We will fund:

- Projects that provide clear community benefit and are accessible to the public or community users, including schools, community centres and publicly accessible green spaces
 - The purchase of trees, plants, and seeds.
 - The purchase of other materials to create or improve the project, such as peat-free compost, containers, storage unit, tools, and PPE.
 - Machine and equipment purchase or hire.
 - Specialist fees, such as the use of an electrician, digger operator or web-designer.
 - Event costs.
 - Staff wages, salaries or expenses for staff or volunteers working directly on the project.
- Local Authorities: please see below

We will not fund:

- We will not fund an exact repeat of a project previously funded through the Community Environment Fund at the same location. A distinct second phase of a previous project may be considered where it clearly delivers additional activity or benefit.
- Projects that will damage peatland.
- Products that use diesel or petrol whether purchased or rented.
- Energy generating technology, such as solar voltaic cells or wind turbines.
- Single use 'disposable' products.
- Projects that do not benefit the Liverpool City Region.
- Projects that replace existing facilities with no significant improvement.
- Projects that are underway, have been completed or will be by the time the funding is awarded.
- Business case development at any stage.



- Ongoing revenue funding of staff wages, salaries or expenses not directly related to the project.
- Overheads such as rent, leases or utility costs.
- Purchase of land, vehicles, or buildings.
- Purchase of alcohol or refreshments.
- Activities of a religious, gambling, or political nature.
- Local Authorities: only in exceptional circumstances and when clearly additional to normal budgets/activities will Local Authority staff time be eligible expenditure.

You are encouraged to:

- Prioritise hiring businesses within the Liverpool City Region above businesses outside of the City Region.
- Purchase locally.
- Purchase peat-free compost.
- Purchase or rent products that use mains electricity, if this is not possible, please explain why in your application.
- Purchase durable tools and long-lasting products to reduce waste and purchase products that can be recycled or have been made from recycled material.

5.2 Grant Funding Terms

The Grant Funding Agreement and the New Supplier Form, to enable payment, must be completed and returned before the project starts. Payments will be made as follows:

Stream 1 (£1,000 to £4,999):

- 100% upfront, on return of a signed funding agreement.

Stream 2 (£5,000 to £30,000):

- 50% upfront, on return of a signed funding agreement.
- 50% on completion of the project, subject to submission of a satisfactory final report, communications (see the Communications section), proof of accrued expenditure with evidence that you have paid the sums due (defrayment) and timesheets where required.

Items purchased using this fund should remain within the LCR for 10 years from the purchase date, or for their useful life (if shorter). If you wish to sell or give away any of the



items purchased using this fund within this period, you must obtain the consent of the LCRCA.

6 Application and Approvals Process

On the Combined Authority Community Environment Fund webpage there is a link to the application form. Both Streams 1 and 2 use the same application form. Your application can be saved at any time so you can continue to complete it at a later date.

See Appendix A for a list of the application questions and guidance on how to complete them, and Appendix B for monitoring and evaluation examples.

All questions **MUST** be answered to be considered, or your application will be rejected.
All applications must be submitted by 23:59 on Monday 30 November 2026.

Once submitted you will automatically receive an email stating your application has been received. If you do not receive this, please check your 'Other' or 'Spam' folder before emailing us at cef@liverpoolcityregion-ca.gov.uk

Applications will be assessed against published criteria including environmental impact, community benefit, long-term sustainability, deliverability and strategic alignment with Liverpool City Region climate and environmental priorities.

Following this, Combined Authority's legal and finance teams will undertake all due diligence and financial organisational checks.

A funding decision panel formed with members from the Liverpool City Region Climate Partnership will consider the outcome of the assessment process and will recommend which applications should be approved for funding.

Recommended projects will be submitted for final approval. Applicants will be notified of the outcome of their application in January 2027.

Successful applicants will be asked to provide documentation for on-boarding including:

- Know your customer documents - Bank statement, New Supplier Form and Bank account information on a letterhead.

And if applicable to your project:

- Landowner letter of consent,
- Planning approval,
- A community consultation report,
- Quotes for major works and/or purchases, or



- Survey reports.

Following receipt of the required documentation, successful applicants will be sent a Grant Funding Agreement in February 2027. The Grant Funding Agreement must be signed before the project starts.

