



Appendix A:

## Criteria and Guidance for Zero Carbon Communities Grant 2019-20

### What is the Zero Carbon Communities Grant?

The Zero Carbon Communities Grant supports voluntary and community sector groups, charities and parish councils seeking to deliver bold, ambitious projects that engage communities and support the aim of zero carbon emissions by 2050.

Applications are invited for grants of between £1,000 and £15,000 for projects which are intended to achieve:

- 1) community engagement around climate change and the environment, **and**
- 2) one or more of the following:
  - reduction in carbon emissions
  - reduction in energy use
  - generation of renewable energy or heat
  - promotion of sustainable travel
  - reduction in use of resources
  - increased recycling and/or waste reduction

Grant funding can be used for capital items and/or for project costs including staff time.

### **Applications will be assessed according to the following headings:**

- 1) The extent proposals align with the aims of the scheme as listed above
- 2) Value for money
- 3) The extent to which organisational capacity, resources and timescales for the delivery of proposals are considered realistic
- 4) How bold, ambitious and imaginative the proposal is

We wish to encourage communities of all sizes and levels of experience in running community projects to apply for these grants. Where a proposal would benefit an area of the district not otherwise reached, this will also be taken into account.

The Zero Carbon Communities Grant will open for applications on Monday 05 August 2019.

The application deadline is 5pm on Thursday 31 October 2019.

## Match funding

There is no requirement that proposals are match funded. However, if, as expected, the fund is oversubscribed, proposals with match or top-up funding from other sources will be looked at favourably. Match funding can be of monetary and/or in-kind value.

## Who can apply?

Applicants must:

- Be a non-profit group or organisation based in South Cambridgeshire or benefiting South Cambridgeshire residents, OR a South Cambridgeshire parish council.

Applications from partnerships are encouraged provided that the lead applicant is an eligible organisation as listed above. Partnerships could include parish councils, informal and constituted groups, established voluntary sector organisations, schools, local businesses and/or community interest companies.

Where a proposal anticipates financial savings or income, the applicant will need to show this will be for the benefit of the community.

- Have a written constitution or mission statement
- Have an elected committee or representative steering group
- Have a bank account
- Be able to provide an up to date copy of their accounts and any relevant protection policies. Parish councils can signpost us to relevant online documentation and do not need to submit hard copies.

If you have questions about these requirements please contact us on [duty.communities@scambs.gov.uk](mailto:duty.communities@scambs.gov.uk) or 01954 713070

If your organisation does not have a written constitution, mission statement and/or relevant protection policies please contact Cambridge Council for Voluntary Service for advice in meeting these requirements. Please call 01223 464696 or email [enquiries@cambridgecvcs.org.uk](mailto:enquiries@cambridgecvcs.org.uk)

## Examples of what can be funded

- **Community initiatives and events that promote sustainable lifestyle choices** For example, circular economy (A circular economy is an alternative to a traditional linear economy (make, use, dispose) in which we keep resources in use for as long as possible, extract the maximum value from them whilst in use, then recover and regenerate products and materials at the end of each service life. initiatives such as repair cafes, sustainable fashion and food projects, waste reduction and community allotments

- **Energy saving improvements to community buildings** For example external wall insulation, cavity wall insulation, loft/roof insulation, secondary glazing, replacement windows/doors, replacement energy efficient lighting, replacement energy efficient boiler/heating system, battery storage for solar panel or other low carbon energy generation measures. Buildings could include village halls, scout huts, libraries, shops, social clubs, leisure centres, schools or church buildings, so long as they are available for use by the wider community.

**Community energy projects such as solar arrays or community wind turbines or community hydroelectric projects**, which provide economic and social benefits to the community. Applicants for funding such projects will be expected to have explored the possibility of funding through the [Rural Community Energy Fund](#) which provides support of up to £40,000 for feasibility studies for a renewable energy project. Applications for funding to cover development costs not covered through this scheme are welcome.

**Electric vehicle charging points for community use** For example installation of an electric car charging point in a village hall carpark, tourist destination or area that attracts lots of visitors. Applicants for funding for EV charging points are asked to contact [duty.communities@scambs.gov.uk](mailto:duty.communities@scambs.gov.uk) before submitting their application as it may be possible to secure up to £7,500 of government funding through [OLEV](#) towards their project.

