



Community Climate Action Fund 2023

Guidance Notes

The Community Climate Action Fund 2023 will open for first round of applications at 9am on Wednesday 13 September 2023 and close at 12noon on Monday 30 October 2023.

Introduction

In July 2019, East Hampshire District Council declared a Climate Emergency. The Council resolved to act to be Net Zero as soon as reasonably practicable or in any case by 2050 in line with national targets. Part of this vision includes the Community Climate Action Fund, a grant available to local voluntary and community groups, who like us are committed to work with our partners and the wider community to make East Hampshire Net Zero.

East Hampshire District Council aims to enable local community groups and parish councils to take action to reduce carbon emissions in their local communities. The fund will support new project's that will benefit the wider community and encourage education on the response to climate change. Other key considerations are community involvement and the project's potential for long term, tangible environmental benefits, which provide positive change.

Our priorities and categories that project's must align with are:

- Carbon reduction.
- Scope- how many residents does it support?
- Deliverability.
- Value for money.
- Deliver against EHDC Corporate Objectives and the Climate and Environment Strategy (Found here: <https://www.easthants.gov.uk/our-organisation/performance-and-strategy>).

The objectives the Council is aiming to support with this fund are:

- To engage with the wider community on climate Issues.
- To support carbon reduction in East Hampshire.



- To support adaption response to climate change and encourage behaviour change. For example, the concepts of reduce, reuse, recycle to support waste minimisation.

Projects could include, but are not limited to:

- Helping the community to save energy in the home.
- Local car sharing scheme.
- Organising a community loan or swap scheme of some kind to support waste minimisation and recycling.
- Reducing carbon emissions
- Reducing food waste. For example, Community Larders/Pantries
- Greening Projects – Creating accessible natural spaces to encourage education on climate change and to tackle biodiversity and wildlife loss in the district. For example, community gardens, wildflower gardens and green roofs.
- Organising and hosting a community learning event that will inspire communities to take climate action.
- Encouraging environmental awareness by increasing outdoor learning opportunities for school children and adults

The Community Climate Action Fund is a two-year programme, with two application windows a year. The fund will accept applications up to **£10,000** this funding round. However, capital projects from £5,000-£10,000 will be favoured. Organisations should only submit one application (either revenue or capital) per funding round. In exceptional circumstances, EHDC may consider multiple applications, this would be at the discretion of the Council. Please note the total funding available for this round is £50,000. Therefore, this fund is highly competitive and we are likely have an over subscription of applicants so please make sure you put as much detail in your application as possible.

A capital grant is a one-off payment for fixed assets. For example, to be used towards the purchasing of equipment or building works. A revenue grant is used where there is no lasting asset. For example, to be used for running costs of a regular community group, or community activity.

Revenue grants will be awarded to encourage sustainability and longevity for organisations. *If you require less than £1,000 funding for a capital project, then please refer to EHDC's Councillors grant fund – www.easthants.gov.uk/community-grants*

We strongly recommend reading these guidance notes in full before completing an application form to ensure your project is eligible. Please note, this guidance and the



budget are subject to change. If you would like any support completing the form or advice about your project, the relevant contacts can be found at the end of the notes.

Please ensure you include as much evidence as possible to support the answers you have provided in your application form. The more money you apply for, the more detail and evidence we expect as part of your application. The Council reserves the right to ask for more evidence if required.

It is the applicant's responsibility to ensure all required permissions and approvals are in place prior to their project commencing.

Who can apply?

Your organisation must:

1. Be a registered charity, voluntary or not for profit organisation. Constituted group or club/society, community interest company (CIC), social enterprise, a school, sports club, or parish council. Faith groups may also apply, provided their projects are inclusive.
2. Be non-political and have an open membership policy.
3. Have a constitution or equivalent (if you do not yet have a constitution, please contact Community First who will assist you www.cfirst.org.uk 0300 500 8085)
4. Have a bank account for your organisation.
5. If relevant, have a safeguarding policy (the Council's Safeguarding Lead can assist with this if required – safeguarding@easthants.gov.uk).
6. Not be applying on behalf of a third party.
7. Religious organisations must be able to demonstrate that the funding will benefit the wider, non-religious community. Funding will not be available to any organisation solely for religious purposes.
8. Acknowledge the Council's support in any press, publicity, or promotion of the project. An EHDC logo can be provided on request.
9. Acknowledges the Council accepts no responsibility or liability for this project or the facilities it provides now or in the future.
10. Previous successful applicants will not be considered for this round, but maybe considered in future rounds in 2024.

Your project must:

1. Not have received EHDC funding this financial year or be within an existing funding agreement with EHDC for the same project.



2. Benefit the residents of East Hampshire.
3. Have a detailed breakdown of expected costs, including quotes to show expenditure.
4. Comply with the Equality Act 2010.
5. Not be the statutory funding responsibility of another organisation.
6. Must contribute to the EHDC Corporate Objectives and the Climate and Environment Strategy. (Strategies can be found here: <https://www.easthants.gov.uk/our-organisation/performance-and-strategy>)
7. The funding is non-transferrable unless agreed by the Council in writing in advance of any spending. Any unspent funds will be returned to the Council upon request. The minimum request will be £50.

Compulsory criteria:

Provide with your application:

- If your project involves any building work, submit two quotes.
- Provide detailed outputs and outcomes.

Provide when you have achieved your outcome:

- Photo evidence of your project.
- A quote from you on how the funding will benefit your community.
- Accept the terms and conditions, which include using the EHDC logo to acknowledge the funding source.

Application Process

Applications should be submitted via the EHDC website here:

<https://www.easthants.gov.uk/climate-and-environment/community-climate-action-fund>

You will need to have a My EHDC Account, which you will be able to set up.

The deadline for receiving applications is 12pm Monday 30th October 2023.

There is a three-step process of application assessment.

- 1) Applications will be assessed and scored by EHDC's officers.
- 2) The applications and their scores will then be reviewed by EHDC's Climate & Environment Liaison Panel.
- 3) The applications will then be moderated by members of the EHDC Green Team.

The Climate & Environment Liaison panel is made up of councillors from across East Hampshire, please click here for Terms of Reference



<https://easthants.moderngov.co.uk/documents/s11180/Climate%20Change%20Report%20-%20Appendix%20A%20Final.pdf>.

In addition, the application scores will also be reviewed by the Portfolio Holder for Regeneration & Prosperity and the Director of Regeneration & Prosperity.

We aim to inform all applicants via email of the outcome of their grant application within 11-weeks. The Council's decision is final and there is no opportunity for appeal.

Revenue grants

Revenue grants awarded over two years are desirable, depending on the amount requested and to be paid in instalments upon satisfactory completion of monitoring. If applying for revenue funding, please ensure the amount of funding you request in your application form is for the combined total of the two years payment i.e., for £5,000 per year your application total would be £10,000.

For successful applicants, after the second year's payment has been made, organisations will not be able to apply for revenue funding from EHDC again for another three years.

Match funding is desirable but is not required for revenue funding.

Applicants that are successful in receiving revenue funding will be required to provide regular monitoring information to EHDC.

Criteria for revenue applications only:

1. Statutory authorities, including parish and town councils and schools, are not eligible to apply.
2. You require a grant of no more than £5,000 per annum from EHDC.
3. Business rates payable to EHDC should not be included as a cost.
4. You must not have been in receipt of an EHDC revenue grant in the last 3 years.
5. Funding is for future revenue costs only. We cannot fund retrospectively.
6. Ensure you have obtained (or engaged in the process of) any permissions needed to carry out the project.
7. Ensure you can detail two milestones, which you want to achieve within the project. (If successful, these milestones will be used to monitor your project)



Criteria for Capital purchase applications only:

1. Ensure you can deliver your project within 12 months of approval. If the project has started, but is not complete, the officers, at their discretion, can allow a single, three-month extension to the grant, by which time work/spending must be completed. Otherwise, the organisation must replay the grant in full.
2. Your bid should be a one-off call on Council resources.
3. Require a grant of no more than £10,000 from EHDC. Capital projects from £5,000-£10,000 will be preferable.
4. Ensure you have obtained permission from the landlord to undertake the capital work. Applicants will also be expected to have obtained planning permission and/or listed buildings consent (if appropriate) to carry out the works as well as any other required permissions.
5. You must not have received EHDC funding this financial year or be within an existing funding agreement with EHDC for the same project.
6. Applications must not be retrospective - that is to replace money already spent, or to cover items or services that have already been purchased. Organisations should not commit themselves to a project, or any spending before any final decision is made.
7. Applications are for direct project costs only. We cannot fund full cost recovery. For example overheads / support costs.
8. We can fund up to 100 per cent of the total cost of a project (budget permitting and at the councils discretion).
9. Funds will be paid in arrears/stage payments upon satisfactory completion of

the project, accompanied by evidence such as supplier/contractor invoices & photographs.

We are not able to fund:

- Long term, ongoing running costs, including maintenance associated with the project. This includes full cost recovery.
- Full cost of a solar PV project – due to limited amount of budget for this fund.
- Overseas travel.
- General appeals for major capital projects.
- Sponsorship of events or activities.
- Retrospectively - pay for a project that has already been completed.
- Previous successful applicants will not be considered for this round, but maybe considered in future rounds in 2024.



What factors will be considered when assessing my application?

- The objective for this fund is to support new projects that will reduce carbon emissions, benefit the wider community and encourage education on the response to climate change.
- Other key considerations are community involvement and the projects potential for long term, tangible environmental benefit and provide positive change.
- How will the project meet EHDC's priorities? You can include local statistics and your local knowledge.
- What experience, knowledge or expertise do you have which will help in making the project a success?
- Have you consulted with the local community and are they supportive?
- Are there any volunteers supporting your project and how many hours will these be contributing?
- How will your project enable environmental issues to appeal widely, beyond traditional 'green' audiences?
- How will the project have a lasting impact?
- Your project's anticipated outputs and outcomes.

Further support

If you are from the not for profit sector and would like support and advice on completing the application form, or general governance, please contact Gary Davis at Community First via: gary.davis@cfirst.org.uk or 07877 768307.

Other enquiries or further information should be submitted by email to climate@easthants.gov.uk or telephone 01730 234354.