



Guidance for Applicants

Looking after the Planet!

Everything we do as human beings has a direct or indirect effect on the local, regional and global environment to some extent. We at Pen y Cymoedd are committed to reducing our impact on the environment as far as possible, and we ask our applicants to do the same. In assessing proposals, we look to see that:

- Your group has good environmental practices supported by policies and procedures
- Your project proposal has taken account of the 'Environment' priorities in the [Community Fund Prospectus](#)

Environmental Policies

Your policy should be easy to understand and set out clearly what you plan to do. It needn't be longer than a couple of sides of A4, but it does need to have time-related targets and steps to make sure that aspirations are turned into actions and positive change. Working together to develop an environmental policy is a great opportunity to review your day-to-day activities and make sure that they are environmentally responsible and meet legal requirements. It also helps to make employees and volunteers aware of their environmental roles and responsibilities. You may even be able to make savings as a result of reduced consumption and waste. For businesses, having strong green credentials is a great selling point.

Section headings in an Environmental Policy could include:

- Waste Reduction** – e.g. a commitment to avoid single use plastics, reusing and recycling wherever possible, using re-useable plates, cups and serving containers.
- Travel Choices** – e.g. thinking carefully about the need for short-journeys and alternative ways of meeting, promoting car sharing, use of public transport, walking and cycling.
- Purchase of Goods and Services** – e.g. buying from local businesses where possible, thinking about ethical trading and looking for Fair Trade options - purchasing goods and services which have minimal environmental and social impacts (including eco-friendly cleaning materials).
- Energy Use** – e.g. including energy efficiency measures and other environmentally friendly features in new or refurbished buildings, applying BREEAM (Building Research Establishment Environmental Assessment Method), standards where possible; reducing water consumption.
- Biodiversity & Wildlife** – e.g. taking opportunities to create new wildlife friendly greenspaces, however small – flowers for bees in hanging baskets will make a difference; installing bat and bird boxes
- Health and Wellbeing** – e.g. encouraging volunteers and staff to take regular breaks for walks and exercise during the working day (walking meetings are on-trend) supporting a healthier workforce and a healthier Wales; minimising noise disturbance for neighbours.
- Training and Awareness Raising** – making sure that staff and volunteers understand the reasons for the policy and their important role in delivering key actions.

Action!

Having good intentions only won't be enough! You'll need to set targets and monitor how you're doing, reviewing the policy and setting new targets as necessary, aiming to continually improve your performance.

NB: compliance with this guidance note does not guarantee that an application will be successful – it just gives an indication of our assessment process and criteria.

Further Information:

- WCVA Guidance – [Environmental Policies](#)
- Cynnal Cymru – [Greening your organisation](#)
- [Invest in Nature](#) - Welsh Government programme supporting community groups and third sector organisations wanting to start or develop an environmental project.
- [Green Dragon Environmental Standard](#) - awarded to organisations that are taking action to understand, monitor and control their impacts on the environment.
- [Federation of Small Businesses](#) – the benefits of running your business in a responsible way
- [Balloon Releases are bad for the environment](#)
- [Party's over: the end of helium balloons](#), Guardian, May 2019