Due to the expected number of applications, we cannot give feedback on individual applications or scores.

Key Activities and Dates	Date
Opening date for applications	15 October 2026
Community Engagement Fund Webinar	20 October 2026, 17:00
Closing date for applications	30 November 2026, 23:59
Scoring completed	Week ending 18 December 2026
Notify successful and unsuccessful bidders	January 2027
Grant Funding Agreements	February 2027
All projects to commence by	1 May 2027
All projects to complete by	30 November 2027
Project reports and case studies to be received by	31 January 2028

7 Project Delivery

All projects must commence by 1 May 2027 and be completed by 30 November 2027. Project reports and case studies must be received by 31 January 2028.

Successful applicants will be required to send the CA:

- Stream 1
 - Quarterly Project Report that will report delivery achieved against milestones that were submitted in your application. A timetable will be sent to the successful applicants.
- Stream 2:
 - Monthly Project Report that will report delivery achieved against milestones, outputs and outcomes and financial forecasts that were submitted in your application. This is due 5 days after month end and a timetable will be sent to the successful applicants.



- Staff timesheets.

Proof of accrued expenditure with evidence of defrayment. All streams are required to provide an end of project report including evidence of project delivery i.e. photographs and may be followed with a site visit from LCRC.

8 Communications

Successful applicants will be required to:

- Raise awareness of the project within the local community before it starts and once it is complete. Applicants should use appropriate channels for their organisation and audience, which may include local press, social media, websites, newsletters and community networks. Evidence of this publicity should be shared with the Combined Authority.
- Where the project includes suitable activities or events, provide an opportunity for the Mayor or his representative to attend by inviting the Mayor to at least one key activity.
- Acknowledge support from Liverpool City Region Combined Authority in all relevant communications and promotional materials in accordance with current branding guidance.
- Use #GreenLCR in any social media communications.
 - Use the Combined Authority and Metro Mayor logos on published materials such as a website funded by the fund.
- Send the Combined Authority a case study of the project with high resolution before and after photographs. For non-place-based projects, send images of the final project, such as images of the website.

9 Questions

If you have any questions, please refer to the frequently asked questions on the CEF webpage. If your question has not been answered, please email: cef@liverpoolcityregion-ca.gov.uk

If you require this document in an alternative format, such as large print or coloured background, please contact us directly to discuss your specific needs either through email: cef@liverpoolcityregion-ca.gov.uk or by telephone on 0151 227 2727 (for accessibility requests only).

Please note, that only questions relating to accessibility will be dealt with over the phone. All other questions MUST be sent directly to the email listed above.

10 Alternative Grants

Visit Grants Online to find out about other grants that your project may be eligible for:

[Energy, Environment and Transport - News - Grants Online](#)

Appendix A

Application Form

The application form is to be completed online. Before completing the online application form, it is recommended you read through these questions, guidance and example answer. The questions below are how they will appear on the online application form.

Question Number	Question	Guidance	Example Answer
Section 1: Gateway Questions			
You must answer all questions in this section correctly to move onto the application form. Please do not continue with the form if you have been asked not to.			
Q.1a	Do you have permission from the landowner to complete this project? • Yes • No • Not applicable, the project is not place-based	We can only fund applications with the consent of the landowner or where the project is not place-based. If you do not have permission, please do not continue with the application. You will be required to submit evidence of the landowner giving their consent. If your project is not place-based, please choose 'Yes'.	• Yes
Q.1b	Does your project require planning permission? • Yes, and planning permission has been granted • Yes, but planning permission has not yet been granted • No, planning permission is not required	We can only fund applications where planning permission has been granted or where it is not needed. If permission is needed but has not been granted, please do not continue with the application.	• No, planning permission is not needed

