**Application**

**Welcome**

This document allows you to draft your Community Climate Fund application in your own time. Once you have all the information and documents required you can transfer the information into the online application form in one session attempt. The online application is available at <https://digital.horsham.gov.uk/outreach/LEI_CommunityClimateFundGrant.ofml>.

Please read the Grant Scheme Criteria and Guidance Notes before completing this form.

You are free to discuss any application or project queries with the Sustainability officers. To do so please call 01403 215 156 or email us at communityclimatefund@horsham.gov.uk.

**Eligibility**

In order to advance you must ensure you avoid conflicted funding and have 2+ unrelated signatories.

**\* Are you also applying for, or have you received a Wilder Horsham District Grant in the last 12 months?**

YES [ ]  NO [ ]

**\* Are you also applying for, or have you received a Community Climate Fund Grant in the last 12 months?**

YES [ ]  NO [ ]

 **\* Are at least two signatories (who are not related) required to sign cheques?**

YES [ ]  NO [ ]

**Supporting documents**

**\* Constitution**

**\* Last audited accounts**

**\* Most recent bank statement**

**\* Equal Opportunities policy**

**Safeguarding policy**

**If you are planning any building works as part of your project (even changing light bulbs), you will be asked to attach additional documents when discussing your site:**

At least 2 estimates for the proposed work/purchase

Proof of security of tenure

Photographs of the proposed site

**Additionally, for both works and nonworks projects, the following documents may be appropriate, depending on your project:**

Plans or sketches of the project (if needed to explain project better)

Details of any survey/audits where relevant

Evidence of lease/management agreement

Please make sure you have these available before you start completing the online form.

**Contact details**

|  |  |
| --- | --- |
| **Name of group:**  |  |
| **Address Line 1** |  |
| **Address Line 2** |  |
| **City/Town** |  |
| **County** |  |
| **Postcode** |  |

|  |
| --- |
| **Name of main contact (to whom all correspondence will be sent to)**  |
| **Forenames** |  |
| **Surname** |  |
| **Position held in group** |  |
| **Email address** |  |
| **Telephone**  |  |

**What we will do with your information**

We will only use the personal details you provide in order to deliver the service that you have requested or to contact you by letter, telephone, or email in relation to the service that you have requested.

We will not send you emails about other Council services (unless you have requested them elsewhere) or share this information with any other organisations unless required to do so in order to provide the service or as permitted by law.

Further information about how we handle your data can be found in our Privacy Statement.

**About your organisation**

|  |
| --- |
| **\* How is your organisation structured?**  |
| Parish Council [ ] Village halls [ ] Faith group [ ] School [ ] Sports club/centre [ ] Sustainable community [ ] Community organisation [ ] Scouts/Girl Guides [ ] Other [ ]  |
| **\* When was your group set up?**  |
| *(DD/MM/YYYY)* |
| **\* Describe the overall aims and objectives of your group** *(100 words max.)* |
|   |
| **\* How many people are involved with your organisation?** |
|  |
| **\* Approximately what percentage are residents of Horsham District?** |
|  |
| **\* What ages are the people who belong to your group? Please tick all the appropriate boxes:** |
| 0 ­ 10 years [ ]  11 ­ 16 years [ ] 17 ­ 18 years [ ] 19 ­ 25 years [ ] 26 ­ 59 years [ ] 60+ years [ ]  |

**Your project**

**About your project**

|  |  |
| --- | --- |
| **\* Name of your project**  |  |

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| --- |
| **\* Which funding areas are applicable to your project?** *Please select all that apply but remember if selected you have to demonstrate in the application how you will meet that aim; we would rather you hit one or two comprehensively than a few poorly.* |
| [ ]  **Carbon Emissions ­** Reduce carbon emissions and other climate warming gases[ ]  **Energy ­** Reduce consumption, use of renewable forms of energy [ ]  **Water ­** Reduce consumption, reduce threats from flooding [ ]  **Waste ­** Minimise waste, reduce, reuse, or recycle[ ]  **Biodiversity ­** Increase biodiversity and wildlife in the district[ ]  **Transport ­** Reducing the need to travel and increasing cycling, walking and use of public transport |

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| **\* Project description***Please provide an accurate description of your project which should explain:**• The motivation for this project**• Details about how your project meets our funding areas (Carbon Emissions, Energy, Water, Waste, Biodiversity, Transport)**• How this project fits into your wider sustainability goals**• How your project will work****(max. 500 words)*** |
|  |

