

Community Climate Grants

Towards Zero Carbon Cumbria



Working with others

The aim of the Zero Carbon Cumbria Partnership is to broaden and deepen public engagement with climate change issues.

To achieve this, we would like to encourage new community groups to set up to tackle sustainability issues, and we would also like to encourage established groups, who might have a different core focus (e.g. working with children and young people; working on health or disability issues; providing local amenities through a village hall; supporting refugees and asylum seekers) to set up new projects to tackle carbon emissions.

Often this could mean working together to achieve your aims:

- A new group might need to work with an existing group if they have not yet been able to establish a committee / set up a bank account
- An existing group without an explicit focus on sustainability in their constitution or within policies and action plans (i.e. cannot apply to the ZCC Community Climate Grants in their own right) might wish to partner with a local sustainability group in order to deliver their project.

If you plan to work together with another organisation, it is very important that you talk about your plans in as much depth as possible before you decide to make a joint application. We require a signed partnership agreement from you before we will process your bid for funding. Every project and partnership will be different, and the content of the agreement will vary according to the particular situation, but you may wish to use the following as a guide and check-list.

Template partnership agreement

Key items that the partnership agreement is likely to need are set out below:

1. Date of agreement
2. Title of the project you are applying for money for
3. Both parties' names and addresses
4. Brief overview of nature and duration of agreement

For example, "The charitable group and the partner agree to work together to develop and implement the project during the period 1 January 2022 to 31 December 2022 in accordance with the terms set out in this partnership agreement dated 15 December 2021 'the agreement'.

Brief summary of the purpose and aims of the project and the key things you wish to deliver.

5. The charitable group's responsibilities and obligations.

For example:

- to provide ongoing assistance to the partner in implementing the project within the limitations of resources and funding at its disposal for these purposes
- to advance funds in accordance with the agreed budget (annexed to the agreement) to the partner in a timely manner to a bank account nominated by the partner
- to carry out monitoring visits where the charity otherwise considers such a visit is reasonably required, and has given the partner reasonable notice in advance of the visit
- to make available to the partner assistance from appropriate and qualified personnel to provide expert technical advice on the project, whose fees will be funded by the partner in accordance with the budget
- to give reasonable consideration and a prompt response to requests from the partner for adjustments to the budget, or the project activities, or phasing of income and expenditure, or project deliverables or timescales under the agreement, or for the use of unspent funds
- to inform the partner in a timely manner of any changes to the financial, procedural or reporting requirements for the project

6. The partner's responsibilities and obligations

For example:

- to implement the project in accordance with the agreement, using its best endeavours to complete the agreed activities within the budget and to target timescales
- to co-ordinate and co-operate with the charitable organisation, and to make available to the charitable organisation information relating to the project, including the submission of financial and narrative reports as required
- to comply with the financial reporting requirements and to request the funds required to implement the project in accordance with the budget
- to regularly monitor the project's progress and agree any changes in activities / methods as required.
- to facilitate visits to the project, and attend partnership meetings as required
- to use its best endeavours to ensure that no funds provided under the agreement are used for any purpose other than the project; and to report any suspicions about fraud / financial mismanagement to the charitable organisation as a matter of urgency
- agree how the agreement can be terminated

8. Signature by authorised officers on behalf of each party to the agreement: