



## Zero Carbon Communities Grant Scheme 2020-21

### Information for applicants

The Zero Carbon Communities Grant Scheme supports communities in South Cambridgeshire to take action on climate change.

Applications invited from	parish councils and community groups (see full list of eligibility criteria below)
Total available	£100,000
Min/max grant	£1,000 - £15,000
Grant scheme open	Wednesday 1st July 2020
Application deadline	5pm Wednesday 30 September 2020

All eligible grant applications will be reviewed by the Grants Advisory Committee, who will make recommendations to the lead Cabinet Member for Finance for decision. We aim to let applicants know of the decision within two months of the application deadline.

Applications are invited for projects in any of three themes. You can choose a project from the menu; or devise your own project to meet the objectives.

You will be asked to describe your project and show how it meets the objectives on the application form, and to what extent it provides additional value, for example, funding from other sources, collaboration between organisations in devising the project or evidence of community support. Project proposals will be scored and prioritised for funding based on answers to these questions.

## A Cycling

### Objectives:

- i. Reduction in miles travelled in private vehicles
- ii. Increase in take-up of cycling by people who would not otherwise cycle

### A1 Improvement to cycling infrastructure

- This is an opportunity to bring forward a cycle lane or cycleway, install cycle stands or make some other improvement which promotes cycling. We are particularly interested in projects where a small improvement would have a significant impact, for example, by connecting a village to a new Greenway or National Cycle Network route. If the work required is to the public highway, you will need to work with Cambridgeshire County Council through their Privately Funded Highways Initiative (PFHI) scheme.

### A2 Electric bike or electric cargo trike

- Here we invite you to apply not for a grant, but for an electric bike or electric cargo trike, which we will purchase on your behalf, allowing us to use our procurement power to get better value for money. Show us how you would make use of an electric bike or an electric cargo trike to reduce miles travelled by car or van. This could be for staff travel, or for a local share-bike scheme. You will need to show who you expect to use the scheme; how bookings will be taken if these are part of the scheme; where the bike/trike will be stationed; and how maintenance and insurance will be arranged and funded.

### A3 Kickstart a commercial electric share-bike scheme in your area

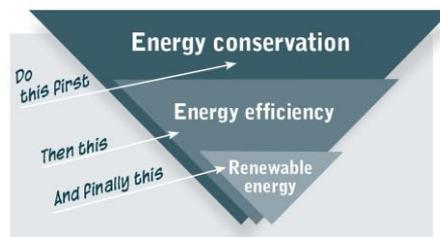
- This is an opportunity to work with a commercial operator to kickstart a share-bike scheme in your village. The operator will supply a minimum of two electric bicycles for use by registered users. Users will book and pay a rental fee of £4.50 for 12 hours through a mobile phone app or prepaid Smartcard. You will need to designate a suitably located hard-surfaced pick-up/drop-off station and arrange road markings. All maintenance, insurance and battery recharging will be provided by the operator. We will procure the services of a commercial operator and provide a 50% subsidy to the commercial operator for the first year to kickstart the scheme.

## B Community buildings

### Objectives:

- i. Reduced use of fossil fuel energy in community buildings
- ii. Increased awareness of energy improvements to buildings by the wider public

In this theme we are interested in funding improvements to community buildings\* to reduce the need for fossil fuel energy, (eg grid electricity, gas or oil). We will prioritise improvements which take a whole-building approach which takes into account the 'energy hierarchy' (see below), which ranks the stages on the way to using less energy in a building.



The value of projects on a community building is much greater if it can be used to raise awareness in the wider public about improvements which can be made to homes and other buildings. We will ask you for your plans to do this, for example by holding an open event, and/or providing an article for your local newsletter.

\*Buildings must be open to the community, for example village halls. Multi-purpose church halls and Scout and Guide buildings are eligible where clearly advertised as multi-purpose. Applicants should have a freehold or leasehold interest in the hall in place. If there is a lease in place there must be at least 21 years left to run on the lease. School buildings are not eligible for funding through this grant scheme.

