

Community Climate and Nature Grant Scheme

Grant Information Leaflet

Introduction

Herefordshire Council is offering funding to support communities in Herefordshire to take action on the climate and ecological crisis.

Applications will be invited for projects which deliver carbon reduction and ecological enhancement initiatives across the county under four main themes:

1. Community Buildings
2. Sustainable Transport
3. Nature
4. 'Other' smaller general theme for projects outside of the 3 main categories.

Aims & Objectives

The aim of the grant scheme is to support the delivery of the following key commitment within the Council Corporate Delivery Plan:

- Create a new countywide climate & ecological emergency partnership, strategy and action plan to improve biodiversity and achieve countywide carbon neutrality by 2030 (EN3.1)

Outcomes: These are demonstrable measures of change that we expect your project to address

- Reduced use of fossil fuel energy in community buildings.
- Reduction in transport emissions and promoting the use of sustainable and active travel (walking cycling, public transport etc.) modes in local communities.
- Increase in biodiversity
- Achieving wider and inclusive community engagement and behaviour change around climate change.

What can the grant be used for?

Applications will be invited for projects which fit under the four main themes. Please note that the examples are indicative of appropriate projects, not an exhaustive list.

Theme 1 – Community Buildings

For example

- Energy conservation measures
- Energy efficiency measures

Theme 2 – Sustainable Transport

For example

- Community cycle parking

Theme 3 – Nature

For example

- Community allotment project
- Creation or enhancement of a community nature area

Theme 4 – Other Projects

For example

- Community initiatives and events that promote sustainable lifestyle choices
- Waste reduction projects

Please see the theme specific guidance sheets for additional information and further examples of projects that are eligible for funding.

The Sustainability and Climate Change team can advise applicants on completing their application. If you would like to discuss your idea for a project please contact us by emailing climate@herefordshire.gov.uk

What projects/activities are NOT eligible?

- 'Business as usual' staffing costs
- Overseas travel
- General appeals for major capital projects
- Sponsorship of events or activities
- Retrospective funding
- Items that are to be installed as a condition of planning permission for existing projects
- Anything that promotes political, religious or discriminatory activities.

Who can apply?

Applicants must be a formally constituted non-profit group or organisation based in Herefordshire OR a Herefordshire 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 (i.e. not profit-making). Schools are not eligible.

Applications from informal community groups and local organisations 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.

Applicants will need to:

- 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.
- Provide copies of any quotes. You should consider a minimum of two suppliers for anything of an individual value of £250 or more and provide evidence of these on your application form e.g. web links to product, or quotes from supplier & installer. Please also ensure you comply with your organisation's procurement policy, if you have one.

How much can I apply for?

The minimum grant that can be applied for is £1000. The maximum amount of grant is £15,000.

Match funding is not required for grants of up to £5,000. Applications for over £5,000 will be expected to demonstrate match funding of 25%. In kind contributions will not be eligible as match funding.

If the applicant is VAT registered: any grant offer will be for the cost of the item(s) excluding VAT.

If the applicant is not VAT registered: the grant can pay the cost of the item(s) including the VAT.

How to apply

Apply online via the Council's website <https://www.herefordshire.gov.uk/climate-2>

Or contact the Delegated Grants team for a form:

Email: delegatedgrants@herefordshire.gov.uk

Telephone: (01432) 260753

Please email the completed form to the email address above. This is the preferred method for submitting your application

If you are unable to email the form, hard copies can be sent to Delegated Grants & Programmes Team, Herefordshire Council, Plough Lane, Hereford, HR4 0LE. Please let us know if you are sending hard copies.

Deadline for applications

Non-profit groups or organisations based in Herefordshire (or a Herefordshire Parish Council) can apply for a maximum grant of £15,000.

Early applications are welcome.

The grant assessment panel will meet for the first time w/c 15th November.

The deadline for submitting your application is **15th December 2021**.

As funding is limited we recommend that you apply as early as possible and do not wait until the deadline.

What happens next?

Once received, Herefordshire Council will acknowledge receipt of your grant application.

The grant application will be assessed by a project appraisal panel who will make recommendations either for the application to be approved or rejected, or the panel may ask for further information before a decision can be made.

Project proposals will be assessed and prioritised for funding based on how well the answers to the questions fulfil the objectives given for each theme.

Based on your application and any further information you may have been asked to provide, we will advise you of the decision to either:

- Offer a grant; or
- Offer a grant with some specific conditions; or

- Reject the application detailing the reasons why the application was not accepted.

General Assessment Criteria

Applications will be assessed on how well they achieve the project objectives. Some general factors that will be considered when assessing the application are listed below.

- The group/organisations previous experience, and your overall aims and objectives?
- Have you consulted with the local community and are they supportive?
- How will you liaise with other local groups or organisations?
- How will your project enable environmental issues to be effectively communicated to your community?
- How will people's connection to nature or environmental issues be sustained beyond the period of our grant?
- How will the project have a lasting impact?
- Please demonstrate how your project fits with the priorities and action plans of [Zero Carbon Herefordshire](#) and/or your local parish/neighbourhood plan.

When Can I Start My Project?

If your application meets the eligibility criteria and you are offered a grant, you will receive an offer letter setting out how much grant has been approved and detailing any specific terms and conditions. If you are happy to accept the grant offer and associated conditions, you will need to return a signed copy within 14 days. Once you have accepted the grant offer you may start your project.

What are the Grant Offer Terms & Conditions?

If you are offered a grant, you will be sent terms and conditions specific to your project.

Key points to consider are:

- You should not start your project until you have signed the acceptance of grant and returned to the Delegated Grants Team.
- You should keep all paperwork relating to your project. I.e. all invoices, receipts and bank statements.
- Information relating to user feedback and progress towards the outputs of your project should also be kept.
- The grant will only be paid on invoices or receipts that have been defrayed, and are dated after the offer letter has been agreed by all parties.
- Other specific conditions of grant will be included within your offer letter.
- Projects must be completed by March 2022.

How do I submit my claim for payment?

All funded work must be completed and claims submitted by the deadline date specified in your offer letter.

You can claim the grant payment as soon as you have completed your project e.g. installed new facility or equipment and paid for it.

To do this, you will need to complete a claim form, and send it to the Delegated Grants Team with copies of all paid invoices from suppliers. A claim form will be sent to you with your offer letter.

When do I need to submit my report?

An end of project report with photographs will need to be submitted within 3 months of claiming your grant summarising what your project has achieved. Your offer letter will set out the information that you need to collect.

Promoting your project

A condition of receiving grant funding is that you take part in Council communications about your project. We may put this information on the Council's website or within our publications so you will be invited to give consent for us to publish photographs.

Please help us to help future applicants, by telling us if you have any queries which aren't answered in this document.



If you would like help to understand this document, or would like it in another format or language, please contact the Delegated Grants Team at Herefordshire Council on 01432 260753 or email: delegatedgrants@herefordshire.gov.uk.