- **Purchase of electric vehicle for community use** For example community car club schemes, transport for disabled people, community minibuses, electric bike hire.
- **Community tree planting for absorption of carbon and increasing biodiversity** Applicants for funding such projects will be expected to have explored the possibility of funding through the <https://www.woodlandtrust.org.uk/> who contribute up to 75% of the costs if you plant the trees yourself.
- **Projects that tackle fuel poverty** For example providing advice and guidance
- **Cycling infrastructure** For example improvement of existing cycle paths or installation of cycle racks. Other examples could include projects to raise awareness of local cycle routes, refurbish old bikes for re-sale, provide specialist bikes for use by disabled people, provide bike maintenance sessions for young people or set up a cycling club to encourage older people to take up cycling.

**All proposals must demonstrate an element of community engagement.** This could include community participation in decision making or information sharing.

This list is not exhaustive. Applications are encouraged for projects not listed which meet the criteria.

### What cannot be funded?

Grant funding cannot be awarded for/to:

- Renewable energy installations where it is intended to claim Renewable Heat Incentive payments or any other payments where the use of public grants renders the installation ineligible for such payments.
- Projects that replace funding by other public sector bodies (although it can be used to top up funding from other public sector bodies) For example, projects or services that would otherwise be provided by other public sector bodies
- Items that would only benefit individuals rather than community groups
- Kitchen appliances such as cookers and fridges (these may be fundable through the Community Chest: <https://www.scambsgov.uk/community-development/grants/community-chest-grants/>)

### How much can be applied for?

Applications are invited for a minimum of £1,000 and up to £15,000 per organisation.

### When can groups apply?

Applications for Zero Carbon Communities Grant will be open 5 August 2019 until 5pm 31 October 2019.

### What supporting documentation is required?

- A copy of your organisation's constitution or mission statement (except parish councils)
- A copy of your latest accounts (audited if available)
- A quote for the project

In addition, the following will be required if relevant to the project:

- Public Rights of Way consent from landowner
- A copy of your organisation's Safeguarding policy see <https://www.cambridgecvs.org.uk/reports/6>
- Any other material you feel would support this application (this may include a professional energy survey or audit if you have had one completed).

### How will the grant be paid?

A funding agreement will be prepared for all successful applicants. This will include arrangements for payment of the grant, staged where appropriate.

### **What are the conditions of funding?**

Groups that are awarded a grant will be expected to comply with the following conditions as a minimum:

- Funding must only be used for the agreed purpose and must be spent within 12-months of the award being made except where exceptional circumstances apply and an extension is agreed with the grants officer in writing
- Publicity must take place acknowledging the award provided by South Cambridgeshire District Council
- Unused grant must be returned to South Cambridgeshire District Council
- An end of project report with photographs must be submitted to the Council within three months of project completion.

Please note: **eligibility does not guarantee grant funding.** The Council reserves the right to prioritise based on funding available, number and type of applications received at any given time, priorities for the financial year, value for money, and the geographical spread and range of projects across South Cambridgeshire.

Applicants are encouraged to seek additional funding, for example, from parish councils.

Applicants are encouraged to seek support for their application from their local Member and from their parish council where applicable.

### **For further information please contact:**

Contact details: [duty.communities@scamb.gov.uk](mailto:duty.communities@scamb.gov.uk) or 01954 713070

## Guidance notes for completing the Zero Carbon Community Grant Fund Application Form

### Guidance Note A- Contact Details

The first contact should be someone from your organisation who can discuss the application. This would normally be the person responsible for how any grant would be used. Please provide telephone numbers and email addresses to enable us to contact you if there are queries relating to your application.

### Guidance Note B – About your organisation

#### **B1. What does your organisation do?**

This should be a summary of the work your organisation does rather than the project you want a grant for. Please give a brief account of the aim of your organisation, the services or activities you provide, who they are provided for. If you are a new group please state what you intend to achieve. For community groups, please tell us how many people use the services you provide.

#### **B2. If your organisation is a charity, please provide your charity number.**

This can be found using the link: <https://www.gov.uk/find-charity-information>

#### **B3. Does your organisation have a bank account? Please answer Yes/No**

#### **B4. Is your organisation affiliated to another body? If yes state which one**

Please include any national or local bodies to which your organisation belongs.

