

## **CARBON REDUCTION & BIODIVERSITY FUND** **GUIDANCE NOTES AND APPLICATION FORM**

### **GUIDANCE NOTES FOR APPLICANTS**

#### Aim of the fund

Godalming Town Council established a Carbon Reduction & Biodiversity Fund in July 2019 in order to provide funding towards projects where a primary aim is to reduce CO<sub>2</sub> emissions from households, organisations or individuals in Godalming and promote biodiversity. The fund is designed to support activities such as (but not limited to); practical work, feasibility studies/research projects, awareness raising or training.

The Council anticipates that projects which fit into one or more of the following themes to be eligible for this grant, though innovative schemes which further the aims of this grant, but do not fit within these categories are also welcome to apply.

- Energy conservation and renewable energy,
- Reduction in energy use in homes, businesses and elsewhere,
- Low carbon transport,
- Farming and food, particularly the production, sale and consumption of preferably organic locally sourced food
- Community involvement in reducing CO<sub>2</sub> emissions
- The creation, restoration or enhancement of wildlife habitats

The **primary criterion** for carbon reduction applications to the fund is **CO<sub>2</sub> savings per pound spent**. The carbon reduction grants are intended to help facilitate projects whose primary aim is to reduce CO<sub>2</sub> emissions within Godalming parish. Although not required, applications who are able to provide a quantitative estimate of CO<sub>2</sub> savings that result from their proposed activity will be favoured.

The **primary criterion** for biodiversity applications to the fund is **biodiversity net gain**.

The fund can endorse projects which enable applicants to leverage income from other sources or be the full and only sponsor of the project.

#### Funding priorities

In addition to the primary aim of the fund, applications will be at an advantage if the project fulfils one or more of the following criteria:

- Is innovative in its approach to the reduction of CO<sub>2</sub>
- Develops a stronger and more sustainable community
- Encourages community engagement around sustainability and reduction of CO<sub>2</sub>

- Improve the overall biodiversity of habitats including woodlands, ponds, rivers, meadows, green spaces and the wider countryside in the Godalming parish.
- Demonstrate additionality, specifically a net gain in biodiversity will be achieved using the grant funding that would not otherwise have been achieved.
- Secure a site as a biodiversity asset in perpetuity

#### How to use these guidance notes

These guidance notes accompany the grant application form and are provided to help you make the best possible case for an award from the fund. To make best use of the guidance notes, follow the steps below:

**FIRST** – check that your project meets the fund conditions. If it does not, you will not receive funding.

**SECOND** – if your project meets the conditions, it is important that you make this clear on the application form. Make sure that your answer to the question indicated after each condition clearly demonstrates that you meet that condition.

**THIRD** – the more of our **funding priorities** that your project fulfils, the better chance you have of receiving a grant. When filling in the form, be clear as to which of the funding priorities your project relates and how it does so. The questions where you can do this most easily are indicated after each funding priority below; you may find other opportunities. You do not have to address all the priorities, you could still be funded even if your project does not address them as long as it addresses the main **aim** of the fund (as above).

#### **FUND CONDITIONS**

Funding will be awarded *only* if:

- There has been no successful application to Godalming Town Council for funding for the same project in the previous twelve months (**Q7**)
- The project is designed primarily to focus on the reduction of **CO2** in Godalming, ultimately for the benefit of the global community but also for the residents of the parish (**Q10, Q17**)
- The project does not financially benefit any private individual or private company (for example, the fund could not be used to fund solar panels on roof of an applicants private residence).

#### Additional extras

It would also be beneficial to provide the following information to assist the Council with its decision making.

- List potential beneficial effects that extend beyond the period of the project itself
- Where the project is likely to be long-term or open-ended, the application includes a projection of how it will be funded after any grant awarded by the Town Council is spent.

#### **Linked Documents:**

Guidance Notes for Applicants – CO<sup>2</sup> Reduction & Biodiversity

# CARBON REDUCTION & BIODIVERSITY FUND: GRANT APPLICATION FORM

You must complete every section of the form, attach additional sheets if necessary.

<p><b>1) Organisation Applying</b></p> <p>Name _____ Address _____ _____</p>	<p>_____</p> <p>_____</p> <p>_____</p>		
<p><b>2) Contact Person for this Application</b></p> <p>Name _____ Position _____ Organisation _____ Telephone No. _____ Email Address _____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p><b>3) Payee Details</b></p> <p>Give the name of the account to which any grant cheque should be made payable (payments will not be made to individuals).</p>	<p>Acc Name _____ Acc No. _____ Sort Code _____</p>		
<p><b>4) Please describe the main activities of your organisation.</b></p> <p>Further information/organisation literature may be attached.</p>			
<p><b>5) How much are you applying for?</b></p>	<p>£ _____</p>		
<p><b>6) Name of Project/Activity</b></p>			
<p><b>7) Give details of any previous applications by your organisation for grants from Godalming Town Council in the past 5 years.</b></p>	<p>Year</p>	<p>Amount Applied For</p>	<p>Amount Granted</p>

<p><b>8) Is your organisation either new or not known to the Council?</b></p> <p><i>If yes, please provide the name and contact details of at least one referee (e.g. an officer of an established organisation).</i></p>	<p><input type="checkbox"/> Yes (give referee details)      <input type="checkbox"/> No</p>
<p><b>9) Brief Description of Project/Activity</b> <i>(up to 200 words)</i></p>	
<p><b>10) How does the project aim to achieve a reduction in CO<sup>2</sup>?</b></p> <p><i>If applicable, explain how this meets one or more of the Council's funding priorities (see Guidance Notes for Applicants). Explain how the effectiveness of this will be measured.</i></p>	
<p><b>11) Are you able to provide a quantitative estimate of CO<sup>2</sup> reduction as a result of your project?</b></p>	

<p><b>12) What benefits will this project give to Godalming in addition to CO<sup>2</sup> reduction?</b></p>			
<p><b>13) How do you intend to spend the grant if successful?</b></p> <p><i>(e.g. equipment, materials, staff expenses, training, room hire etc.)</i></p>	<p>Purpose</p>	<p>Total spend</p>	<p>Spend from this grant</p>

<p><b>14) Give details of other applications for funding for this project.</b></p> <p><i>If you have not yet received a decision on other applications for funding, please give the date when the decision is expected</i></p>	<p>Source</p>	<p>Amount applied for</p>	<p>Amount awarded or expected date of decision</p>
<p><b>15) In what ways does your project involve volunteers?</b></p> <p><i>a) How many volunteers are involved? b) What will they do? c) What is the total number of hours of volunteer time that will be used?</i></p> <p><i>You can include fund-raising for the project as well as the project itself. If you are estimating figures this should be made clear</i></p>	<hr/> <hr/> <hr/>		
<p><b>16) Have you received (or do you expect to receive) any donations in kind to support your project?</b></p> <p><i>If yes, give brief details and approximate value if possible (e.g. raffle prizes: £100; furniture: £200)</i></p>	<p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>		
<p><b>17) Who will benefit from the project?</b></p>			

<p><b>18) How will you evaluate whether the project has been a success?</b></p> <p><i>You will be required to submit a report at the end of the project.</i></p>	
<p><b>19) When do you expect your project to start and finish?</b></p> <p><i>If the project is open-ended or continues beyond the time funded by this grant, explain how you expect it to be funded in future.</i></p>	
<p><b>20) Will you be working with any other organisations to deliver this project?</b></p> <p><i>If so, please explain briefly how this will work.</i></p> <p><i>In particular include any evidence that working in partnership on this project will contribute more widely to strengthening community networks.</i></p>	<p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>
<p><b>21) How is your organisation constituted?</b></p> <p><i>You must attach a copy of your constitution <b>or</b> memorandum and articles of association (if a company) <b>or</b> rules <b>or</b> other evidence of how members join and how decisions are made.</i></p>	<p><input type="checkbox"/> Charity    <input type="checkbox"/> Registered or <input type="checkbox"/> Unregistered</p> <p><input type="checkbox"/> Company   <input type="checkbox"/> Limited by shares or <input type="checkbox"/> Limited by guarantee</p> <p><input type="checkbox"/> Charitable trust</p> <p><input type="checkbox"/> Constituted voluntary organisation</p> <p><input type="checkbox"/> Other (give details)</p>

<p><b>22) Does your organisation have a health and safety policy and a risk assessment for the proposed activity or event?</b></p> <p><i>We may ask you for a copy.</i></p>	<p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>
<p><b>23) Does your organisation have an equal opportunities policy?</b></p> <p><i>We may ask you for a copy.</i></p>	<p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>
<p><b>24) Does your organisation undertake not to discriminate on grounds of gender, sexuality, race, colour, creed and disability?</b></p> <p><i>If no, please explain.</i></p>	<p><input type="checkbox"/> Yes                      <input type="checkbox"/> No (give details)</p>
<p><b>25) Does your organisation have appropriate insurance in place for this project/activity?</b></p> <p><i>If yes, give the name of the company, dates, type of cover and amount insured.</i></p>	<p><input type="checkbox"/> Yes (give details)   <input type="checkbox"/> No</p>
<p><b>26) Does your project involve children, young people or vulnerable adults?</b></p> <p><i>If yes,</i></p> <p><i>a) do you have a safeguarding children and vulnerable adults policy? If yes, we may ask you for a copy.</i></p> <p><i>b) Are all relevant staff and volunteers DBS checked?</i></p>	<p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>

<b>You must attach</b>	<b>Attached</b>
Your organisation's constitution and/or rules	<input type="checkbox"/>
Your organisation's latest set of accounts (if available)	<input type="checkbox"/>
<b>Have you attached</b>	
Further information about your organisation/project? (optional)	<input type="checkbox"/>



<b>Declaration and data protection statement</b> <i>The declaration must be signed by two authorised representatives of the organisation applying</i>		<b>Agreed</b>
We confirm that the organisation named in this form has authorised us to sign this application on their behalf.		<input type="checkbox"/>
The information in this application is correct to the best of our knowledge.		<input type="checkbox"/>
Any grant aid received will be used solely for the purposes specified herein or returned to Godalming Town Council.		<input type="checkbox"/>
Any grant that remains unspent at the end of the project will be returned to Godalming Town Council		<input type="checkbox"/>
Any proceeds from the project will be reinvested in the project or returned to Godalming Town Council		<input type="checkbox"/>
We agree to our names and details of our organisation being held in paper and electronic files.		<input type="checkbox"/>
<b>Signature</b>		
<b>Name</b>		
<b>Position in Organisation</b>		
<b>Date</b>		
<b>Signature</b>		
<b>Name</b>		
<b>Position in Organisation</b>		
<b>Date</b>		