Question Number	Question	Guidance	Example Answer
Q.1c	Has the organisation been established for a year or longer? • Yes • No	If successful you will be required to provide evidence that the organisation has been established for a year prior to the application date and will be required to provide 1 month of bank statements for the organisation prior to the funds being released. If you have answered no to either of those questions, please do not continue with the application. You could contact your local parish council or another established local organisation to act as accountable body for your application. They will need to provide the evidence as above and complete the application with you.	• Yes
Q.1d	If this application successful, can your organisation provide 1 month of bank statements? • Yes • No		
Section 2: Application form			
Q.2a	Please choose one of the following: Stream 1 (£1,000 to £4,999) Stream 2 (£5,000 to £30,000)	Before choosing an option, please make sure the total amount you are applying for is within the stream limits.	Stream 1
About your organisation			
Q.2b	Organisation/group name/accountable body:	Businesses and individuals cannot apply for the fund.	Riverside Community Garden Group
Q.2c	Organisation type (choose one): • Charity • Social landlord • Community or friends of group	If you are applying for the fund on behalf of a community partner who do not meet the ‘established’ criteria, you are the	Community or friends of group Charity number (if applicable): N/A Trustee or nominated person: Alex Taylor Address: Example Community Centre, Green Lane, Liverpool Postcode: L15 4AB



Question Number	Question	Guidance	Example Answer
Q.2d	- Residents association - Non-profit organisation - School - Local Authority - Other (please specify) Charity number (if applicable): Trustee or nominated person: Address line 1: Address line 2: Address line 3: Contact phone number: Email: Treasurer/second member:	accountable body. Please answer this and the treasurer question with information about your organisation.	Contact phone number: 07000 000000 Email: alex@example.org Treasurer/second member: Sam Jones
Q.2e	Is the treasurer/second member's address <u>different</u> to as provided in Q.2d?	As above.	No
Q.2e1	- Yes - No <i>Go to Q.2f</i> Please provide the following details for the treasurer/second member: Address line 1: Address line 2: Address line 3: Postcode: Contact phone number: Email:	If you answer 'No' you will only need to fill in in the 'Contact telephone number' and 'Email' for the treasurer/second member	Address: As above Contact phone number: 07000 000001 Email: sam@example.org
Q.2f	Are you applying on behalf or with a community partner?		No



Question Number	Question	Guidance	Example Answer
	• Yes, applying on behalf of a community partner • Yes, applying with a community partner • No <i>Go to Q.2j</i>		
Q.2g	Community Partner: Organisation/group name:	You only need to complete this question if you, the accountable body or a Local Authority, are working with a community partner who will be carrying out the project, or in the case of a Local Authority will be completing the project with you. Include the community partners details in this section.	N/A
Q.2h	Community Partner: Organisation type (choose one): • Charity • Social landlord • Community or friends of group • Residents association • Non-profit • School • Local Authority • Other (please specify):		
Q.2i1	Please provide details of the community partner: Charity number (if applicable): Name: Role: Address line 1: Address line 2: Address line 3: Postcode: Contact phone number: Email:		

Question Number	Question	Guidance	Example Answer
Project location			
Q.2j	Which of the following districts is the project based in? Please select all that apply. • Halton • Liverpool • Knowsley • Sefton • St Helens • Wirral • All of the above	If your project covers more than one local authority area (or a part of it), you can choose more than one option to answer this question.	Liverpool
Q.2k	Is the project/s place-based? • Yes • No.	Your project is place-based if it is situated in a particular area; if your project can be shown on a map, then it's likely to be place-based and you should choose 'yes'.	Yes
Q.2l	Project location/s or address/es:	This should be the project location, not your organisation's address if these are different. If your project takes place across more than one location, please provide the postcode for each location. If the project location does not have a postcode, please provide the nearest postcode and/or the street name, site name or other location information that will help us identify where the project will take place. We will use the project location information you	Example Community Centre, Green Lane, Liverpool, L15 4AB