(For energy improvements to schools, please contact Cambridgeshire County Council's [Re:fit Schools Programme](#) which arranges energy saving measures for schools funded through loans or managed service arrangements.)

### B1 Energy survey

- Here we invite you to apply, not for a grant, but for a package of advice on how to improve the energy performance of your community building, including an energy survey and advice on funding options. The service will be procured by the Council.

### B2 Energy conservation or efficiency measures (eg insulation, upgraded windows or doors, lighting upgrade)

- We are interested in funding insulation of walls, ceilings or floors of community buildings; replacement doors or windows; and energy efficiency measures such as lighting upgrades. We will prioritise these where they have been recommended on an energy survey.

### B3 Solar PV and/or battery storage system for solar PV

- We are interested in funding solar PV and/or battery storage systems for solar PV where you can show that feasible energy conservation and efficiency measures have already been undertaken or you have a plan to undertake these, (eg funded by savings from the solar PV scheme). We will prioritise schemes where a significant proportion of electricity generated will be used on-site, (either through daytime use of the building or through battery storage).

We encourage you to purchase solar PV and/or battery storage systems through our Cambridgeshire Solar Together group buying scheme ([link](#)), which promises high quality installations at prices which are typically at least 20% below the market rate. Please complete the ZCC grant application form using an estimated price (these are available free-of-charge online) and also register with Cambridgeshire Solar Together by their deadline of 5 October. If your application is successful, and the offer from Cambridgeshire Solar Together is acceptable to you, we will make payment of your grant directly to Cambridgeshire Solar Together in payment for your installation of measures.

## C Tree-planting and other 'nature-based solutions'

### Objectives:

- i. Reduced CO<sub>2</sub> in the atmosphere and new habitats for wildlife
  - ii. Increased awareness of the importance of trees by the wider public
- We are looking to fund a variety of tree-planting and other nature-based solutions to climate change, for example, small-scale restoration of peatland. Consideration will be given to projects which capture CO<sub>2</sub> from the atmosphere or prevent its release, whilst at the same time creating or restoring natural habitats. You may have a small open space and would like to plant just one landmark tree. Or you may wish to plant a small tree population, community orchard, community tree nursery, hedge or larger village-wide tree canopy project. This is not an exhaustive list. Projects might also contain other types of planting.
  - Funding can be used to employ a consultant to provide expertise. Trees and equipment to plant trees can also be funded although applicants will be expected to have explored the possibility of obtaining free trees through other sources such as the <https://www.woodlandtrust.org.uk/>. In your application you will need to demonstrate how your organisation has the capacity and resources to deliver your project and what your plans are for its long-term sustainability.
  - Where tree planting is on private land, consideration must be given to the ways in which the community will benefit, for example by way of access or landscape value. We would also like to see how the trees will be preserved in the future if land ownership changes.
  - Please note, unfortunately, we cannot include community allotments in this round of funding.



## Full list of eligibility criteria

Applicants must:

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

Non-profit organisations could include registered charities, companies limited by guarantee, unincorporated associations or clubs, community interest companies, charitable incorporated organisations, community benefit societies, social enterprises, established voluntary sector organisations and community shops with an appropriate legal structure (ie not profit-making).

Applications from schools, informal community groups and local businesses are also encouraged provided they partner with an eligible non-profit organisation as listed above. The lead applicant must be the non-profit organisation and as such will be required to demonstrate an appropriate level of involvement in the project. Commercial businesses are **not** eligible to apply.

- 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 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@cambridgecvs.org.uk](mailto:enquiries@cambridgecvs.org.uk)

## How much can be applied for?

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

## 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.

## What We Fund

We can support the following revenue costs:

- Salaries of project workers
- Salaries of management staff who supervise project staff. These should be in proportion to the staff time spent on the project
- Reasonable expenses of project staff and volunteers
- Marketing and publicity for the project (as appropriate)
- Equipment.
- Capital costs.
- Engagement activities

We cannot pay for the following:

- Activities, events or services which have already taken place, including staff development time.
- Activities that benefit individuals, rather than the wider community
- Activities that generate profits for private gain
- Religious activity or content (although we are able to fund religious organisations if they are providing benefit for the wider community)
- Activities that replace government funding (for example, we can only fund school activities that are additional to the curriculum)
- Loan repayments.

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

Organisations 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.
- Where a proposal anticipates financial savings or income, the applicant will need to show this will be for the benefit of the community.
- Publicity must take place acknowledging the award provided by South Cambridgeshire District Council.
- Any 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.

Applicants are encouraged to seek support for their application from their local Member.

Applicants are encouraged to seek part-funding from other sources including their parish council. There is no requirement for this, but if as expected, the fund is oversubscribed, proposals including funding from other sources will be prioritised. Part-funding can include your own fundraising and can be of monetary and/or in-kind value.

Applicants seeking less than £1,000 are encouraged to apply to the Community Chest for funding if the project involves improvements to community buildings, group 'start-up' costs or the purchase of equipment or materials. More information, including eligibility criteria can be found [here](#)

### **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

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

Contact details: [zcc@scambs.gov.uk](mailto:zcc@scambs.gov.uk) or 01954 713344

## Guidance Note 1- 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 2 – About your organisation

### 2.1. 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.

### 2.2. 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>

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

### 2.4 Is your organisation affiliated to another body? If yes state which one

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

### 2.5. 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: <http://www.cambridgecvs.org.uk/group-support/Safeguarding>

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

## Guidance Note 3 -About your proposal

### 3.1. Project type

#### A1i. Location of the improvement

Please also provide a map showing this. This can be uploaded at the end

#### A1ii What is the proposed improvement?

What are the overall aims of your project? What difference will the project make? Why is this project needed? Have you experience of delivering similar projects? What risks have you considered and what will you do to minimise these? How will the project meet the objectives of reducing miles travelled by car and increasing take-up of cycling by people who might not otherwise cycle? If applicants do not demonstrate a reasonable amount of capacity and resources to deliver the project, then they will not be considered eligible for assessment.

**A1 iii Is your project on the public highway?** Please answer Yes/No

Yes – please outline what contact you have had with Cambridgeshire County Council Local Highways Improvement team

No – please provide details of the landowner. Has the landowner given permission for the improvement, and how would it be delivered?

**A1iv What additional value does your project provide?**

Eg Do you have evidence of significant local support for your project? Do you have funding contributions from other sources? Have you collaborated with other organisations in devising the project?

**A1v If there is additional information about your project you feel would be relevant, please provide it in this space**

**A2i. Describe your project (max 200 words)**

Are you applying for an electric bike or an electric cargo trike? Show who you expect to use the bike or trike; how bookings will be taken if these are part of the scheme; where the bike/trike will be stationed; and how maintenance and insurance will be arranged and funded. How does the project meet the objectives of reducing miles travelled by car and increasing take-up of cycling by people who might not otherwise cycle? Show us how you would make use of an electric bike or an electric cargo trike to reduce miles travelled by private vehicle.

**A2ii What additional value does your project provide?**

Eg Do you have evidence of significant local support for your project? Do you have funding contributions from other sources? Have you collaborated with other organisations in devising the project?

**A2iii Please provide any additional information about your project.**

**A3i. Have you held discussion with a commercial operator about setting up a scheme in your area? Please give details**

**A3ii Please describe your project . (max 200 words)**

include details of the location of, and plans for, the designated pick-up/drop-off area, and plans for promoting the scheme. How does the project meet the objectives of reducing miles travelled by car and increasing take-up of cycling by people who might not otherwise cycle? Show us how you would make use of an electric bike or an electric cargo trike to reduce miles travelled by private vehicle.

**A3iii What additional value does your project provide?**

Eg Do you have evidence of significant local support for your project? Do you have funding contributions from other sources? Have you collaborated with other organisations in devising the project?

**A3iv Please provide any additional information about your project.**

**B1i. Tell us about the building and how it is used?**

**B1ii Who owns the building?**

**B1iii How does the project meet the objectives of reducing use of fossil fuel energy in community buildings and increasing awareness of energy improvements to buildings by the wider public?**

**B1iv What additional value does your project provide?**

Eg Do you have evidence of significant local support for your project? Do you have funding contributions from other sources? Have you collaborated with other organisations in devising the project?

