

# Community Climate Grants

Towards Zero Carbon Cumbria



## Application Form for grants of up to £10,000

The main aim of the Community Climate Grants is to support climate action by community groups in Cumbria and to help new sustainability groups get established and existing groups develop further. It is funded by the National Lottery as part of the Zero Carbon Cumbria project and is managed by Cumbria Action for Sustainability (CAFS).

The large community climate grants will be assessed through a two-stage process. Your application will be checked for eligibility and then go to our funding steering group for an initial assessment. If you are successful at this stage, you will be invited to a meeting to present your idea to members of the Cumbria Sustainability Network and other shortlisted applicants. There will then be a vote to decide on the 'winning' projects. Support will be available to help you through this process if required.

Before completing the application please read the guidance notes and FAQs on the website, in particular please note that:

### You can apply if:

- ✓ You are a community organisation with a constitution or set of rules<sup>1</sup>;
- ✓ You have a clear environmental or sustainability objective; and
- ✓ Your organisation/group is based in Cumbria and is locally controlled.

Further details about the type of organisations which can apply are provided in the guidance notes.

### The types of projects we can fund are as follows:

#### Delivery projects *which cover at least one of the following:*

- Reducing carbon emissions including those relating to energy use, food, buying things and/or travel.
- Engaging more people and/or building knowledge and understanding of climate change within your community.
- Linking with other projects or activities which will help achieve our target of a Zero Carbon Cumbria by 2037.

Such projects, which have to take place in Cumbria, include events or activities which involve the local community in taking climate action. Further examples are given in the guidance notes.

If you are thinking of applying, please get in touch with [communitygrants@cafs.org.uk](mailto:communitygrants@cafs.org.uk) and we will be happy to help you.

#### Development projects *which help new and existing sustainability groups:*

- ✓ Develop skills and knowledge such as media and communications skills
- ✓ Build capacity, for example by recruiting more volunteers/members so that the group can take on more activities

Further examples are given in the guidance notes.

Please make sure you download this form and save the application to your computer so that you do not lose any progress. To submit, email to [communitygrants@cafs.org.uk](mailto:communitygrants@cafs.org.uk) with attachments.

If you have any questions please email [communitygrants@cafs.org.uk](mailto:communitygrants@cafs.org.uk)

<sup>1</sup> NB: Grants cannot be made to groups which aren't constituted or to individuals



## Section 1. Overview

What is the name of your project?	
Which area of Cumbria will your project be based in?	
When is your proposed start date?	
How long do you expect your project to last?	

Please provide a brief background to your group, your aims and your activities (150 words max)

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Please outline your idea - what would you like to do and why? (250 words max)

NB This will be used as a summary of your project

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If your project involves working with other organisations, who will you work in partnership with?  
Please also provide a brief description of each partner's role. (150 words max)

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## Section 2. Project Details

Please also read the guidance document when responding to these questions

### All projects

#### How will your project meet the aims of this funding? (300 words max)

We would like to know how your project fits with the objectives of this fund and our ambition to become a carbon neutral county by 2037. E.g. How does this project raise awareness of climate change, build knowledge in your local community, encourage climate action or build capacity in your organisation? Please also explain what need or issue will be addressed by the project.

#### How does your project involve your community? (250 words max)

We believe that people understand what's needed in their communities better than anyone. We would like to know how many people you've spoken to, and how they might be involved in the development and delivery of the project. Please include details of any proposed involvement of volunteers.

How many people (beneficiaries) will take part in your project	
How many volunteers will take part in your project	

### For delivery projects

#### Who will benefit? (150 words max)

We would like to hear more about the people who will benefit from your project. e.g. Is your project open to everyone or is it aimed at a specific group of people? We are particularly interested in supporting projects which address the needs of individuals or groups that will be disproportionately impacted by climate change



## For capability / capacity building projects

**How will your group/organisation benefit?** (150 words max)

We would like you to know how the project will develop skills within your group/organisation and/or build capacity.

## All projects:

**What will be the measures of success, outcomes and legacy of the project?** (250 words max)

We would like to know how you will be able to tell if your project has been successful and what you expect the legacy will be.



## Section 3. Project costs

This section helps us to understand the finances associated with your project and which costs the grant will be used to cover.

Please tell us the total cost of your project?	£
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NB: This is the cost of everything related to your project, even things you aren't asking us to fund. For example, if you are asking us for £8,000 and you are getting £10,000 from another funder to cover additional costs, then your total project cost is £18,000. If you are asking us for £8,000 and there are no other costs, then your total project cost is £8,000.

**If you are approaching other funders please provide details in the table below, adding rows as necessary.** NB: Please make sure you tell us if your other source of funding is confirmed or not.

Funding sources	Amount	Date funding confirmed.

**Please provide details of the costs of your project in the table below:**

NB: Please refer to the guidance on costs and constructing a budget. In particular, please use budget headings, rather than a detailed list of items. For example, if you're applying for pens, paper and envelopes, using 'office supplies' is fine. Please enter whole numbers only. Please include any non-recoverable VAT.

Budget headings	Total costs	Amount Requested from ZCCP
<b>TOTAL</b>	£	£

If you aren't successful with this application will your project still go ahead?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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## Section 4. Your organisation

Please tell us about your organisation - this helps us understand the type of organisation you are.

What is the formal name of your organisation?	
What is the main or registered address of your organisation?	
When was your organisation set up?	
If you have a website, what is the address?	
What are your main aims and activities	
How many volunteers do you currently have?	

What type of organisation are you? If you're not sure, please check the guidance or contact us

Constituted group or club – i.e. an organisation with a governing document such as a constitution or a set of rules and a committee but not a registered charity or a company.	
Registered charity	
Charitable incorporated organisation (CIO)	
A company limited by guarantee	
Community interest company (CIC)	
Other – please state:	

If you are a registered company, please tell us your company number	
If you are a registered charity, please tell us your charity number	

Are you part of a larger regional or national organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide further details	

If you have been established for less than 2 years:

Are you able to provide a general reference?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you able to provide a financial reference?	Yes <input type="checkbox"/> No <input type="checkbox"/>



## Bank details

Please provide your bank details below.

Name of your organisation as it appears on the bank statement	
Name of your bank	
Sort code	
Account number	
Building Society number	
Are 2 or more signatories required for any payment from your bank account	Yes <input type="checkbox"/> No <input type="checkbox"/>

NB: Please also attach a copy of a bank statement that is less than three months old.

What is your accounting year end date?	
What is your approximate total annual income?	
Is your organisation VAT registered	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have public liability insurance	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details	



## Section 5. Contact details

### Senior contact

Please provide details for your senior contact. This person will be legally responsible for the funding.

NB: They can't be married to, in a long-term relationship with, living with, or related to the main contact.

Full name of senior contact	
Role	
Date of birth	
Home address	
Have they lived at their home address for the last three years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Email	
Telephone number	
Please tell us about any particular communication needs this contact has.	

### Main contact

Please provide details for your main contact. This will be the first person we contact if we need to discuss your project.

Full name of main contact	
Date of birth	
Home address	
Have they lived at their home address for the last three years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Email	
Telephone number	
Please tell us about any particular communication needs this contact has.	





## Section 6. Supporting documents

Please check next to each of the following documents to indicate which have been enclosed with this application. **NB: Supplying your organisation's constitution is a requirement of this funding application.**

Documents	Enclosed
A copy of your constitution or set of rules	<input type="checkbox"/>
The most recent annual accounts of your organisation/group	<input type="checkbox"/>
Evidence of your commitment to the environment – e.g. organisation's constitution, vision/mission statement or an environmental policy	<input type="checkbox"/>
Quotes for any items of equipment or other capital expenditure	<input type="checkbox"/>
Bank statement from the last 3 months from all accounts of the organisation/group.	<input type="checkbox"/>

Please check to indicate if the following are available should they be required at a later stage

Documents	Available
Insurance certificates	Yes <input type="checkbox"/> No <input type="checkbox"/>
Safeguarding policy & procedures and/or statement	Yes <input type="checkbox"/> No <input type="checkbox"/>
Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Data Protection Statement

We know the vast majority of the many thousands who seek and use funding are genuine. However, we have a duty to carry out checks on behalf of the National Lottery on individuals at organisations which apply for grants to ensure that we do not receive fraudulent applications. The personal information we have collected from you may therefore be shared with relevant agencies to verify your identity and with the National Lottery.

Further details of how your information will be used by us, your data protection rights and how to contact us, can be found in our Privacy Policy which is published on our website <https://cafs.org.uk/about-cafs/cafs-privacy-policy/>

Contact us to request a hard copy by telephoning 01768 210276 or emailing [office@cafs.org.uk](mailto:office@cafs.org.uk)

The National Lottery's Data Protection and Privacy Notice can be found on their website <https://www.national-lottery.co.uk/privacy-policy>