Question Number	Question	Guidance	Example Answer
		provide to determine the relevant area score, which will form part of the assessment and scoring of your application. If you are unsure what information to provide, please contact cef@liverpoolcityregion-ca.gov.uk .	
Section 3: About your project			
Q.3a	What is the title of your project?		Riverside Pollinator and Rain Garden
Q.3b	Please provide an outline of the project (1500-character limit)	Try to include specific information about what your project will deliver, both during the project and on completion.	We will transform an underused area of community-centre grounds into a pollinator garden and rain garden. The project will create approximately 150 m ² of new or enhanced habitat using native and wildlife-friendly planting, establish 25 metres of native hedgerow and install simple biodiversity features. Local residents will take part in two community planting days and follow-up maintenance sessions. The rain garden will also help manage surface water from the site. The group will maintain the area after the grant period and use it for future community learning activities.
Q.3c	Why is this project needed?	Explain the problem, issue or opportunity your project will address.	The site is currently a largely unused grassed area with limited habitat value and little seasonal interest. Residents told us they would like a greener, more attractive community space and more opportunities to take part in local environmental activity. The project will improve habitat for pollinators and other wildlife, provide a practical community activity and help manage rainwater on the site.
Q.3d	Tell us about the site where the work will take place. If you would like to provide a photograph to support your application and show why your	For place-based projects, describe the existing condition of the site and any known ecological constraints or opportunities. Where surveys, licences, permissions or specialist advice	The project area is approximately 180 m ² of maintained grass and bare ground within the community-centre grounds. There are no known protected-species constraints. We will retain the existing mature trees and use peat-free compost and native or wildlife-friendly plants suited to the site.

Question Number	Question	Guidance	Example Answer
	project is needed, please email it to cef@liverpoolcityregion-ca.gov.uk . You can send your photograph in the same email as your Financial Breakdown. Please include your application reference number, organisation name, project title and funding stream in any email correspondence so that we can match the information to your application.	are required for your proposed activity, explain what is needed and how this will be addressed.	
Q.3e	If the project aims to overcome an issue, such as flooding, has an official survey been conducted and does this project implement the recommendations? Where possible, please provide a link to the report. If this is not applicable to your project, please state 'not applicable'.	For example: a flood management plan.	The project is not responding to a formally identified flood issue, so an official flood survey is not required. The rain garden is included as a local climate-resilience measure to slow and absorb surface water from the site.
Q.3f	Did you complete a community consultation? - Yes - No <i>Go to Q.3h</i>	Community consultation includes public meeting, door to door surveys, leaflet drops, newsletters or social/online surveys and engagement events. Summarise how you consulted, what you learned and how the findings influence your project. If successful, you will be required to provide evidence of the consultation.	Yes. We held a community drop-in session and an online survey. Forty-six residents responded; most supported improving the site for wildlife and asked for opportunities to help with planting and maintenance. We shared the results through the community centre newsletter and used the feedback to include accessible volunteer sessions and seating near the garden.
Q.3g	If yes, please include the results below and how they have been fed back to the community?		
Project plan			



Question Number	Question	Guidance	Example Answer
Q.3h	Please provide the key milestones for your project. You must set at least 3 milestones but can have up to 5. If you wish to set more than 5 project milestones, you can send them in the same email as your Financial Breakdown.	Provide the main stages of your project, the date you expect to complete each milestone and the actions required to achieve it. Note your project must be completed by 30 November 2027	Milestone 1: Finalise planting plan and permissions and have site prepared for community planting. Completion date: 31 March 2027 Actions required: Confirm site layout, suppliers, volunteers and any site permissions required. Order plants, shrubs, rain-garden materials, tools and biodiversity features. Prepare planting areas and rain garden location. Milestone 2: Community Planting days Completion date: 24 April 2027 Actions required: Create rainwater garden, plant native shrubs and wildflowers and install biodiversity features Milestone 3: Summer and Autumn maintenance and monitoring Completion date: 30 September 2027 Actions required: Record volunteer participation, maintain planting and take progress photographs. Carry out seasonal maintenance and review establishment of the planted areas. Milestone 4: Project completion and evaluation Completion date: 30 November 2027 Actions required: Share progress with residents and recruit volunteers for ongoing maintenance. Record final KPI results, photographs and lessons learned.
Project benefits and impact			
Q.3i	What will be the project's benefits and how will it encourage long-term behaviour change?	Include how the project will benefit the environment and community.	The project will create a more nature-rich community space, improve habitat for pollinators and help manage surface water. Residents will learn practical skills through planting and maintenance sessions and will be encouraged to use similar wildlife-friendly approaches at home. By involving local volunteers from the start and giving them an

