



## Guidance for Applicants

### 1. Background

Having declared a climate emergency in July 2019, the Council is keen to continue to support its communities in working towards the aspiration for the Borough to be carbon neutral by 2030. The Council recognises that communities will need help, support and guidance with this task.

One way we can do this is by providing funds for community projects that help to tackle climate change. In light of the success of its original Climate Change Fund Telford & Wrekin Council has set up a new, additional £200k fund from which local organisations can apply for grants. The Council wants to encourage organisations in the borough to take action to reduce their carbon footprint and to support a 'green recovery' at a local level.

### 2. Aims of the grant

- To enable organisations to take steps to reduce their carbon footprint
- To increase the local take-up of grant schemes by using the Telford & Wrekin Council grant to provide match funding where possible/appropriate
- To help organisations to recover from the economic impact of Covid-19 by investing in schemes that will deliver both cost savings and environmental benefits.

### 3. Who can apply for a grant?

The fund is open to the following organisations based or operating in Telford & Wrekin Borough

- Town & Parish Councils
- Voluntary and community groups
- Faith groups
- Charities
- Not for profit organisations
- Social enterprises
- Friends of Parks, Local Nature Reserves and similar groups
- Schools and nurseries, including parent teacher associations and school friends groups
- Micro and small businesses\*

**\* for the purposes of this grant, small businesses are defined as those having 49 or less full time equivalent employees)**

#### **4. What can the grants be used for?**

Grants can be used to fund any projects which help address the impacts of climate change on our communities. They can be used to fund a new project or could be put towards a bigger project as match funding.

The following are examples of the type of projects but are not an exhaustive list.

##### Energy efficiency

- Loft or cavity wall insulation
- Draught-proofing
- Upgrading of heating systems
- Boiler replacements
- New boiler tank jackets and hot pipe insulation
- Secondary or triple glazing
- External solid wall insulation (either internally or externally applied)
- LED / low energy efficient lighting
- Lighting and/or heating controls
- Water conservation systems
- New heating system (if not already on gas central heating)

##### Renewable / low carbon energy generation

- Solar panels (either photovoltaic or solar thermal)
- Wind turbines
- Hydro turbines
- Ground or air source heat pumps
- Biomass, combined heat and power
- Battery storage systems

##### Sustainable Travel

- Cycle and scooter storage
- Bike repair stands
- Electric bike or electric cargo trike, to reduce miles travelled by car or van for staff travel or for a local share-bike scheme
- Community electric car share and charging points

##### Reduce waste

- Encouraging the local community to reuse products
- Promoting products which help reduce consumption
- Improve local recycling of goods, especially plastic pots/trays and reduce single-use plastic
- Community composting
- Provision of water stations
- Measures to keep items in use for longer and minimise waste creation

## 5. How much can we apply for?

- **community organisations** (see list in section 3 above) – a minimum grant of £1500 and a maximum grant of £10000 can be applied for, with the applicant contributing 20% match funding in cash or in kind. So, for a maximum grant of £10000, the applicant would contribute £2000. This could be provided by a grant from another funding pot e.g. Councillors Pride Fund, or from the organisation's own budget.
- **small businesses** (having 49 or less FTE employees) – a minimum grant of £1500 and a maximum grant of £10000 can be applied for, with the applicant contributing 50% match funding in cash.

### What is 'in kind' funding

In-kind can mean resources or people's time, goods supplied or given to your group free of charge. This can include individual's time which has been given to support the implementation of your project. Please detail the types of support that will be provided in-kind

Estimate the value of this in-kind support, if you are including the time given by individuals you can use the hourly rates below to calculate an estimated value of in-kind volunteer time:

Project management/manager/supervisor - £19.98 per hour

Administration/Project worker - £13.44 per hour

General duties/other - £10.60 per hour

Using these hourly rates to calculate and include in your funding application also means that everyone is calculating at the same rate.

## 6. What are the conditions of the grant?

- Only one project can be funded per organisation
- The project must be based in the borough of Telford and Wrekin
- The project must reduce carbon emissions either directly or indirectly e.g. through people's behaviours changing and/or result in a revenue saving to the organisation
- The applicant must be prepared to demonstrate and provide evidence of carbon savings e.g. providing energy bills before and after installations
- Funding cannot be granted retrospectively i.e., for schemes already commissioned or commenced
- The funding must be spent on the project within 12 months of receiving the grant and receipts retained as evidence
- A maximum of 25% of the grant can be used to provide specialist support specific to the project e.g. consultants, legal advice, accountancy or to cover recruitment costs for staff required for the project, but cannot be used to fund business as usual employment costs

- The applicant is responsible for seeking advice on whether the project requires any Planning permissions/building regulations approvals, undertakes any necessary risk assessments and obtains necessary insurances and licences
- For installation projects, if the applicant is not the owner of the premises, it is the responsibility of the applicant to obtain the owner's permission
- The applicant will be required to provide information requested by Telford & Wrekin Council to show the impact of the project, take part in Council promotions and promote the Council's contribution in its own communications (see Section 12 below)
- When procuring items for your project, organisations need to apply their own procurement procedures to ensure best value is obtained
- Applicants that are VAT registered should include only non-recoverable VAT in their project costs. Applicants that are not VAT registered should include the full amount of VAT in their project costs.
- The applicant is responsible for procuring and installing agreed measures within agreed timescales (within 12 months of grant approval)
- If your application is successful you will be asked to provide evidence of;
  - your match funding, including any award letters from other grant schemes
  - your organisation being formally established (this depends on your organisation type)
- Successful applicants will need to sign a Grant Agreement before any grant is paid.
- Previous grant recipients are eligible to apply providing i) they have successfully completed and reported on their first-round project and ii) the new project will provide substantive additional carbon savings.
- The procurement of any good and services must comply with the Council's Modern Slavery Policy which is as available at [https://www.telford.gov.uk/downloads/file/5264/anti-slavery\\_and\\_human\\_trafficking\\_policy](https://www.telford.gov.uk/downloads/file/5264/anti-slavery_and_human_trafficking_policy)

## 7. What we cannot fund

This is not an exhaustive list and we reserve the right to reject applications that do not adequately demonstrate how the proposed project will meet the aims outlined above.

