

**Uttlesford District Council**  
**Zero Carbon Communities Fund**

**Introduction**

£300,000 of the Climate Crisis budget has been provisionally allocated to fund community based projects that are designed to reduce direct carbon emissions or that will lock up carbon or improve biodiversity. The proposed name for the scheme is the Zero Carbon Community Fund.

The following are suggested principles, that will enable the Zero Carbon Community fund to be managed in a fair and transparent way and will require Cabinet approval following consultation with the Climate and Energy Working Group and Scrutiny Committee.

The principles set out below will also be used to set out funding documentation including eligibility, bidding processes, assessment criteria and measures.

**The Climate and Energy working group are asked to consider and feedback on the following principles or criterion:**

- allocation of £300,000 of the Climate Emergency Budget for the purpose of community based climate projects
- the values of grants of between £1,000 to £35,000
- the eligibility criteria set out below.
- the decision on who to award funding to, should be delegated to a named Officer in consultation with three representatives from the Climate and Energy Working group?

**Who can apply?**

Any Parish or Town Council within the Uttlesford District.

Any Formally Constituted community group or community interest company working within the Uttlesford District.

Any 'not for profit' groups that are not formally constituted but that ARE supported by a constituted mainstream service, Town or Parish Council or community group willing to administer the funds through an organisational bank account.

**What projects could be supported?**

Projects that reduce carbon dioxide or other greenhouse gas emissions

Projects that reduce carbon dioxide in the atmosphere and

Projects that increase biodiversity

**What assessment criteria will be used?**

The project be financially sustainable at the end of project or within the project lifetime

Carbon dioxide savings or reduction in atmospheric CO<sub>2</sub> must be quantified using a recognised methodology.

### **How much is available?**

Grants between £1,000 and £35,000 are available (INSERT WEBLINK TO OTHER UDC Funding schemes).

### **What can the funding be used for?**

As well as capital costs funding can be used to pay for:

- Salaries of project workers
- Salaries of management staff who supervise project staff. These should be in proportion to the staff time spent on the project
- Reasonable expenses of project staff and volunteers
- Marketing and publicity for the project (as appropriate)

### **What cannot be funded?**

- Activities, events or services which have already taken place, including staff development time
- Activities that benefit individuals, rather than the wider community
- Activities that generate profits for private gain
- Religious activities or content (although religious organisations may apply provided, they are providing benefit for the wider community)
- Activities that replace or supplement government funding
- Renewable energy installations where it is intended to claim Renewable Heat Incentive payments or any other payments where the use of public grants renders the installation ineligible for such payments
- Loan repayments

### **What are the conditions of funding?**

Organisations that are awarded a grant will be expected to comply with the following conditions as a minimum:

- Funding must only be used for the agreed purpose and must be spent within 24-months of the award being made except an extension is agreed with the administering officer in writing
- Where a proposal anticipates financial savings or income, the applicant will need to show this will be for the benefit of the community
- Publicity must take place acknowledging the award provided by Uttlesford District Council
- Any unused grant must be returned to Uttlesford District Council
- An end of project report with photographs must be submitted to the Council within six months of project completion

In addition, all projects **must** follow national legislation, guidance and good practice in relation to:

- Equality and diversity
- Health and safety
- Safeguarding

### **What supporting documentation is required?**

- A copy of organisation's constitution or mission statement (except parish councils)
- A copy of latest accounts (audited if available)
- A quote for the project costs
- Details of the methodology used to calculate carbon dioxide savings or capture