Question Number	Question	Guidance	Example Answer
			ongoing role in caring for the site, we aim to build long-term community ownership of the project.
Q.3j	After the project is complete, how will it be maintained and funded? Where will this funding come from?	If you are applying to create a new resource, you must show that you have considered how the resource will be maintained and funded in future.	Riverside Community Garden Group will maintain the site after the funded project ends. A small volunteer team will carry out seasonal watering, weeding and replacement planting. Ongoing costs will be met through the group's existing fundraising and small community donations, and the community centre has agreed to provide access to water and storage for tools.
Q.3k	Which is the main category the project will have a positive impact on? Please tick one. • Climate change and resilience • Transport • Water • Accessible green spaces, habitats and biodiversity • Carbon and environmental literacy • Energy reduction • Food	Choose the category that best reflects the main environmental outcome of your project. Your project may also contribute to other categories.	Accessible green spaces, habitats and biodiversity
Measuring your project's impact			
We need to understand what your project will deliver and how its impact can be measured. Please select one measure from your project's main category and one People & Community Engagement measure. You may also select up to two additional measures if they help describe what your project will achieve. Give a realistic target for each measure. Choose measures that you can reasonably monitor during the project; specialist calculations or surveys are not required unless they already form part of your project. If none of the suggested measures is suitable, you may propose another clearly measurable indicator. See Appendix B for the full list.			
Q.3m1	Indicator 1: Please choose one measure from your main project category.	Choose a measure from Appendix B that best reflects the main	Area of habitat created or enhanced (m ²)



Question Number	Question	Guidance	Example Answer
		environmental output of your project.	
Q.3m1a	What is your target for the above indicator?	Choose a realistic figure, as you will need to report against this.	150 m ²
Q.3m2	Indicator 2: Please choose one People & Community Engagement measure.	Choose one of the following People & Community Engagement measures • Number of people participating • Number of volunteers • Number of volunteer hours • Number of community events or activities delivered • Number of people benefitting from the project • Number of learning or training hours delivered	Number of people participating
Q.3m2a	What is your target for the above indicator?	Choose a realistic figure, as you will need to report against this.	40 people
Q.3m3	Indicator 3 (optional): Would you like to include an additional measure for your project?	You may choose another measure from Appendix B or propose your own clearly measurable indicator. Only include an additional measure if it provides useful information about what your project will achieve.	Length of hedgerow created or restored (metres)
Q.3m3a	What is your target for the above indicator?	Choose a realistic figure (and include the unit where relevant) as you will need to report against this.	25 metres

Question Number	Question	Guidance	Example Answer
Q.3m4	Indicator 4 (optional): Would you like to include an additional measure for your project?	You may choose another measure from Appendix B or propose your own clearly measurable indicator. Only include an additional measure if it provides useful information about what your project will achieve.	Number of community events or activities delivered
Q.3m4a	What is your target for the above indicator?	Choose a realistic figure (and include the unit where relevant) as you will need to report against this.	2 activities
Q.3n	How has the diversity of the local community been considered and respected to promote equal access to the project benefits for all (for example, disabled people, older people, people with protected characteristics and under-represented groups)?	Consider the diversity of the local community and how the project will be inclusive. This may include physical and non-physical impairments, different communication needs, cultures, religions and other protected characteristics under the Equality Act 2010. Explain any reasonable adjustments or inclusive approaches that are relevant to your project.	The site and activities will be designed so that people can take part in different ways. We will provide seated and lower-intensity volunteering tasks, make clear in advance what each session involves, and offer a contact point for anyone who needs an adjustment. Project information will use plain language and accessible digital formats. The garden will include seating and will remain accessible from the existing surfaced route through the community-centre grounds.
Q.3o	The Combined Authority is committed to developing a thriving city region. How will your project contribute to this?	The Combined Authority's areas of focus include reducing inequalities, improving health and wellbeing, creating inclusive opportunities, supporting community resilience and contributing to a fairer, greener and more prosperous city region.	The project will provide free opportunities for residents to take part in local environmental activity, improve access to a greener community space and support health and wellbeing. It will also create volunteering opportunities and practical green skills, while strengthening community involvement in caring for a shared local asset.

