

Guide to the Criteria, Application Process and Conditions of Funding

Please read these guidance notes carefully and refer to them when completing the application form.

1. Introduction

- 1.1 To celebrate and continue the momentum of the COP26 in Glasgow, Eden District Council has allocated £160k for the 2022/2023 period to develop sustainability project led by community across the Eden District. Since the COVID19 pandemic, many people have found a refuge in outdoors spaces and started to be more conscious of the state of the natural environment and renewing their sense of community.
- 1.2 The COP26 community fund has been established to support and develop community based projects that will contribute to tackle climate changes, protect and enhance biodiversity and reduce carbon emissions.
- 1.3 Grants are available for groups and organisations who are involved in sustainability projects that benefit the residents of communities in Eden. Groups and organisations must demonstrate how their project or event will deliver wide benefit, contributing to the sustainability, vitality and well-being of Eden's communities.

2. Aim of the fund

The COP26 community fund scheme aims to:

- ✓ Improve the natural environment in Eden district.
- ✓ Encourage sustainability and long-term actions.
- ✓ Promote community engagement and participation in environmental and sustainability projects.

This fund will assist Eden District Council to enact its plan to reach net-zero by 2030, improve the use of renewable energy, promote and enhance natural habitat and biodiversity, reduce air pollution and improve the health and wellbeing of the residents of Eden.

3. What can be funded?

The fund will support a wide range of environmental and sustainability projects covering the following themes.

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Project Categories

Project Category	Types of Projects Supported	Maximum Grant Levels	Category (see section 8)
Climate change and resilience	Nature based solution to resilience and climate change adaptation. Enhancing climate change resilience of rural communities.(eg Ecosystem-based adaptation (EbA), multi-use native tree species)	£20,000	3
Renewable energy projects	Installation of solar pv, wind turbine, battery system or other renewable technology.	£30,000	3
Heat network projects	Common ground heat pump for heating multiple buildings.	£30,000	3
Biodiversity projects	Enhancing natural habitat (woodland, rivers, peat, etc.) and biodiversity.	£5,000	1
Reduction of carbon emissions	Electric car chargers, renewable energy, building improvement.	£10,000	2
Waste and resources	Local waste management and circular economy projects for the community.	£5,000	1

Successful projects will have a community interest and a positive impact on one or more of the themes listed above.

If you are applying to fund a new natural habitat project (eg wildflower, meadow, woodland, etc.):

- The community group will need to own the lands where the project is happening on as this grant is not design to finance any purchase of land.
- You must consider who will carry out the maintenance of this place in the future.

- 3.1 Up to 80% of total project can be applied for. The minimum contribution (match funding) required from applicants is 20%. This can be made up of the group's own cash contribution, donations, grants and sponsorship and a maximum of 10% in-kind volunteer time or materials.
- 3.2 Please note that the average level of grant is likely to be in the region of £5,000 - £20,000.

3.3 Ambitious projects that demonstrate exceptional benefits for the environment and for communities can be eligible for higher grants level.

4. What will not be funded?

4.1 The COP26 Community Fund grant will not support:

- i. Projects or events located outside the boundary of Eden District.
- ii. Projects which are for private gain.
- iii. Project that do not provide any benefit to Eden communities.
- iv. Revenue costs (salaries, project officer or other employee costs, rents, statutory training etc.).
- v. General appeals or sponsorship.
- vi. Activities of a mainly political or religious nature, including improvements to the fabric of church buildings (non-religious community activities held within a place of worship may be eligible).
- vii. Contingency funds, income deficits, bridging loans or security against a loan.
- viii. Project that do not demonstrate a need for community and sustainability.

5. Criteria for funding

5.1 Applications to the COP26 community fund scheme are welcome from community groups or properly constituted organisations serving the resident of Eden.

5.2 The organisations applying for the grant must:

- ✓ be non-profit making
- ✓ be properly managed and hold regular meetings
- ✓ have audited accounts and financial transparency

5.3 Community organisations who may apply include:

- ✓ Voluntary and community groups
- ✓ Residents associations
- ✓ Registered charitable organisations
- ✓ Constituted clubs and societies – ie an organisation with a governing document such as a constitution or a set of rules and a committee.
- ✓ Parish and Town Councils.

5.4 The community group or organisation must be based in Eden and locally managed – eg the main part of the committee/ board members/ trustees must be from the local community within Eden district boundaries.

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5.5 We do not accept applications from:

- ✗ Any statutory organisations, including schools
- ✗ Families
- ✗ Individuals
- ✗ For-profit companies
- ✗ Groups that have no formal constitutions

5.6 Applications will be assessed on their ability to:

- deliver wide community benefit, contributing to the sustainability, vitality and well-being of Eden's communities, such as encouraging volunteering and participation;
- contribute to locally identified community needs and priorities (such as in Community Led Plans etc);
- demonstrate value for money (through obtaining written quotes and estimates);
- measure the success of a project
- demonstrate equality of opportunity and the elimination of discrimination.

5.7 To apply to the COP26 community fund your group or organisation must have:

- a written governing document or constitution
- a bank or building society account in the name of your group or organisation with at least two unrelated signatories. (Please do not use any personal bank or credit card accounts to make purchases).

5.8 You are required to provide all necessary documentation to support your application, including copies of written quotes and estimates for **all** items of expenditure of £50 and over. The written quotes and estimates must display the relevant company names and addresses and be less than six months old.

