

North Devon Council

Climate and Environment Grants Policy

2020 – 2023

Introduction

This document explains:

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2. Which Parish Councils are eligible to apply
3. Funding Rounds
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1. What The Council hope to achieve through Climate and Environment Grants

The Council hopes to encourage and support projects undertaken by small Parish Councils which are sustainable and look to improve the environment and/or tackle climate change issues such as reducing carbon and improving biodiversity. These projects could include “wilding” open spaces, wild flower meadows, more sustainable approaches to graveyards, renewables, etc.

Projects which are being undertaken in partnership with the local community are encouraged.

Climate and Environment Grants from North Devon Council can also be used as match-funding for Parish Councils to attract other funding from external sources.

This funding stream will be available for the financial years 2020/21, 2021/22 and 2022/23.

Grants may be offered to small Parish Councils towards the following for projects primarily concerned with climate issues and the environment:

- training costs for a new project or skill which is required for such a project
- set up costs and/or promotion of a new project
- purchase of goods or equipment required for the project
- towards the costs of an event(s) to raise awareness of an issue.

2. Which Parish Councils are eligible to apply?

The following Parish Councils are eligible to apply, which have a population of less than 1000:

Arlington
Ashford
Atherington
Berrynarbor
Bishops Nympton
Bratton Fleming
Brayford
Brendon and Countisbury
Burrington
Chittlehamholt, Satterleigh and Warkleigh
Chittlehampton
East and West Buckland
East Anstey
East Down
East Worlington
Filleigh
George Nympton and Queens Nympton
Goodleigh
Horwood, Lovacott and Newton Tracey
Instow
Kentisbury and Trentishoe
Kings Nympton
Knowstone
Loxhore
Marwood
Molland
North Molton
Parracombe
Pilton West
Rackenford
Romansleigh
Rose Ash
Shirwell
Swimbridge
West Down
Westleigh

3. **Funding Rounds**

There are two funding rounds. The deadline for the first round is 31st August and for the second round is 31st January. Up to 50% of the total fund may be allocated for each round.

4. **What is needed to be considered for a Climate and Environment Grant**

All projects supported by grants must benefit the residents of the Parish or the local economy and should be able to show evidence of need and local support when making an application.

Organisations applying for a grant must:

- Be a Parish Council as identified within paragraph 2
- Have standing orders
- Be legally able to carry out the activities
- Where appropriate, have and monitor policies and practices that safeguard children and vulnerable adults
- Provide evidence of project costs, in the form of quotes or similar

5. **When Grants Cannot Be Given**

- For projects involving Party Politics or promoting political views
- Retrospectively (ie, for expense incurred or purchases made before a grant has been formally offered) or to meet debts or liabilities
- For donations to individuals, or to profit making organisations
- Running costs
- Staff salaries / wages
- For projects that should ordinarily be the statutory responsibility of another organisation (other than the Parish Council)
- For projects or activities outside North Devon District area
- For ditch and drainage work

6. **What other similar support can we provide to applicants**

The Corporate and Community Services Team can:

- Offer guidance in completing the Application Form
- Offer advice on other funding that may be available and how to make searches for other funding sources
- Sign-post to other organisations that provide training or support
- Offer advice and sign-posting to sources of information on community consultation or participation procedures

7. **How to Apply**

An application form, plus supporting evidence/information will need to be submitted.

The application form is available for completion online on our website www.northdevon.gov.uk or by emailing grants@northdevon.gov.uk

The application form will ask for:

- Contact details for the Parish Council
- Details of the project that requires funding
- Details of the project costs, and how much grant funding you are seeking

The applicant will also be expected to provide:

- A quote or similar evidence of the cost of the project
- A safeguarding Policy if the project involves children or vulnerable adults

The application must be submitted, with the required information/documentation to the Corporate and Community Services team online or by email at grants@northdevon.gov.uk

8. **Processing**

A Grants Officer will acknowledge receipt of the application and confirm whether the Parish Council/project is eligible for funding, and whether the application is complete. If any clarification or additional information is needed, opportunity will be given to provide it.

If an application does not meet the criteria it may be refused at this stage by a Grant Officer. It would not then be presented to the Councillors for their consideration. Applicants will be notified by email within a month of receipt of the application.

If an application meets the criteria the applicant will be notified along with details of the date at which the application will be presented to the Panel for their decision. The Panel of Councillors will consist of the Political Group Leaders, Lead Members for the Environment and Climate Change and the Head of Resources. The panel will meet twice a year.

9. Decision Making Process

The Grants Officer will summarise the accepted applications in a report to be presented to the decision Panel at their next meeting.

Successful applicants will be notified by email within two weeks of the date of the meeting.

The Grant Offer will include:

- The amount of grant offered
- A Funding Agreement
 - To be signed and returned within 2 weeks of the offer date to secure the funding. This outlines the terms and conditions under which the grant is offered by North Devon Council, and accepted by the applicant
- Payment Claim Form
 - Grants are usually paid on completion of a project. The Payment Claim form should be completed and returned along with evidence of expenditure, ie an invoice or receipt. Payment will be made by BACS transfer. Claims for funding should be made within 12 months of the grant offer.

AUDIT AND ACCOUNTABILITY

The grant process and its financial trail is transparent for audit purposes and democratic accountability.

The information gathered as part of the grant process is used to promote value for money and fairness in decision making.

In some cases, the Councillors on the decision panel will wish to offer grant assistance to a Parish Council of which they are a Member. In this instance, to avoid any possible appearance of impropriety the Councillor must inform a Grants Officer who will record this.

Any unallocated funds will be rolled-over to the following financial year (NOTE: The final year for the roll-over of unallocated funds to the next financial year will be 2021/22. Any underspend from the financial year 2022/23 will not be rolled over).

KEY DATES

February	Budget setting for the following financial year
1 st April	Application round 1: Fund opens to applications (except in an Election Year, in which case as soon as reasonably practicable following the Election)
31 st August	Round 1 closes to applications

1 st September	Application round 2: Fund opens to applications
Mid September	Decision making Panel to meet and determine allocation of funds for Round 1 applications.
31 st January	Fund closes to applications
Mid February	Decision making Panel to meet and determine allocation of funds for Round 2 applications.