Question Number	Question	Guidance	Example Answer				
		Explain how your project will contribute to these aims.					
Section 4: Financial							
Q.4a	Why is the Community Environment grant needed?	Explain why Community Environment Fund funding is required to deliver your project.	Without CEF funding, the group would not have sufficient funds to purchase the materials and specialist ground-preparation support needed to deliver the project at this scale.				
Q.4b	Please provide a clear breakdown of the items and costs you are requesting Community Environment Fund funding for. Be specific as possible. If you are receiving match funding from another source, do not include item of costs that will be paid for by that match funding.	Within the online application form, there will be a link to download the CEF 2026 Financial Breakdown Template. Financial Breakdown instructions Step 1: Download, save and complete the Financial Breakdown Template found in the online application form. The example in this guidance shows the information requested in the template. Provide a clear breakdown of all items and costs you are requesting Community Environment Fund funding for. Do not include items or costs that will be paid for by match funding. Step 2: Complete and submit your online Community Environment Fund application. Step 3: Once your application has been submitted and you have received your application reference number, add the					
			Application reference number		XXX-XXX		
			Organisation/group name		Riverside Community Garden Group		
			Project title		Riverside Pollinator and Rain Garden		
			Funding stream		Stream 1		
			Item Description		Unit Price	Quantity	Total
			Native pollinator plants and seed		£750.00	1	£750.00
			Rain-garden plants		£350.00	1	£350.00
			Rain-garden soil, aggregate and edging		£700.00	1	£700.00
Native hedgerow shrubs		£450.00	1	£450.00			
Tools and PPE for volunteer sessions		£400.00	1	£400.00			

Question Number	Question	Guidance	Example Answer																											
		reference number, and the project name, to your completed Financial Breakdown Template and email the template to cef@liverpoolcityregion-ca.gov.uk. Your application cannot be considered without a completed Financial Breakdown. Please include the following details in your email and in all correspondence relating to your application: Application reference number Organisation name Project title Funding stream applied for	<table><tr><td>Water butts and water-saving equipment</td><td>£300.00</td><td>1</td><td>£300.00</td></tr><tr><td>Specialist ground preparation</td><td>£1,000.00</td><td>1</td><td>£1,000.00</td></tr><tr><td>Interpretation/signage</td><td>£250.00</td><td>1</td><td>£250.00</td></tr><tr><td>Community workshop materials</td><td>£200.00</td><td>1</td><td>£200.00</td></tr><tr><td>Biodiversity features</td><td>£250.00</td><td>1</td><td>£250.00</td></tr><tr><td>Total</td><td></td><td></td><td>£4,650.00</td></tr></table>	Water butts and water-saving equipment	£300.00	1	£300.00	Specialist ground preparation	£1,000.00	1	£1,000.00	Interpretation/signage	£250.00	1	£250.00	Community workshop materials	£200.00	1	£200.00	Biodiversity features	£250.00	1	£250.00	Total			£4,650.00			
Water butts and water-saving equipment	£300.00	1	£300.00																											
Specialist ground preparation	£1,000.00	1	£1,000.00																											
Interpretation/signage	£250.00	1	£250.00																											
Community workshop materials	£200.00	1	£200.00																											
Biodiversity features	£250.00	1	£250.00																											
Total			£4,650.00																											
			Save your filename as: XXX-XXX- Project name Financial Breakdown																											
Q.4c	Have you received 2 quotations for any major works? Please try and use local businesses wherever feasible. Works or purchases over £5000 will generally be required at least 2 quotes. If your project does not require any major works or purchases, please state ‘not applicable’.	The amount included in the breakdown above should be based on the cheapest quote, or a reasonable quote from a firm within the City Region. If successful, you will need to provide documentary evidence and that you have carried out checks on the supplier.	Not applicable																											
Q.4d	Are you receiving any match funding towards the project, or are the funds you are applying for part of a larger staged project? If you	Match funding is not a requirement of this fund. If your project relies on Community	No match funding is being used for this example project.																											

