



Community Climate Action Fund 2025

Guidance Notes

IMPORTANT NOTES

We strongly recommend reading these guidance notes in full before completing an application form to ensure your project is eligible.

It is the applicant's responsibility to ensure all required permissions and approvals are in place prior to application to this fund. If there is no evidence of planning permission in process, your application will be rejected.

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.

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.

Introduction

In July 2024, East Hampshire District Council [Climate and Environment strategy](#) was adopted with cross party support. The Council's vision is to reach net zero within our own operations by 2035 and to support our partners, stakeholders and residents to achieve net zero as a district by 2050 or as soon as possible. This will be achieved by focusing on mitigation to climate change but recognising that we as a district also need to adapt to a changing climate. With the council's refreshed approach to climate action, increased community engagement and collaboration, it is a timely opportunity to refresh the council's Community Climate Action Fund.

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 and adapt to a changing climate.

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.

How much funding is there and how much can you apply for?

Over 2023 and 2024, the CCAF scheme allocated £250,000 to 29 projects across the district over a two-year programme. This new round of CCAF funding totalling £129,000 and is funded through councillor grants.

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.

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

- [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.

What is the council looking for in a project?

The priorities and categories that the project must align with are:

- Carbon reduction or climate adaptation
- 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>).



- Evidence - 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 to prove the above
- Has district councillor support

What kind of projects could the Community Climate Change Fund be used for?

- **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

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.

Compulsory criteria for your project.

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. If appropriate you must provide evidence that your project has planning permission or it has been confirmed that it does not require planning permission. (pre application contact details here <https://www.easthants.gov.uk/planning-services/making-planning-application/pre-application-planning-advice>). If there is no evidence of planning permission, your application will be rejected.
4. Have a detailed breakdown of expected costs, including quotes to show expenditure. If your project involves any capital work, submit two quotes.
5. Not be the statutory funding responsibility of another organisation.
6. The proposed activity must not represent a subsidy, as per [Subsidy Control Act 2022](#).
7. Must provide evidence of how it contributes to objectives and priorities of this fund and demonstrate how the outputs and outcomes of the project align with EHDC's approach to reducing carbon within the district. 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.
8. Projects need to commence by 31st March 2026 and completed no later than the 30th November 2026.
9. The funding is non-transferrable unless agreed by the Council in writing in advance of any spending.
10. The project will be funded in arrears, unless otherwise agreed with the Council
11. Any unspent funds will be returned to the Council upon request. The minimum request will be £50.
12. Acknowledge the Council's support in any press, publicity, or promotion of the project. An EHDC logo can be provided.
13. Acknowledges the Council accepts no responsibility or liability for this project or the facilities it provides now or in the future.
14. Have district councillor support.

Application Process

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.

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 Community First via: support@cfirst.org.uk.

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