



2021
Application Guidelines

Cheltenham Zero Community Fund 2021

Application Guidelines

In 2019, Cheltenham Borough Council declared a climate emergency and a commitment to be a carbon neutral council and borough by 2030.

Our roadmap to eliminate the borough carbon footprint includes a climate action fund to help finance the road to zero carbon. In 2021 the borough council has a pot of funding, worth £50,000, to allocate to local community organisations and we are now inviting applications for funding to support climate emergency activities across Cheltenham.

The funding will be made available to support initiatives that will result in:

- Carbon reductions;
- Energy savings;
- Biodiversity gains;
- Climate resilience;
- Behaviour change.

The closing date for applications is **Friday 11th June 2021**

For application forms and guidance please visit:

www.cheltenham.gov.uk/Chelt-Zero-Community-Fund

Who can apply?

Any parish council, constituted voluntary sector, community or neighbourhood-based organisation can apply.

How much can be applied for?

Any group may apply for a single award up to a maximum of **£5,000**. Please be aware that as there is only £50,000 available in total, the council will look to fund only those projects that offer the best value for money.

Applications which evidence match funding will be viewed favourably. Match-funding or contributions in-kind are defined as non-cash contributions to a project. These are typically donated goods and services, which are necessary for the project and would otherwise have to be purchased for the project to go ahead.

We recognise that for many community organisations, there will be the need to organise fund-raising activities. Consequently the award will be held open for 12 months from the panel decision to allow for any other funds to be secured if necessary.

Implementing projects

The applicant organisation will be responsible for the project management and delivery of the successful schemes. Consequently the Council will be looking for applications that demonstrate clarity of both planning and delivery of the projects with an understanding of what permissions will be required to see the successful implementation of the project.

What we will fund

Projects need to be focused on the climate emergency agenda and need to create a lasting legacy for the local community. We will only fund time-limited projects that can be delivered within 12 months from the project start date.

Applications must be accompanied by evidence that the applicant will secure the necessary permissions to enable the work to proceed.

What we won't fund

- Projects where impact / change can't be measured
- Projects that are not directly related to the climate emergency agenda
- Re-producing information and advice in leaflets etc that already exists online or could be placed online
- Support for groups that are campaigning on a particular issue
- Projects being delivered outside the boundaries of Cheltenham borough.
- Projects that cannot demonstrate that the necessary permissions will be achieved within the appropriate timescales

The Assessment Criteria

After the closing date in June, a Cheltenham Zero Community Fund panel, which will include the Leader of the Council, representatives from Cheltenham Zero and the Cheltenham Economic Recovery Task Force (CERTF) and the relevant Cabinet Member, will assess all submitted applications. They will consider the information you supply on the proposals form to assess the following:

- The project's contribution to our carbon neutral aims and the climate emergency agenda
- The project's value for money in terms of its environmental benefits versus the amount of grant requested
- That the project will meet an identifiable need or build on an opportunity
- What will the project achieve
- What the longer-term legacy of this project will be

We will be looking for reassurances that the applicant has thought about all the different types of licences and permissions that might be required to deliver the project.

We are also looking for assurances that the project deliverer will put in place a robust system for collecting, monitoring and assessing the impacts of the project and for reporting and sharing this information.

Where projects involve working with children and young people, we will also ask you about what measures you have in place to safeguard their wellbeing.

Groups will also need to have current and relevant liability insurance in place before any agreement can be signed and you will be expected to provide copies to prove this. Applicants will be held liable for any damage caused to public property and the council will not accept any liability for claims for damage, loss or injury resulting from this work.

The intention is that recommendations from the panel are discussed by Cabinet and final decisions will be communicated to bidders shortly after the meeting.

How to apply

Can an organisation make more than one grant application?

No more than one grant will be awarded to any one organisation.

Making an application

Please complete all pages of the application form. Incomplete applications will not be considered.

We want to encourage applicants to complete their applications on a computer as hand written applications can be difficult to read. If you require any help with completing the application forms please let us know as soon as possible and we will provide assistance.

Your grant application should also be accompanied by a copy of your last annual accounts (audited where this is a requirement for your organisation) and a copy of your constitution.

Agreements and performance management

Before the project can start, the council will enter into a project agreement with the provider which will set out various obligations on the two parties. This is very important as the way in which the money is used will be subject to inspection and audit and your monitoring plans will help us ensure that your project is progressing along the right tracks.

Grant payments

For successful applicants, payments will generally be made in arrears on receipt of a completed performance management report and claim form. However, we can arrange advance payments to help with cash flow but this will be subject to checks and you will be liable to repay this if your project does not make satisfactory progress.

Other considerations

Please be aware that as this is public money, the funding will be subject to inspection and audit. Any fraudulent activity will be quickly identified and reported to the police.

Completed Cheltenham Zero Community Fund applications must be returned
no later than **Friday 11th June 2021** to:

Email: communityservices@cheltenham.gov.uk