5.9 Grants will not be awarded retrospectively (eg for work or equipment already purchased or events which have already taken place).

5.10 We will not make more than one award during 2022/2023 to the same organisation or group unless they are towards an identifiably different. The first project must be completed and a Project Completion Form returned before a second application is considered.

5.11 It is unlikely that the COP26 community fund will be able to provide grants for all potentially eligible applications. Therefore, we reserve the right to prioritise applications to achieve best value for money. We also reserve the right to decline applications which do not meet the stated criteria.

5.12 If your project is based in a building or on land that is leased from someone else, you need to demonstrate that you have a reasonable amount of time left on your lease. Your current lease should be at least as long as the expected lifespan of equipment purchased. If you are applying for building work to be carried out on a leased property, you should demonstrate that the length of your lease enables your organisation to get value for money from the project.

6. How your application is dealt with

- 6.1 On receipt of your application we will make an initial assessment. This will check that your group or organisation and project or event are eligible and that all required supporting documentation has been provided. We may contact you to obtain missing information, documentation or for clarification.
- 6.2 We aim to acknowledge receipt of your application within five working days. This will be by email unless no email address is provided, in which case a letter will be posted.
- 6.3 You may be contacted by an officer for further details and clarification if you have a large cash reserve that is not being used towards the project. This will not necessarily effect your application.
- 6.4 Eligible applications which are accompanied by the required supporting documentation will be forwarded to the COP26 Community Grant Panel for consideration. The COP26 Community Grant Panel is a forum of key partners capable of influencing the delivery of sustainability and community based projects that contribute to the sustainability, vitality and well-being of communities in the Eden district.
- 6.5 The COP26 Community Grant Panel will meet for three separate tranches of applications during 2022-2023. Applications will be presented to the COP26 Community Grant Panel in summary format although the full applications will also be made available to them.
- 6.6 The COP26 Community Grant Panel will make recommendations to Eden District Council's Executive for which applications to support and the level of grant to be awarded.
- 6.7 Applicants will be informed (usually by email) whether the COP26 Community Grant Panel has recommended their project or event to receive a grant, within five working days of the meeting taking place.
- 6.8 The COP26 Community Grant Panel may request further information to answer queries and provide greater detail of your project or event or they may ask for a site visit where appropriate.
- 6.9 Eden District Council's Executive will consider recommendations from the COP26 Community Grant Panel and will either agree or refuse applications. The Executive may also amend the level of grant recommended by the COP26 Community Grant Panel.
- 6.10 Decisions taken by Executive are subject to a 'Scrutiny call-in' period of five working days from the decision notice being issued during which time a decision regarding an award could potentially be challenged. Therefore it is not possible to confirm an award until the Scrutiny call-in period has ended.
- 6.11 Eden District Council's Executive decision is final and cannot be changed (no appeals or discussions will be entered into).
- 6.12 We will aim to inform you of the outcome of your application within five working days of the Scrutiny call-in period ending. This will be by letter and if your application has been successful we will arrange for the funds to be released.

- 6.13 Applicants who are unsuccessful will be notified by letter within two weeks of the end of the Scrutiny call-in period.
- 6.14 Payment will be made in two stages, 75% of the grant being paid prior to commencement of the project or event and 25% on completion.
- 6.15 A Project Completion Form will be completed and submitted by the applicant on completion of their project or event in order to draw down the final 25% payment.

7. Conditions of funding

- 7.1 Payment of funding is subject to completion of such legal agreement as may be required by the Council, which may include specific terms relating to your project and / or the following general terms.
- 7.2 Grants must be spent within two years of an award being made (from the date on the grant offer letter).
- 7.3 Grants awarded must be spent on the purpose stated in the application. If for any reason your circumstances change or you wish to vary the way in which you spend your grant, you are required to contact us to request written permission to do so.
- 7.4 In the event of a group or Organisation ceasing to operate or failing to undertake or complete the project or event for which the grant was offered, Eden District Council reserves the right to withhold payment, to reduce an award or seek its recovery.
- 7.5 Financial support provided by Eden District Council should be acknowledged on all relevant printed publicity, on websites and in information given to the press. Relevant guidance will be provided to applicants at the time of a grant offer being made.
- 7.6 Your group or organisation must ensure that its project or event operates within the requirements of all legislation.
- 7.7 Your group or organisation should ensure equality of opportunity and the elimination of discrimination in the delivery of its project or event.
- 7.8 You will be required to inform the Council when your project or event has been completed and to submit a Project Completion Form within three months of completion (we will provide you with a template). You will also need to provide relevant invoices and a bank statement showing payments made. Groups or organisations who do not complete and return a satisfactory Project Completion Form may be required to return their funding and will not be considered for future funding.

8. Project Delivery

- 8.1 By submitting an application to Eden District Council, the organisation named in the applications agrees (if awarded a grant) to:
 - Use the grant only for the project described in the application and only for expenditure made after the date of the grant award.
 - For category 1 and 2 projects – to provide information and report about the project and its benefit on community and sustainability both during (after 6 months) and after the end of the project.
 - For category 3 projects – to provide information and regular reports about the project and its benefit on community and sustainability (every 6 months until end of the project and one final report at the end of the project).
 - Act lawfully in carrying out the project in relation with best practices and guidance from any relevant regulators and follow any guidelines issued.

- Hold the grant in a UK based bank account or building society account.

Contact us

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