

Suffolk Climate Action Community Match Funder - Guidance to Applicants

What is the Suffolk Climate Action Community Match Funder?

This is a fund created to enable the Suffolk Climate Change Partnership (SCCP) to offer match funding of up to 50% of the cost of a project by a charity, community interest company, parish council, voluntary group or other not for profit organisation that contributes towards our vision of a carbon neutral Suffolk by 2030, and which is also able to demonstrate that others in the community support the project in the form of separate sponsorship to make up the remaining project costs. It is advised that you read this guidance before submitting a project. You may also wish to refer to the Suffolk Climate Emergency Plan.

What are the criteria?

To be eligible for match funding from the SCCP, your project must meet the following criteria (evidence to be submitted as part of application):

A. You can demonstrate that you have secured at least 50% of the funds required to cover the costs of the project from a minimum of three other sources (to demonstrate sufficient breadth of community support). You can raise these additional funds any way you wish, for example you may wish to use one of the various fundraising platforms available online to seek monetary contributions from your local community.

The value of time committed by volunteers in the delivery of the project can be counted towards the 50% match funding you need to raise; a rate of £20/hr should be applied.

Funding from grant giving bodies can be counted, but only at 50%, or £5,000 (whichever is the lower sum) of the funding they are providing, to ensure that the principle of community support is still met (e.g., if you receive a grant for £1000, we can match fund up to £500). See worked example at the end of this guidance. If, however, your community project receives funding from a Town or Parish Councils, including where the applicant, is itself the Town or Parish Council, that can count at 100%.

B. You can demonstrate that the project will address climate change and contribute tangible action towards the Suffolk Climate Emergency Plan. This could include for example: improving the energy efficiency of buildings; promoting walking and cycling; the use of sustainable/recycled materials; raising awareness of climate change through events etc. Where possible/applicable, evidence should be submitted 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 because of the project.

C. You can demonstrate involvement of local people in your project. Projects must commence within ONE YEAR and recognise the support of the Suffolk's public sector leaders in all publicity.

What is the process?

1. Plan your project. You may wish to start community fundraising early on, as it can take time to reach the 50% funding required from your community sponsors.
2. Submit an Expression of Interest (EOI) via the Green Suffolk website.
3. We will then review your EOI (EOI Review Gateway) and follow that up with you over the phone to provide feedback and help you refine your full application.
4. If your project is eligible, we will issue you with a letter stating our intent to provide a grant once you have successfully secured the remaining 50%, subject to criteria A above.
5. Once you have successfully secured the remaining 50%, subject to criteria A above, you then submit your final application via the Green Suffolk website.
6. We will then carry out a final review before offering a grant.
7. If a grant is offered, a Grant Acceptance Form is sent to you to complete and return to enable funds to be released once you are ready for payment to be made.
8. If funded, your project must commence within one year of any award, and within two months of grant payment transfer.
9. Any project funded must complete a Monitoring and Evaluation Form within one month of the project ending. If the project takes more than one year to complete, an Interim Monitoring and Evaluation Form will be completed 12 months after the match fund is paid out.

What will we not offer match funding towards?

- 100% of your project
- Running costs of your organisation
- Projects not benefiting people living in Suffolk
- Direct replacement of statutory obligation and public funding
- Promotion of religious or political causes
- Groups that cannot justify having significant unrestricted reserves e.g., where a Group has £10k or more in unrestricted reserves
- Private members' sports/social clubs which have no non-private member community benefit
- Payments towards endowment funds, deficit funding or loans
- Sponsored or fundraising events
- Medical research and equipment for statutory or private healthcare

- Applications from individuals
- VAT: If you can claim back VAT then VAT is not eligible as part of the costs of your project and should not be included in the grant application form
- Projects unable to start within 12 months of the date of the award of the grant
- Costs or activities that have already happened / been incurred
- Overseas expeditions or travel overseas for individuals/groups
- Sponsored or fundraising events
- Funding for trips abroad or hospitality to other organisations
- Retrospective funding
- Loss of income/profits

Who is eligible?