Question Number	Question	Guidance	Example Answer
	answer Yes, please state the amount, who the funding is from and what the funding will cover or has covered.	Environment Fund funding and match funding to proceed, please explain how the funding sources work together to enable the project and what elements of the project each source will support.	
Section 5: Risk			
Q.5a	What are the main risks that could affect your project, and how will you manage or reduce these risks?	Please identify the main risks that could affect successful delivery of your project and explain what you will do to manage or reduce each risk. Consider issues such as project delivery, timescales, weather, suppliers, costs, permissions, volunteer participation or anything else relevant to your project. Please provide sufficient detail. We recommend a response of at least 150 characters.	Risk: Poor plant establishment during dry weather. Mitigation: Use suitable plants, water during establishment, mulch where appropriate and replace failed plants within the project period. Risk: Low volunteer turnout. Mitigation: Promote sessions through the community centre and local networks, offer more than one volunteering date and allow people to take part in different ways. Risk: Work is delayed by poor weather or supplier availability. Mitigation: Order materials early, keep alternative activity dates available and prioritise tasks that can be safely completed in the conditions.
Section 6: Fund Agreement			
Q.6a	Do you agree to publicly promote the project and the fund, complete an end of project report including photographs and project outcomes, following the project's completion? • Yes		• Yes
Q.6b	The final Grant Fund Agreement will substantially be in the same format as the sample document.	An example of the Grant Fund Agreement can be found within the online application form.	• Yes

Question Number	Question	Guidance	Example Answer
	Please confirm that you have read the example Grant Fund Agreement relevant to your funding stream and understand that, if your application is successful, you will be required to enter into a Grant Fund Agreement. • Yes		
Q7	Submit response	By clicking 'Submit Response' you give us permission to analyse and include your response in our results. After you click Submit, you will no longer be able to go back and change any of your answers.	Submit response



Appendix B

Project Key Performance Indicators

In order to measure the success and impact of the Community Environment Fund, all projects must identify a small number of Key Performance Indicators (KPIs) that reflect what the project will deliver.

Applicants must:

- Select at least one indicator from People & Community Engagement.
- Select one indicator from the project's main category.
- You may select up to two additional indicators if they are useful for your project.
- Provide a realistic target for each selected indicator.
- Report the actual result against each indicator at the end of the project.

Choose indicators that are relevant and straightforward for your organisation to measure. You do not need to carry out specialist calculations, surveys or assessments unless these already form part of your project. If none of the suggested measures accurately reflects your project, you may propose your own clearly measurable indicator.

The table below provides suggested indicators for each category.

KPI group / category	Suggested measures
People & Community Engagement	Number of people participating Number of volunteers Number of volunteer hours Number of community events or activities delivered Number of people benefiting from the project Number of learning or training hours delivered
Climate change and resilience	Number of climate resilience measures delivered Area benefiting from climate resilience improvements (m ²) Number of community buildings or sites benefiting from resilience improvements Number of people benefiting from climate resilience measures



	Area benefiting from natural flood management (m ²)
Transport	Number of sustainable transport activities or projects delivered Number of people participating in sustainable transport activities Number of cycle parking spaces or other sustainable transport facilities installed Number of people using new or improved sustainable transport facilities
Water	Number of water-saving measures installed Area benefiting from sustainable drainage measures (m ²) Number of rain gardens installed Number of natural flood management measures delivered Area of wetland created or restored (m ²) Length of watercourse improved (metres) Volume of water saved (m ³), where this can be reasonably measured
Accessible green spaces, habitats and biodiversity	Number of trees established Length of hedgerow created or restored (metres) Area of habitat created (m ²) Area of habitat restored or enhanced (m ²) Number of ponds or wetlands created or restored Number of biodiversity features installed (for example bird, bat or bee features) Area improved for pollinators (m ²) Area of invasive species removed (m ²) Number of people gaining access to improved green or blue space
Carbon and environmental literacy	Number of people taking part in learning or awareness activities Number of workshops or sessions delivered Number of schools or community organisations engaged Number of learning hours delivered Number of educational resources produced Number of people reporting increased environmental knowledge or awareness
Energy reduction	Number of energy-saving measures installed Number of buildings or community facilities improved Energy saved (kWh), where this can be



	reasonably measured Number of people or buildings benefiting from energy-efficiency improvements
Food	Area of community food-growing space created or improved (m ²) Number of food-growing spaces created or improved Number of community orchards created or improved Number of fruit trees established Number of people participating in food-growing activities Amount of food produced (kg), where this can be reasonably measured
Other suitable measure	If none of the suggested measures accurately reflects your project, you may propose your own. It must be something that can be clearly measured and reported at the end of the project.