

GRANT GUIDELINES – Green Suffolk Fund – 2018-19

What are the criteria for the Green Suffolk Fund?

You can apply for a grant of up to 50% of a project's cost to the maximum of £2,000.

This Fund is to assist charities, community interest companies, parish councils, voluntary groups and other not for profit organisations who wish to deliver community based carbon reduction projects that are exemplary and forward thinking in line with the ambition to *Create the Greenest County*.

If you are applying for a grant from the Green Suffolk Fund, your project must meet **all** of the following criteria.

1. A grant of **up to 50%** of the total project cost will only be considered where there is evidence that the remaining 50% of the project cost is to be met by an external funder or your own fundraising efforts. You will need to provide evidence of the commitment of the other Funder/s with your application and this must be in writing from them.
2. Evidence that quantifies the amount of CO₂e (*carbon dioxide equivalent, a way of expressing all the different greenhouse gases as a single number*) that will be saved as a result of the project (e.g. energy efficiency in buildings, waste reduction, water efficiency, sustainable transport, parish-owned street lighting etc).
3. Projects should aim to get people involved in their local community and be able to evidence their support.
4. Projects must be completed within **ONE YEAR** and recognize the support of this fund in all publicity.

You will need to provide:-

1. Evidence of match funding and/or in-kind support of resources.
2. A calculation of the CO₂e that will be saved by the project – utilising a recognised methodology (support can be given to calculate this evidence).
3. A full breakdown of your costs (eligible and ineligible costs).
4. Evidence of local involvement and support.

You need to know that:-

The Suffolk Climate Change Partnership is available to support the development of your application prior to submission for determination by the grant panel.

Contact for Suffolk Climate Change Partnership – Jamie Murphy, 07720 098980 or email jamie.murphy@groundwork.org.uk

Greenest County Fund Outcomes

In your application you will need to be able to demonstrate:

- Achieving a measurable reduction in the community carbon footprint – **AND**
- Reducing energy/waste/water/transport costs for the community - **OR**
- A demonstrable contribution towards the ambition to *Create the Greenest County* by involving local people.

What will we not fund?

- 100% of your project
- Funding of running costs of your organization
- Activities that show very little or no appreciable reduction in CO₂e
- Construction work that requires Building Control approval and only conforms to current minimum Building Regulations
- The capital costs of “generating equipment” directly associated with the installation of renewable heat and electricity generating equipment if you intend to claim either the “Feed in Tariff” or “Renewable Heat Incentive”
- Projects not benefiting people living in Suffolk
- Building projects that just comply with current Building Regulations requirements
- Direct replacement of statutory obligation and public funding
- Promotion of religious or political causes
- Groups that can not justify having significant unrestricted reserves e.g. where a Group has £10k or more in unrestricted reserves
- Private members’ sports/social clubs
- Payments towards endowment funds, deficit funding or loans
- National charities/organisations
- Overseas expeditions
- Sponsored or fundraising events
- Medical research and equipment for statutory or private healthcare

Examples of previous funding applications

- [Sproughton Tithe Barn](#) - insulation and draft proofing.
- [Rattlesden Sports Pavilion](#) - energy efficiency improvements to the building.

Fressingfield Sports and Social Club



Fressingfield Sports and Social Club had not seen any improvements for over 30 years. Water was coming in through the roof, bookings were down and the heating oil tank needed regular filling, at a cost of over £1,000 a time. After a visit from the SCCP Community Advisor, the committee decided to undertake an energy efficiency retro-fit and roof renovation to give the building a new lease of life.

Quotes were obtained for the recommended measures and after some successful fundraising, including £4,600 from the Green Suffolk Fund, the outside walls and the roof were repaired and lined with insulation and the light fittings replaced with modern LED panels. Since then, even though opening hours have increased, electricity use has dropped by 50% and the oil tank has hardly needed filling, saving the club over £700 off their energy bills each year. As well as being much warmer the Pavilion now has a bright, freshly decorated feel and is once again a thriving space used by much of the community.

Who Can Apply?

The County Council will consider applications from charities, community interest companies, parish councils, voluntary groups and other not for profit organisations in Suffolk whose primary aim is to improve the quality of people's lives.

How do you Apply?

1. The County Council is committed to making the grant application process as easy and as accessible as possible for all local voluntary and community groups, regardless of size and professional fund-raising expertise. Assistance is available from [Jamie Murphy, 07720 098980 or email \[jamie.murphy@groundwork.org.uk\]\(mailto:jamie.murphy@groundwork.org.uk\)](#)
2. Application forms can be obtained from the Greenest County website - <http://www.greensuffolk.org/green-communities/grants-and-funding-opportunities/greensuffolkfund/>
3. The County Council seeks to achieve an equitable distribution of funds across the County in accordance with its Diversity and Equality policy.

What do we require from you?

1. Completed and signed application form
2. Constitution or signed set of rules
3. Up-to-date, audited annual accounts or financial statement signed by the treasurer
4. Your trustees' details as we do not support groups who have related trustees as cheque signatories
5. If the project requires the purchase of supplies or services copies of written estimates, catalogue pages etc. from a reasonable number of suppliers along with a justification for the chosen supplier.
6. Equal Opportunities Policy, signed by the Management Committee
7. Child Protection Policy, if applicable, signed by the Management Committee
8. Vulnerable Adults Policy, if applicable, signed by the Management Committee
9. Any other material you consider relevant to support your application

Please note that there is no right of appeal on award decisions made. The Panel will consider applications on a first come first served basis as they are submitted.

How will we pay you?

Once you have been awarded a grant, payment is normally made in arrears on receipt of a satisfactorily completed claim form with accompanying proof of expenditure and photographs of completed works. Payment in advance can be made on justification of need. Should you require payment in advance, please inform us in writing and clearly state the reasons why e.g. the applicant is a small not for profit organisation which does not have the cash flow to claim the grant in arrears.

How do we monitor the grant?

You are advised to read the end of grant monitoring form that you should receive with your cheque, should your application be successful. You may need to collate information as you go. You may also receive a monitoring visit during the life of your grant, and will be given notification of when this is likely to be.

For further information please contact:

Jamie Murphy, 07720 098980 or email jamie.murphy@groundwork.org.uk

Suffolk County Council's Environment Strategy Team on 01473 264810 or creatinggreenestcounty@suffolk.gov.uk

Please send your completed application form and accompanying paperwork (preference for digital versions, but hard copies are acceptable) to:

Mail: creatinggreenestcounty@suffolk.gov.uk

Post to: Hannah Barton

Environment Strategy Team, Suffolk County Council, Endeavour House
8 Russell Road, Ipswich, Suffolk, IP1 2BX