

Community Climate Grants

Towards Zero Carbon Cumbria



Monitoring and reporting guidance and template form

Keeping records of activities funded through the Zero Carbon Cumbria Community Climate Grant is essential to:

- Keep track of your progress and make sure you are achieving what you set out to do
- Be accountable to the National Lottery Climate Action Fund (which has provided the resources to CAfS / ZCC to deliver this funding programme)
- Enable CAfS / ZCC to demonstrate the overall impact of the Zero Carbon Cumbria Community Climate Grants (by adding your contribution to that of others)
- Build up a good record of delivery which will help you when applying for other grants (think of it like credit score ratings)
- Enable you to be able to report to your members at your regular meetings / Annual General Meeting (if you keep records as you go along, then it is easier to collect information at the end of the year)
- Shout about your achievements and inspire others!

By signing up to the terms and conditions outlined in your application, you will have committed to providing CAfS with monitoring information.

When you receive your grant, if you haven't already discussed this as part of the application process, it is important that you agree with other members of your group:

- What you will measure / count / report on during the delivery of your project (please see list of suggestions at the end of this section)
- Who is going to keep records?
- How the records will be kept?
- How they will be shared (with your group and with the Zero Carbon Cumbria Community Climate Grants)? ** Please note that you will be required to send a monitoring report to CAfS at the end of your project.

The main aims of this programme as part of the Zero Carbon Cumbria Partnership are to:

- Broaden engagement.
- Deepen engagement.
- Empower communities and citizens to take action which will reduce emissions.
- Build capability and capacity within grassroots sustainability organisations.

We want to know how your group is contributing to these aims. We will send you a copy of the template below for you to complete, and so you need to plan ahead as to how you will record this information.

**** We would love case studies of your work to include on our website and in press releases to inspire and encourage others to get involved. A written case study is great – but even better would be photos, drawings, videos or any other creative way of illustrating your achievements.**

Please don't leave this element of your project to the end of your grant. We will send you a reminder when we need your final monitoring report. We will require this within one month of the end of your project. Why not put a reminder in your calendar now?

If you are experiencing any major delays or problems with your grant, please don't suffer in silence – get in touch with communitygrants@cafs.org.uk so that we can discuss what options are open to you.

Zero Carbon Cumbria Community Climate Grants Monitoring report form

Please complete the form below to tell us about the impact of your project.

Project name	Ref. no	Date	Name of person completing this form and their role within the organisation.
<p>1). Did you establish a new group or partnership with this funding? (If yes, please describe and tell us who you have been working with)</p>			
<p>2). How many people were directly involved in your project? (Please keep records of any events or activities you have held with support from your funding e.g. How many additional members have you gained, how many people came to your repair café, how many people attended your speaker meeting, how many people got involved in tree planting, how many people signed your petition etc.)</p>			
<p>3). How many of the people directly involved in your project were under 25?</p>			
<p>4). Did your project help tackle carbon emissions? (Please describe how this was achieved - it would be helpful to have some numbers here and then we can do the calculations e.g. amount of waste recycled; numbers of car-shares organised; how many acres new allotments planted)</p>			
<p>5). How many additional volunteers (e.g. new committee members or people who have helped out at an event) have you recruited as part of this project? (please give numbers of volunteers recruited over the period and details of your volunteer roles)</p>			
<p>6). Do you have any particular successes/highlights/good news stories/things that you have learned that would be helpful to share with others?</p>			
<p>7). Please provide a breakdown of your actual expenditure for the project.</p> <p>You'll need to return any money not spent to us so we can use it to fund other projects, or we may agree that you can spend it on something else. (Please discuss this with communitygrants@cafs.org.uk before you return the form to us.)</p>			

Amount awarded (date)	Amount spent (please itemise)	Amount remaining	Any proposals on further expenditure?

NB You must keep financial records of your project including any receipts or invoices as evidence of expenditure for audit purposes.

Check the box to confirm that:

- the information in this report is accurate and true and has been approved by your organisation's committee
- the money from ZCC Community Climate Grants has been used exclusively for the project described in your original application, together with any changes you've agreed with us since then
- you've told us about all other sources of funding for your project and you haven't received any duplicate funding for the activities you have delivered
- you have sought to achieve value for money for your project by securing goods and services at reasonable prices
- your organisation has kept full and proper accounts and records, including invoices and receipts
- your organisation is following all current statutory requirements and other laws and regulations relating to the project and its work including: adherence to employers' liability insurance; the national minimum wage; the working time directive; health and safety; safeguarding of children, young people and vulnerable adults; data protection and intellectual property rights legislation.

I agree*