



## Hertsmere Borough Council

### Climate Action Community Grant - Guidance note

Hertsmere Borough Council has declared a climate emergency. We are working on Borough wide initiatives such as implementing energy efficiency measures in homes, cycle hire scheme, enhancing the natural environment and working with businesses to improve their sustainability.

Encouraging and enabling our communities to act against climate change is an integral part of our Climate Change and Sustainability strategy. As a part of this work, we are inviting our local groups to come forward with their proposals of projects that can benefit from the Council Climate Emergency Fund.

#### **Funding available**

- Funding of up to £500 is available to local groups from a pool of £10,000.
- Funding may cover revenue or capital costs as a 'one-off' grant for a specific project, event or programme of events, or equipment.
- Funding will cover short-term revenue costs e.g. day-to-day running costs (excluding staff salaries) for a specific project.

#### **Eligible projects will demonstrate**

- Climate action relating to one or more of the following key themes: improving energy efficiency, generating renewable energy, promoting active and sustainable transport, reducing waste, improving use of resources, enhancing biodiversity, reducing/removing carbon emissions, local/sustainable/seasonal food production.
- Climate action within Hertsmere
- Engagement with or benefit to the local community
- Measurable benefits
- Value for money and deliverability

#### **Eligible groups**

*Constituted groups:*



Any voluntary or community group can apply, including those already in receipt of funds. These groups must comply with the following conditions:

- hold a bank account in the name of the group, requiring at least two signatories,
- have a Management Committee of at least three people,
- be non-profit making or a social enterprise where profits are reinvested for community or social benefit,
- operate with no undue restrictions on membership.

*Non-constituted groups:*

Informal / grass roots / non-constituted groups can apply. They must provide a letter of endorsement from a constituted charitable organisation, a local Councillor (Borough, Town and/or Parish Council), Police Community Support Officer or other similar representative on their organisation's headed paper – if you are unsure on this, please contact us for advice.

Applications from a partnership of organisations are welcome. In such cases, one of the organisations would need to act as 'lead applicant' to which any grant monies would be paid.

**Conditions of the grant**

- The council reserves the right to attach special conditions to your grant. Any special conditions will be explained in your notification of grant letter.
- If you are applying to other funding organisations for match or part funding, the borough council may make any grant awarded conditional on the success of these other applications.
- All applicants working with children or vulnerable adults will be required to provide evidence that there are current Disclosure and Barring Service (DBS) checks in place (this replaced CRB checks). Relevant child and/or vulnerable adult protection policies will also need to be provided.
- The applicant will be responsible for all planning consents, permissions, access and other legal requirements for successful completion of the project.
- Your organisation must use the grant aid within the same financial year it was awarded. The council will usually claim back any grant not spent during the year for the purpose of which it was given. If the grant is ear-marked for a particular project, permission must be given for the money to be transferred to the next financial year.
- Successful projects will be asked to forward to us any publicity and photographic evidence upon completion of the project/purchase, via email to [Sarika.jain@hertsmere.gov.uk](mailto:Sarika.jain@hertsmere.gov.uk). Please note that it is your responsibility to obtain the relevant consents to use photographs.



- Hertsmere Borough Council will publish information relating to types and numbers of applications received along with names and the amounts awarded to successful applicants.
- Your organisation must acknowledge the support of Hertsmere Borough Council in its promotional material, such as our logo. It is important to let people know where the council's community grants are being spent and to encourage others to apply. This includes acknowledging us in any publicity related to the work that the grant has contributed towards.

### **Monitoring**

- A monitoring form will be issued to organisations to complete (6 months from date of award) to confirm that the funds received were used as outlined in the original application and to demonstrate what impact receipt of the funds had.
- Organisations will have to submit original proof of expenditure, e.g. paid invoices, receipts etc. at the time the monitoring report is submitted. All original proofs will be returned.
- If this information is not received or the expenditure was not in accordance with the application, the Council may require that the funding is paid back.

### **What cannot be funded**

- Projects which benefit an individual.
- Activities that would generate a profit for the individual or group involved.
- Long term or on-going revenue costs e.g. staff salaries.
- Activities that promote or are linked to religious or political ideologies or beliefs.
- Projects involving improvement or repair to buildings which are the responsibility of another statutory body.
- Activities that are the responsibility of another statutory body.
- Capital projects in schools or improvements to roads, pavements or associated items e.g. bus stop, street lighting.
- Projects that take place outside of Hertsmere.
- Projects that have already started delivery – retrospective applications will not be considered.

### **Documentation needed**

- Complete the application fully, leaving no parts blank.
- Provide a copy of your constitution or aims.
- Provide a copy of your latest full year accounts or financial projection.
- If appropriate, provide copies of child / vulnerable adult protection policies and confirmation of current DBS checks
- Provide a copy of your Equalities Policy.



- Provide a detailed breakdown of the sum applied for, listing individual items and their cost supported by examples.
- 3 Quotes (if your application involves purchasing goods or services)
- Insurance certificate/s
- Planning and building regulation consents (if appropriate)

## **Judging criteria**

### *Environmental theme*

The application must clearly demonstrate how the project will mitigate climate change or improve environmental sustainability in Hertsmere.

### *Impact*

There must be at least one (ideally more) measurable benefit that can be reported on. For example, estimated tonnes of carbon saved, number of trees planted, number of people engaged with, etc. Projects with higher community and environmental impact will be scored highly.

### *Value for money*

If your application involves paying for goods/services, you will be expected to show how you have secured the best value option. At least three professional estimates must be obtained prior to the application and submitted with the supporting documents.

### *Match funding*

Priority will be given to groups who can match fund, either from their own resources, or other funding. Match funding does not necessarily have to be financial; it may be in kind funding.

### *Deliverable*

The application must demonstrate that the project is deliverable, within time, resources and budget available.

If you have any queries, please contact Dr. Sarika Jain, Principal Climate Change and Sustainability Officer at Hertsmere Borough Council at

[Sarika.jain@hertsmere.gov.uk](mailto:Sarika.jain@hertsmere.gov.uk)