

# Climate & Environment Grants

## Application 2020 - 2021



### What this grant fund aims to achieve

A fund of £20,000 is available to small Parish Councils for projects which tackle Climate change and Environmental issues.

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. Projects which are being undertaken in partnership with the local community are encouraged. These projects could include “wilding” open spaces, wild flower meadows, more sustainable approaches to graveyards, renewables, etc.

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.

*The following guidance and eligibility criteria will help you determine whether you can apply. Help with completing this application, and advice on other possible funding solutions is available, by emailing [grants@northdevon.gov.uk](mailto:grants@northdevon.gov.uk) or calling 01271 388253.*

Please check the box to show that you have read the following guidelines ☐

### Are you eligible?

1. The project must be located within the Parish or be of significant benefit to people living in North Devon and be legally able to carry out the activities.
2. The Parish Council must be within the North Devon District Council area with a population of less than 1000 (as per the 2019/20 electoral records) and provide:
  - Quote or similar evidence for each cost
  - Bank account details in the name of the Parish Council (NOTE: This information will be required when claiming payment)
  - Safeguarding Policy (if the project involves Children, Young People or Vulnerable adults)\*

### What we CAN fund

- 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.

### What we CANNOT fund

- 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

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- 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
- Ditch and drainage work

### What is the Process?

- Identify your project and how much it will cost. You need to obtain a quote (or similar) to submit with your application.
- Complete the online application form, or download the form, and email it to [grants@northdevon.gov.uk](mailto:grants@northdevon.gov.uk) with the documentation as explained in paragraph 2.
- Applications may be submitted throughout the year. However there will be two application deadline dates as detailed below.
- We will confirm receipt of your application and whether you have submitted all the necessary supporting information. If you have not provided the necessary information with your application, or if we require further clarification, we will ask you to provide it within a week.
- If an application does not meet the criteria (as per the Climate and Environment Grants policy) it may be refused by a Grant Officer. It would not then be presented for consideration. Applicants will be notified of any unsuccessful applications by email within one month of receipt of the application.
- Applications will be presented to a Panel of decision makers on two dates. Applicants will be notified of the outcome of their applications within two weeks of the date of the panel meeting.
- Round 1:
  - Application deadline: 31<sup>st</sup> August
  - Date of Panel meeting: Mid September
  - Decisions emailed: 2 weeks following Panel meeting
- Round 2:
  - Application deadline: 31<sup>st</sup> January
  - Date of Panel meeting: Mid February
  - Decisions emailed: 2 weeks following Panel meeting
- After we have offered you a grant, you can claim your funding when your project is completed. You will need to send us a copy invoice (or similar) to show how the money has been spent. However, you can request an 80% advance on your grant if you do not have sufficient cash to make the purchase in advance. **Claims for funding should be made within 12 months of the grant offer.** If you are not able to complete your project and claim the grant money by this date, funding may be withdrawn.

\* Safeguarding policies and procedures are required from any grant funded organisations working with children, young people, and vulnerable adults. Satisfactory DBS checks for appropriate employees and volunteers may also be required.

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<https://public.govdelivery.com/accounts/UKNORTHDEVON/subscriber/new>

Please complete and return the form to [grants@northdevon.gov.uk](mailto:grants@northdevon.gov.uk)  
 You can move between the fields with your tab key, or click into the boxes with your mouse. It is important that you answer all the questions and submit all the requested supporting information.  
 Please read the guidance notes on pages before completing the form.

<b>Name of Parish Council</b>	
<b>Contact name / Clerk</b>	
<b>Telephone</b>	
<b>Email address</b>	

<b>Are you able to reclaim VAT?</b>	
<b>VAT registration number</b>	

**Note:** You are not able to include recoverable VAT in your funding request. If you are not VAT registered, or not able to reclaim VAT you can include this in the total amount of funding you ask for.

<b>Project Name</b>	
<b>Project Detail</b> What do you want the funding for, what do you wish to purchase, and why? Please provide dates of any events, purchases and projects if applicable.	

<b>How do you know your project is needed?</b>  How will this project produce a benefit to the environment or help to prevent climate change? You may send an attachment with your application if applicable	
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<b>Additional information</b>  You can use this box to give any other detail or information in support of your application. The more information you give, the easier it is for us to assess your application.	
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Project Costs Please list all the costs of the project in this column	Cost £
<b>Total Cost of Project</b>	

How will you pay for it? List all funding sources, eg grants, own funds, fundraising etc.	Status eg S=Secure or A=Applied	Amount £
<b>Amount of Climate &amp; Environment grant requested</b>	A	
<b>Total Funding</b> (this must be the same as the total cost of project)		

*Note:*

*The table on the left should be used to list all the costs for this project.*

*The table on the right should show where you will find the money for this project (including other grants, own funds etc). The value in the "Total cost of project" box should be the same as that in the "Total funding" box.*

### Supporting information required with your application:

- ☐ quote(s), or similar, for the cost of your project
- ☐ Safeguarding Policy if your project involves children or vulnerable adults

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### Declaration:

- ☐ I hereby declare that I am authorised to sign this application on behalf of the Parish Council, and confirm that the information I have provided on this form is correct.
- ☐ I hereby declare that this Parish Council has current Standing Orders. (NOTE: The Grants Officer may request a copy to be provided)

<b>Signed</b>	
<b>Print name</b>	
<b>Position in Organisation</b>	
<b>Dated</b>	
<b>Email submission</b>	<input type="checkbox"/> Click in this box if submitted by email (signature not required)

*Postal address: North Devon Council, PO Box 379, Barnstaple, Devon, EX32 2GR.*