**Project details**

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| --- |
| **\* Key outputs***Actions/items you want to do in your activity; usually quantitative or measured in numbers. For example:**• change 5 LED lights**• install 2 water butts**• put in 6 automatic taps, 2m2 of PV panels**• plant 10 trees**• create a drought resistant garden of 10m2**• have a community resource that will be used by approximately 50 people**Please explain the key outputs of your activity* ***(max. 200 words)*** |
|  |
| **\* Key outcomes***The change in people, communities, the economy, or environment that occurs because of an activity; can be quantitative (numbers) or qualitative (descriptions).* *For example:**• Every year you will save 3 tCO2, 40 KWh/m3 of gas/electricity/water, £200 on bills**• Bring people together in community activities like repair cafes, community fridges, gardens, cycling racks, recycling points, etc to socialise or learn about food/sustainable lifestyles)**Please explain the key outcomes of your activity* ***(max 200 words)*** |
|  |
| **\* Carbon saving***Please use a carbon calculator to approximate how much carbon your project will save. See guidance notes for calculation suggestions.* |
|  |

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| **\* Professional project support** *If using contracted professionals (e.g., to install lights or PV panels), please list their* *company and/or experience, otherwise enter N/A.*  |
|  |
| **\* Volunteer project support***Please estimate the numbers of volunteers involved and give a brief overview of their* *experience and project roles?* |
|  |
| **\* Promotion***Outline existing communication channels and your plans to inform the wider community about the project, such as opportunities and progress.* |
|  |
| **\* Community engagement***List any groups in your community you plan to network with, if not applicable enter N/A.* |
|  |
| **\* Risk assessment** *Please identify any potential risks to your project (e.g., shortage of materials, increased costs of resources etc.) and how you intend to mitigate these.* |
|  |
| **\* Maintenance plan***Is there any long term maintenance needed for your project once it is complete? Who will carry it out? How will it be funded?* |
|  |
| **\* Target competition date:** *(must be within 12 months of receiving funding)* |
| (DD/MM/YYYY) |

**Your site**

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| --- |
| **\* Your location** *Please briefly state the location(s) where your new project is based.* |
|  |
| **Site ownership** |
| **\* Who owns the land on which the project is sited?** |
| [ ] Privately owned*(Please attach proof of security of tenure)*[ ] Privately leased*(Please attach evidence of lease/management agreement)*[ ] Publicly owned[ ] Community owned |
| **\* If the applicant is NOT the landowner, does the landowner consent to the proposed activity and ongoing maintenance?** |
| [ ]  Yes*(Please attach written evidence of this consent)*[ ]  No [ ]  Not applicable |

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| **Building works** |
| **\* Does the project involve building work?**  |
| [ ]  Yes [ ]  No*If the project involves building work, please attach:***\* First estimate for the proposed work/purchase****\* Second estimate for the proposed work/purchase****Energy survey****Map of your site****Photograph of your site****Plan or sketch of the project** |
| **Wildlife** *If applying for a project relating to wildlife, please describe the existing features of the site that are of value to wildlife before any funded activities take place.* |
|  |

**Other supporting documents**

*Any additional documents that may help explain your project better.*

**Finance**

|  |
| --- |
| **Project costs***Please provide the cost of your project, how much grant you are asking for, and details of any other funding sources.* |
| **\* Total project cost** |  |
| **\* Total amount you are asking for from Horsham District Community Climate Fund** |  |

**Match funding and income**

*Please complete details of your match funding and other income in addition to the grant in the table below – this is to show where your money is coming from, and we can check that the project is viable.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Funding source** | **What is funding for?** | **Is the funding confirmed?** | **Income amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Support in kind**

*Please also indicate the Support in Kind that will be given to the project or activity. This refers to non-cash contributions given to your project such as materials, resources, or services free of charge or at a reduced rate. You can calculate and include the value of volunteers here i.e., 10 volunteers x 4 hours @ £9 P/H = a monetary value of £360. We realise that some of this may be guessed.*

*It is important to capture and recognise these contributions as it records the true cost of the project if you had to pay for everything.*

|  |  |  |
| --- | --- | --- |
| **Support In Kind** | **Expected or confirmed** | **Support In Kind value** |
|  |  |  |
|  |  |  |
|  |  |  |

**Expenditure**

*Please complete details on how you are going to spend the money in the table below. Please add individual categories as an individual line i.e., publicity, professional fees, venue hire etc. This will generate the total cost of your project and should match the income you have indicated above. It is important we capture this information as normally projects are worth much more than the funding we award.*

|  |  |  |
| --- | --- | --- |
| **Details** | **Expected or confirmed?** | **Expenditure** |
|  |  |  |
|  |  |  |

**\*** If you have listed any non-works expenditure over £1,000, please supply copies of the quotes.

**Summary**

*(Automatically calculated in online application form)*

**Organisation’s bank details**

|  |  |
| --- | --- |
| **Name of bank** |  |
| **Sort code** |  |
| **Account name** |  |
| **Account number** |  |

**Declaration**

**I certify that the statements supporting this application are complete and correct to the best of my knowledge and belief** [ ]

**I have read and accept the conditions of the grant application process** [ ]

**I agree to provide project updates at 6- and 12-months post funding** [ ]