

Community Climate Grants

Towards Zero Carbon Cumbria



Application Form for grants between £750 and £2,000

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).

This application has been designed to give us all the information we need to assess your application, meet the National Lottery's requirements for the distribution of the funding and make the grant payment should your application be approved.

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 rules¹;
- ✓ 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.

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

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.

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 with attachments.

If you have any questions please email communitygrants@cafs.org.uk

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



Section 1. Your Project

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 or outline how you plan to get started if you are a new group. (150 words max)

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Overview of 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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Where appropriate:

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

How many volunteers will take part in your project?



How will your project meet the aims of this funding? (250 words max)

How does your project fit with the objectives of this fund and our ambition to become a carbon neutral county by 2037. E.g. How does this project cut carbon, raise awareness of climate change, build knowledge in your local community, encourage climate action or build capacity in your organisation? Please give any evidence of the community needs which will be addressed by the project.

What will be the outcomes / benefits? (200 words max)

Please explain three differences that will come about as a result of your project e.g. how will carbon emissions be reduced; how will the groups' effectiveness be improved; how will the project contribute towards a just transition towards a low carbon economy?

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 and include any non-recoverable VAT.

Budget headings	Total costs	Amount Requested from ZCCP
TOTAL	£	£



Section 2. Your organisation

Please tell us about your organisation, including your formal/legal name, and address. 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 (or proposed activities for a new group)	
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

If your application is successful would you like CAfS to make the payment to the supplier directly (if yes, please refer to separate guidance)

Yes ☐ No ☐

If you would like us to pay the grant to you, 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 ☐ No ☐

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 ☐ No ☐

Do you have public liability insurance

Yes ☐ No ☐

If yes, please provide details



Section 3. Contact details

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 4. 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"/>
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"/>
If you would like us to pay the grant to you: 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
The most recent annual accounts of your organisation/group	Yes <input type="checkbox"/> No <input type="checkbox"/>
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"/>



Section 5. Terms and conditions

In order to submit your application, you will need to agree to the following terms and conditions:

1. **By submitting an application to the Zero Carbon Cumbria (ZCC) Grassroots Community Fund, the organisation named in the application (referred to as “you” in these Terms and Conditions) agrees, if awarded a grant, to:**
 - 1.1. hold the grant on trust for ZCC Grassroots Community Fund (referred to as ‘we’ or ‘us’) and use it only for your project as described in your application or otherwise agreed with us, and only for expenditure incurred after the date of your grant award;
 - 1.2. provide us promptly with any information and reports we require about the project and its impact, both during and after the end of the project;
 - 1.3. act lawfully in carrying out your project in accordance with best practice and guidance from any relevant regulators, and follow any guidelines issued by us about the project or use of the grant and let us know promptly about any fraud, other impropriety, mismanagement or misuse in relation to the grant;
 - 1.4. acknowledge National Lottery funding using the common lottery branding in accordance with relevant brand guidelines;
 - 1.5. hold the grant in a UK based bank or building society account which satisfies our requirements as set out in guidelines and requires at least two unconnected people to approve all transactions and withdrawals;
 - 1.6. immediately return any part of the grant that is not used for your project or which constitutes unlawful subsidy;
 - 1.7. where your project involves working with children, young people or vulnerable adults, adopt and implement an appropriate written safeguarding policy, obtain written consent from legal carers or guardians and carry out background checks for all employees, volunteers, trustees or contractors as required by law or our guidelines on The National Lottery Community Fund’s [website](#);
 - 1.8. Cumbria Action for Sustainability or The National Lottery Community Fund may commission research into and/or evaluation of your funding. You confirm that you will co-operate with any research or evaluation-related activities which we carry out and further confirm that we may use any part of your application and/or project information for research or evaluation purposes;
 - 1.9. acknowledge that we may carry out post-grant assurance checks to ensure that grants funded under Zero Carbon Cumbria Grassroots Community Fund have been spent in accordance with these terms and conditions and may contact you about this after the grant has been made or spent;
 - 1.10. comply with data protection laws and obtain the consent of your beneficiaries for you to receive and process their personal information and contact them;
 - 1.11. keep accurate and comprehensive records about your project both during the project and for seven years afterwards and provide us on request with copies of those records and evidence of expenditure of the grant, such as original receipts and bank statements;
 - 1.12. allow us and/or the Comptroller and Auditor General reasonable access to your premises and systems to inspect project and grant records; and
 - 1.13. allow us and The National Lottery Community Fund publicising and sharing information about you and your project including your name and images of project activities. You hereby grant us a royalty free licence to reproduce and publish any project information you give us. You will let us know when you provide the information if you don’t have permission for us to use it in this way.



2. You acknowledge that we are entitled to suspend or terminate the grant and/or require you to repay all or any of the grant in any of the following situations. You must let us know if any of these situations have occurred or are likely to occur.

- 2.1. You use the grant in any way other than as approved by us or fail to comply with any of these Terms and Conditions.
- 2.2. You fail to make good progress with your project or are unlikely in our view to complete the project or achieve the objectives agreed with us.
- 2.3. You have match funding for the project withdrawn or receive or fail to declare any duplicate funding for the same project costs as funded by the grant.
- 2.4. You provide us with false or misleading information either on application or after award of the grant, act dishonestly or are under investigation by us, a regulatory body or the police, or if we consider for any other reason that public funds are at risk or you do anything to bring us, The National Lottery Community Fund or the National Lottery into disrepute.
- 2.5. You enter into, or in our view are likely to enter into, administration, liquidation, receivership or dissolution.
- 2.6. You receive any grant money incorrectly either as a result of an administrative error or otherwise. This includes where you are paid in error before you have complied with your obligations under these terms and conditions and Offer Letter. Any sum, which falls due under this paragraph 2.6, shall fall due immediately. If you fail to repay the due sum immediately, or as otherwise agreed with us, the sum will be recoverable summarily as a civil debt.

3. You acknowledge that:

- 3.1. the grant is for your use only and we may require you to pay us a share of any proceeds from disposal of assets purchased or enhanced with the grant;
- 3.2. we will not increase the grant if you spend more than the agreed budget and we can only guarantee the grant as long as we or The National Lottery continues to operate and we receive sufficient funds from it;
- 3.3. the grant is not consideration for any taxable supply for VAT purposes;
- 3.4. we have no liability for any costs or consequences incurred by you or third parties that arise directly or indirectly from the project, nor from non-payment or withdrawal of the grant, save to the extent required by law;
- 3.5. these Terms and Conditions will continue to apply for one year after the grant is paid or until the project has been completed, whichever is later. Clauses 1.2, 1.4, 1.6, 1.8, 1.10, 1.11, 1.12, 1.13, 3.4, and 3.5 shall survive expiry of these Terms and Conditions; and
- 3.6. if the application and grant award are made electronically, the agreement between us shall be deemed to be in writing and your online acceptance of these Terms and Conditions shall be deemed to be a signature of that agreement.



Section 6: Declaration

Please confirm that you agree with each of the statements	
You have been authorised by the governing body of your organisation (the board or committee that runs your organisation) to submit this application and to accept the Terms and Conditions set out above on their behalf.	<input type="checkbox"/>
All the information you have provided in your application is accurate and complete; and you will notify us of any changes.	<input type="checkbox"/>
You understand that we will use any personal information you have provided for the purposes described under the Data Protection Statement below.	<input type="checkbox"/>
If information about this application is requested by the National Lottery under the Freedom of Information Act, we will release it in line with the National Lottery's Freedom of Information policy.	<input type="checkbox"/>
Full name of person completing this form:	
Position in organisation:	
Signature:	
Date:	

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

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