

CCAF FAQs

1. When can I apply?

The Community Climate Action Fund 2025 will open applications at 9am on Friday 12th September and close at 11:59am on Monday 13th October 2025.

2. How much can I apply for?

The fund will accept applications up to £20,000 for capital or revenue. However capital projects will be favoured. Organisations should only submit one application (either revenue or capital). In exceptional circumstances, EHDC may consider multiple applications, this would be at the discretion of the Council.

3. What does a capital project mean?

A capital grant is a one-off payment for fixed assets. For example, to be used towards the purchasing of equipment or building works. This means you must spend grants on lasting assets such as a building or equipment which are expected to be used for a period of at least one year. This may include enhancements to existing assets which significantly lengthen the life of the asset, significantly increase the value of the asset, or significantly increase usefulness of the asset. **It will not include minor repairs, routine maintenance project management costs for any projects, or promotional activities.**

Criteria for Capital purchase applications only:

- 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 repay the grant in full.
- Require a grant of no more than £20,000 from EHDC. Capital projects from £5,000-£20,000 will be preferable.
- 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.

- You must not have received EHDC funding this financial year or be within an existing funding agreement with EHDC for the same project.
- 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.
- Applications are for direct project costs only. We cannot fund full cost recovery. For example overheads / support costs.
- We can fund up to 100 per cent of the total cost of a project (budget permitting and at the councils discretion) but applications with match funding will be scored stronger

4. What does a revenue project mean?

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. Applicants that are successful in receiving revenue funding will be required to provide regular monitoring information to EHDC. Please note, for successful applicants, after the final payment has been made, organisations will not be able to apply for revenue funding from EHDC again for another three years for the same project.

Match funding is desirable and will strengthen the application but is not required. Please see match funding question below.

Criteria for revenue applications only:

- Statutory authorities, including parish and town councils and schools, are not eligible to apply.
- Business rates payable to EHDC should not be included as a cost.
- You must not have been in receipt of an EHDC revenue grant for the same project in the last 3 years.
- Funding is for future revenue costs only. We cannot fund retrospectively.
- Ensure you have obtained (or engaged in the process of) any permissions needed to carry out the project.

- Ensure you can detail clear milestones, which you want to achieve within the project. (If successful, these milestones will be used to monitor your project)

5. What are the objectives of the fund?

- [Green communities and resilience](#) - Supporting communities to enable climate action and become more climate resilient.
- [Travel and transport](#) - Improving active travel & sustainable transport options across the district to enable reduced carbon emissions from transport in East Hampshire
- [Energy](#) – Supporting communities to reduce energy consumption from the built environment and increased renewable energy generation and storage.
- [Natural environment](#) – Supporting communities to conserve and enhance the natural environment.

6. What are you 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.
- Planning permission costs
- The proposed activity must not represent a subsidy, as per [Subsidy Control Act 2022](#) (see question 12)

7. Who can apply?

Your organisation must:

- 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.
- Be non-political and have an open membership policy.

- Have a constitution or equivalent (if you do not yet have a constitution, please contact Community First who will assist you www.cfirfirst.org.uk 0300 500 8085)
- Have a bank account for your organisation.
- If relevant, have a safeguarding policy (the Council's Safeguarding Lead can assist with this if required – safeguarding@easthants.gov.uk).
- Not be applying on behalf of a third party.
- 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. What will you do with all the information on the application form?

The information collected in the application form is necessary to process the grant application. EHDC will keep the information on file in line with its retention schedule ([How long do we keep your personal information? | East Hampshire District Council](#)). You have a number of rights about how your data is used. For more information go to: www.easthants.gov.uk/privacy-policy/service-privacy-notices.

9. What are you aiming to deliver with these grants?

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 enable and support others in East Hampshire to reduce their own carbon emissions.

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 projects 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.

Examples of projects:

- Health and Climate projects – projects that address both health benefits and mitigate climate change

- Greening Projects – Creating accessible natural spaces to encourage education on climate change. For example, community gardens, wildflower gardens and green roofs.
- Community engagement that will inspire communities to take climate action.
- Active travel or sustainable travel projects
- Helping the community to save energy or community buildings

10. Can I apply for this grant fund if I already have other funding, or other applications outstanding.

You can apply for this fund even if you have applied to other funds from EHDC or other organisations. You just need to tell us about them to help us make a final decision. EHDC is unable to fund projects if you already have funding for that specific project.

The fund also cannot be used to support projects or costs where there is a statutory duty on you to provide them.

11. Do I have to provide match funding?

Match funding is not compulsory. However, showing that you have other resources can strengthen your application, as it demonstrates that EHDC's funding is providing value for money. Match funding can be financial or non-financial (include volunteer time, staff time, venue hire, professional services provided free of charge)

12 . How does Subsidy Control affect my application?

Subsidy control is the set of rules that govern how public funding is awarded, to make sure it doesn't distort competition or trade.

Most local community projects are unlikely to be affected—especially if they are non-profit, community-based, and not engaged in commercial activity. However, if your project involves trading or economic activity, it is your responsibility to check whether subsidy control rules apply.

For more information please see [here](#).

13 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.

14 How will the applications be processed and scored?

- You can contact the Community Climate Action Fund Team who will be available to answer questions and help with completing the form.
- Applications should be submitted via the MY EHDC Account You will need to ensure you have a My EHDC Account to apply.
- The deadline for receiving applications is 12pm Monday 13th October 2025.
- There is a three-step process of application assessment;
 - 1) Applications will be assessed and scored by EHDC's Community Climate Action Fund Team. The scores will then be reviewed by the Portfolio Holder for Climate and Climate Change Champion.
 - 2) The applications will be moderated by members of the EHDC Green Team.
 - 3) Decision will be finalised by the Director for Operations.

- We aim to inform all applicants via email of the outcome of their grant application within 12-weeks of the closing date. The Council's decision is final and there is no opportunity for appeal.

15 If my application is successful, what are the next steps?

- Accept the terms and conditions, which, may include project specific conditions.
- The project can then commence
- Project needs to have commenced by 31st March 2026. (if this is a problem, please let us know).
- The project must be completed by the end of November 2026.
- Send in photo evidence of your project.
- Send in copies of invoices as evidence of funding spent and then request purchase order number to claim down the funds.
- We pay in arrears, upon completion of your project, however, if this is a problem please let us know and we will work together to find a solution.
- Communications – we will require a quote from you on how the funding will benefit your community and do some local communications on the project.

16 What is the timetable for the Community Climate Action Fund

The timetable for this fund process is:

- 12th September 2025: Application window open
- 13th October 2025: Application window closed
- 10th November 2025 (week commencing) – announcement of outcomes of all applications within that week.
- 30th November 2026: Project must be completed by this date.

Please note this is a guide and could be subject to change.

17 Who can I talk to about my application?

- EHDC Community Climate Action Fund team are available to answer your questions during normal office working hours.

The contact details are: Email: climate@easthants.gov.uk Tel. No. 01730 234354

- Or speak to your Community Development Officer - <https://www.easthants.gov.uk/community-and-living/our-area-working-model>
- Or District Councillor - <https://easthants.moderngov.co.uk/mgMemberIndex.aspx?bcr=1>