The SCCP will consider providing match funding support to projects submitted to the platform by any of the following:

- Any constituted “not for profit” community or voluntary group
- A Community Interest Company
- Registered charities (registered with the Charity Commission)
- Voluntary organisations or social enterprises
- A local branch of a national community / voluntary sector organisation
- Town Councils and Parish Councils
- Village Hall/Recreation Ground Committees
- Any other not for profit organisations in Suffolk whose primary aim is to improve the quality of people’s lives

NB – payments of match funding directly to individuals cannot be supported. However, if you represent a smaller group that does not have a bank account, we will still welcome your application if you are able to reach an agreement with your local town or parish council to hold the money on behalf of your group. Any such agreement will need to be in place between you and your town or parish council before the grant money will be released. It is a good idea to do this before submitting your project.

What documents or policies does a group need to be eligible for match funding?

We expect all applicants to be well governed and would normally expect you to be able to provide evidence of the following:

- Constitution or signed set of rules
- Equal Opportunities Policy, signed by the Management Committee
- Child Protection Policy, if applicable, signed by the Management Committee
- Vulnerable Adults Policy, if applicable, signed by the Management Committee

However, if your group does not have these, we would still consider match funding to your project, if you commit to contacting Community Action Suffolk to discuss what documents of governance and/or policies your group should have; they can help you put in place any additional documents that are required, and they provide this service free of charge to community groups.

What supporting information should a group provide?

In addition to the governance or policy documents mentioned above, before we can release any funds, we would require applicants to be able to provide recent bank account details of the account into which any grant would be paid. If an applicant also has information about projects already carried out that would help demonstrate a track record in project delivery, such as testimonials, press clippings, or case studies, or a project prospectus, this can also be useful to include.

How will we pay you?

If your project receives match funding from the SCCP and meets the remainder of the project costs as explained earlier, payment of the match funding will be made via Suffolk County Council on behalf of the SCCP.

Additional Information

- Please note that the SCCP is under no obligation to offer match funding even if a project is eligible. The SCCP will consider all eligible projects on a first come first served basis as they are submitted and offers of match funding will be made entirely at the discretion of the SCCP. Projects will be appraised independently by officers from constituent members authorities of the SCCP.
- If your project is eligible the SCCP will support you with the development of your application prior to submission for final determination by the grant panel.
- Moneys provided through this scheme should be spent only on the items / purpose detailed in the project application. It should be spent within 12 months of the date of the money being awarded, though this may be extended under certain circumstances by prior agreement.

- If the money is not spent on the approved purposes, the SCCP is entitled to reclaim part, or all the funding provided.
- If there is an underspend, you agree to return the underspend to the SCCP within 30 days of being requested to do so.
- A mandatory Evaluation and Monitoring Form will be sent out to the applicant to complete 1 month after the completion date of your project to ascertain the impact that the project had had by that time. If the project runs for more than 1 year, you will also be asked to complete an Interim Monitoring and Evaluation Form 12 months after the project commences.
- You may also receive a monitoring visit during the life of the project, if this happens you will be given notification in advance of our intention to visit.

Things to record during your project to help with monitoring and evaluation

- Photographs, particularly those that represent key milestones and outcomes
- Information to help with your calculation of emissions savings
- Keep copies of receipts and invoices related to the project/activity
- Copies of any media coverage that your project/activity receives, to help towards the evaluation and monitoring form
- If the project engages with members of the public, keep a record of how many people you engaged with
- Records of feedback (positive and negative) from participants, stakeholders and / or any other members of the community
- Remember - collate information as you go as it can be much easier than leaving it all to the end of the project

How to calculate your match funding request if in receipt of additional grant(s) from other public grant-giving bodies

If you are receiving funding from another public grant giving body towards your project, we will only consider offering Match Funding against 50% or £5,000 (whichever is the least) of that external funding. Please consider this when calculating the amount you wish to request from the Climate Community Action Match Funder.

For example:

Your project has total project costs of £25,000. You have received a commitment of £12,000 from another public grant-giving body. In this case, £5,000 is lesser than 50% of £12,000.

In this case, the Climate Community Action Match Funder can offer you a maximum of £2,500 match funding against the funding you have received from this body.

To make up the remaining £10,500 required, you need to secure £5,250 from community sponsorships. That will enable you to request £5,250 from the Match Funder to match that community sponsorship and meet the full project costs. In this scenario, your funding streams will be as follows:

The other public grant-giving body: £12,000

Community sponsorships: £5,250

Suffolk Climate Action Community Match Funder: £7,750