



# Green Community Grants: Guidance

Dacorum Borough Council has declared a Climate and Ecological Emergency. As part of our work towards this we have decided to launch 'Green Community Grants'. This scheme is specifically set up to support projects in our community which benefit the environment, as well as Dacorum's residents. The purpose is to encourage and enable local groups to 'think global and act local' whilst tackling environmental challenges.

## **Projects must relate to Dacorum Borough Council's environmental priorities.**

In order to apply for funding, proposed Green Community Grant projects must demonstrate that they will actively help towards the mitigation of the Climate and Ecological Emergency locally. Your project will need to fit at least one (ideally more) of our Key Environmental Themes. The projects with the greatest impacts will be awarded the funding:

- **Energy and emissions**
  - Making community buildings more energy efficient and/or implementing renewable energy technology that will consequently reduce carbon emissions from powering and/or heating.
  - Removing or capturing carbon emissions from the atmosphere.
  
- **Transport**
  - Promoting active, healthy living by encouraging people to walk and cycle.
  - Reducing the need for cars
  
- **Biodiversity**
  - Improving local biodiversity by supporting the creation, protection, enhancement, monitoring and/or management of sustainable green spaces.
  - Supporting specific significant species and/or habitats.
  
- **Waste and consumption**
  - Reducing waste by enabling the local community to 'Reduce, Reuse, Recycle'. Projects that focus on the areas higher up the waste hierarchy (reduce and reuse) will score more highly.
    - Please note that projects relating to litter picks and fly tipping will not be funded as these activities do not address the waste hierarchy.
  - Encouraging and/or enabling others to consume more sustainably – for example, eating more local, plant-based foods.

We acknowledge that projects are likely to focus on one of the Key Environmental Themes more than others. We would expect more detail to be provided in these areas. However, we would like to encourage groups to consider all aspects and how their projects could be adapted to address the other areas as well, even if these are small actions.

For example, if your project is running a tree planting event your main areas will be Biodiversity and Energy and Emissions – tell us in detail how the trees selected will support wildlife populations for the area, why you have chosen the area they are being planted in and how many emissions the trees are expected to remove. In order to address the Transport theme, you could tell us that your project will plan to use locally-sourced saplings and during promotion you will encourage attendees to walk, cycle or car share to the event. By sourcing trees that do not come wrapped in plastic bags, or planning on using second-hand or borrowed tools, these actions would fall under the Waste and Consumption theme.

### **Projects must engage with or benefit the local community**

The Climate and Ecological Emergency is driven by humans – with individuals from more developed countries, such as England, having a larger impact on the environment than those from less developed areas. Because of this we have a greater responsibility and obligation to act. It is imperative that as many people as possible make the necessary changes to sustainable living, with Dacorum residents being a prime example.

The Government has committed for the UK to reach net-zero carbon emissions by 2050. Dacorum Borough Council has set a target to be net-zero as an organisation by 2030. The Council, however, as an organisation accounts for just 1% of the total emissions within Dacorum as a borough and we have limited control over the remaining 99%, which is why connecting with the local community is crucial so that we can achieve net-zero as a borough as fast as we can.

Projects should demonstrate that they will be working with local residents on these sustainability issues to engage, enable and/or educate. Projects which engage with higher numbers of people will score more highly.

Projects that can demonstrate that they will be able to meet the following Community Benefits will score more highly:

- **Making new connections** – such as engaging with people who would not normally be involved in sustainability issues
- **Being more active** – such as encouraging people to get more active than they normally would be, or try a new activity.
- **Learning** – such as developing new skills or delivering a programme of education.
- **Volunteering** – giving people an opportunity to engage with their local community through volunteering.

### **Projects must have measurable benefits.**

As part of the funding application you will need to provide an estimation of the positive impact your project will have on the environment and community. Successful projects must also complete an Evaluation Form once the grant has been spent to confirm what the actual results were. Projects should be able to be delivered within a year of receiving the funding.

In order to analyse this there must be at least one (ideally more) measurable benefit that can be reported on. For example, estimated tonnes of carbon saved, number of trees planted, number of people engaged with, etc.

Successful projects will be invited to give a brief presentation around their work and results at a [Dacorum Climate Action Network](#) event to help educate and inspire others.

### Who can apply?

#### Constituted groups:

Any voluntary or community group can apply, including those already in receipt of funds. These groups must comply with the following conditions:

- hold a bank account in the name of the group, requiring at least two signatories,
- have a Management Committee of at least three people,
- be non-profit making or a social enterprise where profits are reinvested for community or social benefit,
- operate with no undue restrictions on membership.

#### Non-constituted groups:

Informal / grass roots / non-constituted groups can apply. They must provide a letter of endorsement from a constituted charitable organisation, a local Councillor (Borough, Town and Parish Council), Police Community Support Officer or other similar representative on their organisation's headed paper – if you are unsure on this, please contact us for advice.

Applications from a partnership of organisations are welcomed. In such cases, one of the organisations would need to act as 'lead applicant' to which any grant monies would be paid

### What can be funded?

- Revenue or capital as a 'one-off' grant for a specific project, event or programme of events, or equipment.
- Short term revenue costs e.g. day to day running costs (excluding staff salaries) for a specific project.