**Bv Please provide any additional information about your project.**

**B2i. Tell us about the building and how it is used?**

**B2ii Who owns the building?**

**B2iii Describe your project (max 200 words)**

How does the project meet the objectives of reducing use of fossil fuel energy in community buildings and increasing awareness of energy improvements to buildings by the wider public?

**B2iv Has your project been identified as a result of an energy survey? Please give details**

**B2v What additional value does your project provide?**

Eg Do you have evidence of significant local support for your project? Do you have funding contributions from other sources? Have you collaborated with other organisations in devising the project?

**B2vi Please provide any additional information about your project.**

**B3i. Tell us about the building and how it is used**

**B3ii Who owns the building?**

**B3iii Is planning permission required for installation of solar PV to the building, eg if the building is listed?**

**B3iv Please describe your project**

How does the project meet the objectives of reducing use of fossil fuel energy in community buildings and increasing awareness of energy improvements to buildings by the wider public?

**B3v Has your project been identified as a result of an energy survey? Please give details**

**B3vi Please give details of any other energy conservation and efficiency measures already undertaken or are planned.**

We are interested in funding solar PV and/or battery storage systems for solar PV where you can show that all feasible energy conservation and efficiency measures have already been taken, or are planned.

**B3vii What additional value does your project provide?**

Eg Do you have evidence of significant local support for your project? Do you have funding contributions from other sources? Have you collaborated with other organisations in devising the project?

**B3vii Please provide any additional information about your project.**

**C1i. 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.

**C1ii. 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)

**C1iii. Location of proposed project**

**C1iv. Please describe your project**

What are the overall aims of your project? What difference will the project make? Why is this project needed? Please include at least 3 photos of your project site and a sketch or planting plan for your project (upload at end) Have you experience of delivering similar projects? What risks have you considered and what will you do to minimise these? If applicants do not demonstrate a reasonable amount of capacity and resources to deliver the project, then they will not be considered eligible for assessment.

**C1v. Number of trees proposed to plant and/or area of woodland to be created (hectares)**

This can be an estimate

**C1vi. Number of adult volunteers that will be involved in the project**

**C1vii. Number of children that will be involved in the project**

**C1viii. Does your organisation own the premises where the project is planned?**

Please answer Yes/No

If **No** please state if you have written land owner permission for the location of your proposal. Please provide a copy of this in your supporting information

**C1ix. Will you be using funding to pay for a tree consultant?**

Please answer Yes/No. For tree consultancy services we are aware of the organisations below. This is not an exhaustive list.

- Chartered Foresters (<https://www.charteredforesters.org/about-us/hire-a-consultant/>)
- PECT ([Tony.cook@pect.org.uk](mailto:Tony.cook@pect.org.uk) and <https://www.pect.org.uk/>)
- Tracy Clarke (<https://www.tracyclarke.co.uk/>)
- Sharon Hosegood (<https://sharonhosegoodassociates.co.uk/>)
- Tree Life AC Ltd ([www.treelifeac.co.uk/](http://www.treelifeac.co.uk/))
- Chris Neilan ([www.chrisneilan.co.uk/](http://www.chrisneilan.co.uk/))

**C1x. Please describe how the trees or hedges and associated green space will be maintained, and any volunteer programmes sustained (max 100 words)**

How will you ensure that the space is well maintained? What resources will you have for maintenance once the project is completed?

**C1xi. In what way will the project engage the community around climate change and the environment?**

Community engagement can take many forms and can be achieved in a number of ways before, during and after completion. For example- through community events and activities, community education, publicity, awareness raising exercises, fundraising and questionnaires.

**C1xii. Have you obtained any expert advice on your proposal?**

Please answer Yes/No If yes please provide more information

**C1xiii. Please provide any additional information about your project.**

**Guidance Note D Financing your project**

**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.scambsgov.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.**

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. 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://scambs.moderngov.co.uk/mgMemberIndex.aspx?bcr=1>