#### **B5. Safeguarding**

The Council requires organisations working with children, young people and/or vulnerable adults to have appropriate safeguarding procedures in place. Please include a copy of your organisation's safeguarding policy with your application if your project involves working with children, young people and/or vulnerable adults. For more information follow the link: <https://www.cambridgecvs.org.uk/reports/6>

#### **B6. Insurance.** Does your organisation have appropriate insurance in place for this project?

### Guidance Note C -About your proposal

#### **C1. Name of project.**

#### **C2. Are you working with any other organisations on this project. Please give details.**

Are there any other organisations directly involved with delivering this project? If so how are the project work streams divided? In particular include any evidence that working in partnership on this project will contribute more widely to strengthening community networks.

#### **C3 Please describe your project**

Please bear in mind we are looking for bold, ambitious and imaginative projects. Remember that this fund is for one-off projects and purchases and should not be used for overheads, or

relied upon in future years. Be specific about what you plan to do and how you will do it. If you have received professional advice, please provide details.

**C4. Which parish(es) will benefit from the project?**

**C5. In what way will the project engage the community around climate change and the environment?**

Explain how you are encouraging people to take part. e.g. what level of community engagement do you anticipate? (Numbers of people and level of engagement) If the community has been involved in identifying the need for the project please tell us about this here.

**C6. List the intended environmental outcome you expect your project to achieve with estimated values where possible**

For example, what are the carbon emission reductions you anticipate? How much energy do you anticipate saving? How much renewable electricity or heat do you anticipate generating? How many additional journeys using sustainable travel modes? How much reduced use of resources? How much increased recycling or reduced waste? Please indicate how you have arrived at your estimates. List beneficial effects that extend beyond the period of the project itself. What will you do to measure your project's success?

**C7. Does your organisation have the capacity and resources to deliver the project in the specified timescales?**

Have you experience of delivering similar projects? What risks have you considered and what will you do to minimise these?

**C8. Please indicate an approximate date when your project is likely to be undertaken/started.**

Funding must be spent within 12 months of the award being made (unless otherwise agreed in writing)

**C9. Does your organisation own the premises where the project is planned?**

Please answer Yes/No

**C10. If you are planning work to rented facilities, how long is the lease? Do you have permission from the owner / leaseholder?**

Please answer Yes/No/not applicable. A long lease is likely to be required on any rented building where significant work is proposed.

**C11. Does your project require any regulatory consent?**

For example planning permission, listed building consent, building regulations approval, county highways approval, and faculty approval (for example a church building or village hall)? Please tick all that apply and please indicate if consent has been refused in the past

**D1. Does your parish council support your project? If so please give details.**

You should approach your parish council for support – they may have a local fund available for small projects, or monies from building developments (s106) that could be used for your project

Contact information for parish councils can be found using the link below:

<https://www.scams.gov.uk/councillor-information/parish-councils/parish-council-guidance-and-information/>

**D2. Do you hope to have other sources of funding? If so please give details.**

This might include your own fundraising, other grants or sponsorship. Please list other funders to whom you are applying, detailing when you submitted your application, or plan to, and a date by which you should be informed of the decision. If any applications were refused please provide details. If there is a shortfall in funding, what steps will you take to overcome this?

**D3. Please give a breakdown of project costs. If you obtained more than one quote please include this in other supporting documents (Section F)**

Please give as much detail as possible and include ALL costs. The breakdown should be for the whole cost and not just the amount you are asking for funding for. Please make it clear what part of the project you are specifically asking for funding for and ensure that the amount you are requesting related directly to at least one of your quotes. Please indicate which quote this is. We will also require an up to date copy of your accounts. If you do not provide accurate information, this may jeopardise your application's success.

**D4. What is the total project cost?**

Please round this up to the nearest £1

**D5. How much are you asking for from the Zero Carbon Communities grant?**

This can be up to 100% of project costs. However, projects part-funded from other sources will be looked upon favourably.

**Guidance Note E Support from your District Councillor**

**E1. Is your District Councillor in favour of the project?**

Please give details. We encourage applicants to inform their district councillors about their project.

Contact Information can be found using the link below:

<https://scams.moderngov.co.uk/mgMemberIndex.aspx?bcr=1>