

Appendix 5: Community Climate Action Fund Application Form

The Community Climate Action Fund has been created to specifically enable community projects which will support Bury and its residents take positive steps towards tackling the global climate emergency as well as support Bury Council achieve its goal of carbon-neutrality by 2038.

Climate Action Strategy

This Climate Action Strategy and the adjoining Climate Action Plan outline that we must achieve the following:

- Deep fast cuts in carbon to achieve our target of carbon neutrality by 2038
- Recognise that climate change is happening, and the impacts are with us now
- Make changes now before we are hit with greater extremes of weather
- Be better adapted to extreme weather patterns

To make progress we must see:

- A swift reduction in demand for energy across all sectors, businesses, and households
- A complete switch to clean zero carbon energy sources by 2038
- A complete shift to fossil fuel free local travel by 2038
- Effective action from Government to enable the scale of change required; we can only go so far at the local level
- Wiser decisions in our lifestyles so we don't add to national and global carbon emissions. This will mean changes in our diets, a reduction in waste and more careful choices about what we buy and how we live and work
- More trees and woodland to collect carbon naturally
- A better understanding of climate risks and the actions we must take
- Increased investment to meet the scale of our challenge
- Strong partnerships with our community to help us meet this challenge and drive progress

Objectives of the Climate Action Strategy

- To generate and source all our local energy needs from zero-carbon and renewable sources by 2038
- To ensure all our buildings are carbon neutral by 2038
- A complete transition to fossil fuel free local travel by 2038
- To buy, use and dispose of goods in a sustainable way so that our collective decisions do not add indirectly to the burden of climate change, damaging pollution in Bury or elsewhere
- To reduce the impact of our diet on climate change
- To capture more carbon naturally by increasing woodland cover and by protecting and enhancing soil environments and natural habitats

- To help our businesses to transition to carbon neutrality and to provide a suitable and sufficient green commercial sector to future proof our local economy and to enable us to meet our 2038 target
- To eradicate fuel poverty and identify and action environmental injustices in our borough
- To adapt our borough's buildings, infrastructure, and natural environment to the changing climate and to increase the climate resilience of our residents and organisations

Who can apply?

Applications to the fund are welcomed from any community/local groups and voluntary organisations based in Bury. The projects could include starting or continuing a project that will benefit the environment in some way, having a positive impact on the climate, raising awareness of environmental issues, or supporting our goal to reach carbon-neutrality.

Please see Appendix 1 for the necessary information we require relating to your group/organisation as well as the commitments we would require from you regarding the fund.

Please note we cannot direct funds to personal bank accounts, therefore if your group does not have a group bank account, we would recommend collaborating with another community group. If you have any further questions, contact us via climate@bury.gov.uk

How much can be applied for?

The maximum funding request that will be considered is £15,000.

To note, given the Council's desire to ensure as many communities benefit as possible, the higher the funding request, the more residents, and neighbourhoods we'd expect to see benefit from the project, if you hope to be successful. Where possible please include alternatives for lower funding requests.

What could be funded?

Applications are welcomed for projects that align with the Council's Climate Action Plan <<incl link to website>>. Some examples include:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Renewable energy generation • Developing technical skills around the green economy • Improving knowledge around the climate agenda / increasing carbon literacy • Carbon neutral housing • Active travel initiatives • Low-carbon travel initiatives | <ul style="list-style-type: none"> • A shift to zero waste • More sustainable consumption habits • A shift to a low-carbon diet (incl' things like buying local or promoting plant-rich diets) • Reducing waste food • Avoiding single use plastic • Increasing tree planting |
|---|---|

- Enhancing Bury's natural environment
- Affordable energy / fuel poverty
- Climate resilience

If awarded, the funds must be utilised on projects within the borough of Bury.

If awarded, funds allocated must be fully spent by 31st December 2022.

What cannot be funded

- Organisations and projects based outside the borough of Bury
- Individuals (applicants must be part of a local community group or voluntary organisations)
- Organisations trading for profit or intending to redistribute grant awards
- Requests that will replace or enhance statutory provision
- Academic or medical research & equipment
- Overseas travel
- If the primary purpose of the request is to promote religious or political beliefs
- Retrospective grants (i.e., projects / activities that have already taken place or have already been paid for)
- Sponsorship or fundraising events
- Contributions to larger / major appeals
- Local branches of national charities unless locally managed and financially autonomous
- More than one application at any one time for the same project

Key to Success

A successful application needs to demonstrate an understanding and awareness of the Climate Action Strategy and Action Plan and link back to the points made above. Applications which specifically link to actions listed in the Climate Action Plan will more likely be successful.

Applications need to demonstrate locality and understanding of Bury's townships and communities. An application which demonstrates inclusion and equality will more likely be successful.

What is the application process?