### What cannot be funded?

- Items which benefit an individual.
- Activities that would generate a profit for the individual or group involved.
- Long term or on-going revenue costs e.g. staff salaries.
- Activities that promote or are linked to religious or political ideologies or beliefs.
- Projects involving improvement or repair to buildings which are the responsibility of another statutory body.
- Activities that are the responsibility of another statutory body.
- Capital projects in schools or improvements to roads, pavements or associated items e.g. bus stop, street lighting.
- Projects that take place outside Dacorum.
- Projects that have already started delivery – retrospective applications will not be considered.

### When can I apply?

You can apply from **1 November 2021 – midnight on 16 January 2022**. If you are unsuccessful, you may apply again next time funding reopens. Feedback will be available.

If you are successful in being awarded a grant, you may not apply for further funding until the next financial year.

### How do I apply?

All applications and associated documents must be submitted using the online application form. The application form word document is purely to assist your group in drafting your application.

If you are unable to provide documents to us in this format, please email them to [sustainability@dacorum.gov.uk](mailto:sustainability@dacorum.gov.uk)

### How much can I apply for?

**Applicants can apply for up to £3,000.** Priority will be given to groups who can match fund, either from their own resources, or other funding. Match funding does not necessarily have to be financials; it may be in kind funding. You can contact us for advice around this if required.

In exceptional circumstances the grant panel may consider applications for grants higher than this, but you must contact the grants panel prior to the application to discuss the proposal.

### What documentation will I need to supply with my application?

#### Constituted groups:

- Constitution (or set of rules)
- Insurance certificate/s
- Latest annual report
- A full set of most recent accounts, audited or otherwise certified
- Budget forecast for this year and next year
- A recent bank statement
- Planning and building regulation consents (if appropriate)
- Quotes (if your application involves purchasing goods or services)
- Safeguarding policy including safe recruitment and training
- Equalities policy or statement.

#### Non-Constituted Groups:

- Letter of endorsement (from a constituted charitable organisation, local Councillor, Police Community Support Officer or other similar representative on their organisation's headed paper) when you submit your application.
- Quotes (if your application involves purchasing goods or services)
- Copy of public liability insurance (if applicable)
- Basic financial information held by the group (if any)

Additional documentation may also be requested as a condition of funding e.g. EPCs.

### Showing value for money

If your application involves paying for goods/services, you will be expected to show how you have secured the best value option. At least three professional estimates must be obtained prior to the application and submitted with the supporting documents.

### How will my application be assessed?

Applications will be assessed by a grant panel and will be scored according to how well they meet the following criteria:

- Actively helping towards the mitigation of the Climate and Ecological Emergency locally
- Meeting the Key Environmental Themes
  - Projects with the greatest impact will be awarded the funding
- Demonstrating that they will be working with local residents on sustainability issues to engage, enable and/or educate.
  - Projects which engage with higher numbers of people will score more highly.
- Meeting the Community Benefits
  - Projects with the greatest impact will be awarded the funding
- Evidence that the project/ initiative/ equipment is required,
- The extent to which the project/ initiative/ equipment meets a need without duplicating services
- The extent to which partnerships are developed through the project/ initiative,
- The efforts to match fund,
- Value for money,
- Demonstrate the long term benefits of the project/ initiative/ equipment for the environment and community within Dacorum.
- That the project can be delivered within a year

The question mark field (?) beside each question on the online application outlines the information that is needed for that question. Please put the correct information in each field and avoid duplication between responses.

Please note that we will be unable to assess any application where mandatory fields are not completed. In the instance that an incomplete or ineligible application is submitted, your application will not be eligible for funding. This will not prohibit you from applying in future.

We are able to offer support in generating project ideas, the application process, recruiting volunteers, the judging criteria and process, or other related areas. If you are unsure if your project meets the requirements, especially if it is of an innovative nature, please email us your project idea and we will discuss it further with you. Please contact [sustainability@dacorum.gov.uk](mailto:sustainability@dacorum.gov.uk)

### Example ideas:

Here are just some ideas that could be developed further into potential projects. Many environmental activities could engage the community through holding events (such as tree planting), or installing information signs. We want to see innovative ambitious ideas.

- Workshops, education or training projects
- Improving energy efficiency of a community building
- Putting renewable energy on-site
- Establishing green roofs / living walls
- Rainwater harvesting
- Tree planting
- Encouraging people to walk or cycle to school or work
- Establishing a 'walking school bus'
- Installing bike racks at a community building
- Running bike confidence classes.
- Establishing an electric pool bike scheme
- Planting pollinator-friendly species.
- Building and/or installing nest boxes, bat boxes, bug hotels, hedgehog hotels, pond, etc
- Materials for a hedgehog conservation educational campaign.
- Establishing a Community Orchard or Garden
- Creation of wild-flower and semi-natural grassland areas
- Repair Café
- Educating around environmental food issues – e.g. food waste and meat/dairy
- Community fridge or food share
- Community composting
- Furniture reuse and upcycling classes
- Community Reuse Library
- Zero waste projects
- Installing water fountains to reduce the need for plastic bottles
- Improving understanding of wildlife sites through the installation of information boards or other forms of interpretation