- Tree planting schemes
- Habitat creation
- 'Business as usual' staffing costs

If you want to check that your idea is eligible, please email [sustainability@telford.gov.uk](mailto:sustainability@telford.gov.uk)

## 8. How to apply



Protect, care and invest  
to create a better borough

The Fund will be launched on **27 June 2022** and will close at noon on **9<sup>th</sup> September 2022**. However, the Council reserves the right to close the Fund early.

An online application form will be available at [www.sustainabletelfordandwrekin.com](http://www.sustainabletelfordandwrekin.com) and can be completed and submitted online.

If a paper version is needed, please email [sustainability@telford.gov.uk](mailto:sustainability@telford.gov.uk) to request that one be posted to you.

## 9. How will decisions be made?

The Council reserves the right to request further information to assist with the assessment of applications, and to recommend amendments to projects where appropriate.

After the closing date, a panel, comprising the following will consider all eligible applications

- Cabinet Member for Climate Change, Green Spaces, Natural and Historic Environment and Cultural Services
- Team Leader - Climate Change and Sustainability
- A member of the Telford and Wrekin Climate Change Borough Partnership

This fund is not prioritising or focusing on one type of project or technology. It is up to applicants to demonstrate the value of their climate change idea. However, there are some general assessment criteria and also some criteria for specific projects, as follows;

### 9.1 General assessment criteria

- Extent to which the project contributes to the Council's aspiration for the Borough to be carbon neutral by 2030; demonstrating carbon reduction, either directly or indirectly
- Comparing the benefits the project is likely to achieve against the cost of provision; offering value for money
- Although the grant cannot directly fund awareness-raising activities, consideration will be given to what a proposed project will do to improve understanding of climate change, promote environmentally sustainable behaviour, and to increase community involvement
- For applicants who are community organisations i.e. not small businesses, that they are formally organised bodies or, if not, are willing to work with the Council to become so
- Having real and measurable impacts, that may be immediate or that accrue over time
- The extent to which the project will have an ongoing impact within the community
- Amount of other grant applied for/secured and/or match funding from applicant

### 9.2 Project specific assessment criteria

- Projects are Solar PV and/or battery storage systems for solar PV, where you can show that feasible energy conservation and efficiency measures have already been undertaken
- The extent to which any electricity generated will be used on-site, (either through daytime use of the building or through battery storage)
- For renewable energy and energy efficiency projects, we will take into consideration the estimated cost savings that will accrue to the applicant
- Insulation of walls, ceilings or floors of community buildings; replacement doors or windows; and energy efficiency measures such as lighting upgrades. We will prioritise these where they have been recommended on an energy survey
- The value of projects on a community building is much greater if it can be used to raise awareness in the wider public about improvements which can be made to homes and other buildings. We would expect you to describe your plans for doing this, for example by holding an open event, and/or providing an article for your local newsletter
- Bike hire: you will need to show who you expect to use the scheme; how bookings will be taken if these are part of the scheme; where the bike/trike will be stationed; and how maintenance and insurance will be arranged and funded
- Walk/cycle/scooter initiatives – we will be looking for those that have an implementation plan to demonstrate how they will encourage more people to walk, cycle or scooter once any new structures are installed, how many people will walk or cycle more, or where there is a schools/workforce travel plan. We would also expect any application to be able to demonstrate that there is a need and a demand for the initiative
- Reducing waste – we will use the waste hierarchy to assess applications, with prevention being the most desirable, followed by reduce; reuse; repair; recycle; recover. We will also look at the size of the area that will benefit

## 10. What happens if your application is approved

Successful applicants will be notified by **30<sup>th</sup> September 2022**

If your application is successful, we will write to you with a 'grant offer' and request your bank account details. This offer will contain all of the conditions for your grant (the Grant Agreement). Appropriate representatives from your organisation will need to sign a copy of this letter.

You will have up to 10 working days to return the signed copy of the Grant Agreement, provide bank account details and any further information requested such as; evidence of match funding; documents showing your organisation is formally established.

## 11. How is the grant paid?

The grant will be paid in one instalment to the bank account you detail on the payment voucher you will have been asked to complete. Payments must be made to your organisation's bank account. They cannot be made to individuals.

## **12. Promoting your project**

A condition of receiving grant funding is that you take part in Council communications about your project, providing a case study for the [sustainabletelfordandwrekin](https://www.sustainabletelfordandwrekin.gov.uk/) website. We may also ask you to provide written updates and photographs of your project (depending on the project type). We may put this information on the Council's website or within our publications so you will be invited to give consent for us to publish photographs.

We will also expect that you make reference in your own communications to the contribution of the Telford & Wrekin Council's grant funding towards your initiative. We will provide a Communications Pack to help with this.

## **13. How will the grant be monitored?**

The monitoring arrangements will be set out in your Grant Agreement and you will be provided with the monitoring form upon receiving your grant. You will need to confirm how the grant has been spent and what your project has achieved. Please make sure that you keep receipts for all of the items or services you buy with the grant and that you keep them somewhere safe as we may ask you to provide them to us.

## **14. What happens if your application is not approved?**

If your application is not approved we will notify you in writing.