The application form in Appendix A must be fully completed and returned to: climate@bury.gov.uk

Application submission will open 1st November 2021

The deadline for applications is 30th November 2021

Please contact us via climate@bury.gov.uk for any further information and/or advice.

Decision-Making Process

Following the application deadline, the Climate Action Team will conduct an initial sifting of applications removing any that run contrary to the provided guidance within this document.

Afterwards, the remaining applications will then go to a Councillor-led panel chaired by the Portfolio Holder for the Environment, Climate Change and Operations, with support from the Assistant Director of Operations, who will make the final decisions.

Successful applicants will then be contacted, and money distributed accordingly. We will aim to fund as many projects as possible and will actively liaise with groups to discuss flexibility if it will allow us to fund more projects across Bury.

The schedule for the Fund is as follows:

- 1st November 2021: Application submission will open
- 30th November 2021: Deadline for applications
- By 10th December 2021: Initial sifting of applications completed
- By 20th December 2021: Board chosen successful applicants
- By 14th January 2022: Applicants followed up with and any further information is requested
- By 31st January 2022: All applicants will have been informed of outcome
- By 28th February 2022: Funds will have been disseminated to successful applicants
- By 31st December 2022: All funds must have been spent

(subject to change)

Appendix A: Community Climate Fund – Application Form

About your community group/voluntary organisation					
Name and address					
Email Address					
Main Contact Person (for correspondence purposes)			Second Contact Person (Chair or Treasurer)		
Title			Title		
Name			Name		
Role			Role		
Daytime Tel Number			Daytime Tel Number		
Mobile Number			Mobile Number		
Email address			Email address		
Address Details (if different to main organisation address)			Address Details (if different to main organisation address)		
Please describe the main activities of your group:					
Does your group have a set of rules/terms of reference or constitution?					
Yes		If yes, please attach / send a copy			
No		If no, does your group have its OWN bank account?	Yes		No
About your project Please describe your project and outline how it will support the borough of Bury and its residents take positive steps towards tackling the global climate					

emergency, and / or support Bury Council achieve its aim to be carbon neutral by 2038 (500 words).

Please describe the expected outcomes of the project (250 words)

Please describe how your project will link to the Climate Action Plan. Where possible include direct references to actions (250 words)

Please describe what would happen when funding ceases? How will the projects aims continue? (250 words)

Please provide a start and end date for your project.			
Start date: -		End date: -	
Finances and project budget			
Have you ever received Grant funding before from Bury Council or any other funder?			
Yes		No	If yes, please provide details below: -
What is the total cost of your project?			
How much money have you raised so far?			
How much money are you requesting?			
Breakdown of costs – please outline how you intend to use the money			
Amount (£)	Description of how the money is to be used		
Your groups / organisation's finances			
Please provide your bank details and submit a copy of the last 2 months bank statements.			
Bank / Building Society name			
Account number			
Sort code			
Commitments and declaration			
It is essential you understand and agree to sign up to the following statements. Failure to do so may have an impact on funding.			

1	We confirm that the information contained in this application is correct and that we are authorised by the group to accept these conditions on their behalf		
2	If the main contact leaves the group or can no longer fulfil their responsibilities, or someone takes over responsibility for the grant on behalf of the group, we will inform Bury Council via climate@bury.gov.uk		
3	If the information in the application changes in any way, we will inform Bury Council via climate@bury.gov.uk		
4	If our application is successful, we will not use the grant for any purpose other than as specified in this application form without first contacting Bury Council to seek authorisation via climate@bury.gov.uk		
5	We accept that we may be asked to return this grant should Bury Council discover that money has been spent on items not specified in the original application form and grant offer		
6	We shall ensure financial records are kept to evidence how the grant was spent		
7	We will provide all relevant information / updates / data / success stories / visuals to Bury Council when requested via climate@bury.gov.uk		
8	We will highlight the support of Bury Council in all our publicity materials		
9	We agree for Bury Council to utilise information / visuals provided by us in their publicity, and internal and external communications.		
10	We adhere to safeguarding practices and safe systems of work		
11	We will work with Bury Council to provide feedback on the outcomes of the project		
Main Contact Person (Person completing this application)		Second Contact Person (as listed above)	
Signature		Signature	
Full Name		Full Name	
Position		Position	
Date		Date	
<p>Referee details Please ask your referee to read your application and complete the section below.</p> <p>A referee needs to know your group and be aware of the project/activity detailed in this application. They must also be independent from you and your group, i.e. not a relative, friend, member of the management committee or a group member, and they must not benefit from your group receiving this grant. We may contact the referee for further information once we have received your application.</p>			

Name of referee	
Profession	
Address	
Telephone number	
Email address	
How long have you known the group / organisation	
Please describe the nature of your relationship with the group or project?	
Please tell us in your own words why you wish to support this application	
Referee signature	
Date	