Green Shoots Fund 2022
APPLICATION QUESTIONS FOR GRANTS OF MORE THAN £5,000

Warwickshire County Council

PLEASE DO NOT COMPLETE THIS DOCUMENT. IT IS FOR REFERENCE ONLY. All applications for Green Shoots should be made through the online form.

Please ensure you have all the relevant information before completing this form as per the guidance notes. The closing date for applications is 19 September 2022.

Help and information

If you need assistance with your application before submission, you can contact us via email at greenshoots@warwickshire.gov.uk or tracy@wcava.org.uk

DO NOT SUBMIT THIS DOCUMENT. This is for reference only and designed to help you prepare you application. When ready, submit the application through the online form.

mailto:greenshoots@warwickshire.gov.uk

Q1) Name of project:

Q2) Brief description of your project (max 50 words)

Q3) Name of applying organisation:

Q4) Status of your organisation:
o Community or voluntary
o Registered Charity
o Community Interest Company (CIC)
o Social Enterprise
o Parish / town Council
o Nuneaton and Bedworth Borough Council
o Charitable Incorporated Organisation (CIO)
o School (not fee-paying schools)
o Other
If your organisation is a Registered Charity, please provide the charity number   _____

Q5) Is this a joint application? If so, state the name and status of the other organisations involved.

Q6) Contact details:

Name of main contact person in the lead organisation:

Position within organisation:

Address (inc. postcode):

Email:

Phone:
Mobile:

Q7) Is the group/organisation you are applying for constituted:

o   Yes (please email a copy of your governing document with your application to greenshoots@warwickshire.gov.uk). Please ensure your group has a bank account set up to receive funds. We cannot pay funds into a personal account.

o   No (If you do not have a constitution, your grant will need to be administered by an established organisation (Parish, Town/City Council or Nuneaton & Bedworth Borough Council as there is no town or parish structure) to whom the grant will be paid on your behalf.

Please provide details of the administering organisation.

Name of administering organisation:

………………………………………………………………..

Address of administering organisation:

………………………………………………………………..

Q8) What is the project? What challenge is this project hoping to tackle?

Please describe your project briefly here. There are questions later where the detail can be described.

Please provide any supporting information as separate documents. This may include any photos, drawings, plans, energy surveys, feasibility studies, any prior case studies where this has worked before. Please email any documents to greenshoots@warwickshire.gov.uk with the name of your project as the title.

Q9) Which areas does your project benefit? Tick all that apply.

If you have ticked more than one area, please provide an estimated % impact on each area.

- ❑ North Warwickshire (%)
- ❑ Nuneaton and Bedworth (%)
- ❑ Rugby (%)
- ❑ Warwick (%)
- ❑ Stratford-upon-Avon (%)

Q10) If you are based elsewhere in Warwickshire and have ticked either North Warwickshire or Nuneaton and Bedworth in the question above, please describe how your project will benefit these areas.

Project details

In this section, you will describe the details of your project.

Remember to consider the **desired outcomes** of the Fund when making your application. Keeping these in mind when describing your project, and explaining how your project meets them, will make it more likely that your application is successful.

Desired outcomes:
- Increase the adaptability and resilience of Warwickshire to the effects of climate change
- Reduce impacts on the environment, particularly regarding climate change.
- Ensure funded projects benefit the wider Warwickshire community

Example project areas:
- Energy: insulation, energy efficiency, heat decarbonisation
- Waste minimisation: reducing, re-using, recycling resources
- Biodiversity: habitat creation, adaptation
- Sustainable transport: encouraging and facilitating walking and cycling
- Development of awareness on environmental, sustainability and carbon issues.

Finally, remember that these questions are based around the **five assessment criteria** described in the Green Shoots Guidance document. Ensure that your answers reflect these assessment criteria to maximise your chance at receiving funding.

Environmental benefits

Q11) Describe the environmental benefits (e.g., mitigating against the effects of climate change, increasing biodiversity, or reducing carbon emissions) that your project provides. If they can't be quantified, please explain why.
Q12) What are the expected impacts and outcomes of the project? Please refer to the guidance document for examples.

Q13) Outline why you are proposing this scheme? Will this project happen without the grant?

Funding:

Q14) How much money are you asking for from this Fund?

The maximum application value is £25,000. If you are applying or less than £5000, you need to use our short form.

How do you know that the total project funding is sufficient?
Please note, we will not fund feasibility studies or permanent staffing costs so these should be removed (see more information in the guidance document or FAQ's).

Q15) Budget (for WCC Green Shoots Fund):

Please provide a breakdown of how you will spend the grant funding and indicate how this links to key project milestones.

If you require an initial instalment for this project to commence, please identify this in item 1.

Please email greenshoots@warwickshire.gov.uk with quotes for items above £10,000. Please use your project name as the title.

Note internal staff costs cannot be funded. Costs for labour and consultants can be funded.

For additional guidance, please refer to the guidance document.

OFFICIAL

Q16a) Are you seeking additional funding from elsewhere for this project and has this been secured?

Yes or No

Q16b) If this is for a part-funded application, please specify what the Green Shoots funded element will pay for.

Q16c) If part-funded, what is the source of this other funding?

Describe the source of the funding (name and amount applied for), whether this source is a public body, and its status (pending or secured?)

Community benefits

Q17) Describe how your project will benefit the local community it will be based in. Has there been / will there be community engagement as part of the project? How will it be accessible and free to all?

Deliverable

Q18) Outline how you will deliver your project. Who will lead the project and who else will be involved? How their involvement will be managed? Do you, and /or the team have prior experience of delivering similar projects?

Q19) What are the key risks to the project meeting the identified impacts and outcomes within the project budget and to the timescale detailed below? How will these risks be managed and what mitigation steps have you planned? You might want to include a separate risk register for clarity, although this is not required.

Q20) Does your project require any form of permission including planning, those from the electrical distribution network operator, or rights to land? Have they been approved, pending or not started? If they have not yet been approved or applied for, how long might this take and how certain are you that permission will be granted?

OFFICIAL

Q21) Timescale (when will your project start and finish)

Q22) Please include a detailed project plan.

This should be sent to greenshoots@warwickshire.gov.uk with your project name as the title.

Please provide a project plan in a format that is suitable for your project and include the following:

- The planned start and finish time for the project
- Key tasks, actions, activities
- The result or output of each task
- The people or organisation carrying out each task
- The planned start and finish time for each key task
- Project dependencies and an indication of the impact of these
- Milestones

Q23) Please give details of any partners/councils/organisations involved in delivering the project, outlining how they will be involved and how their involvement will be managed

Legacy value, and potential for replication

Q24) Describe the legacy value your project will have and discuss the potential for replication of it elsewhere in Warwickshire. How will the project continue to benefit your area once the initial project has finished?
Q25) What sort of ongoing maintenance will be needed once the project is complete? Will you / the group or a third party be actively involved in maintaining the benefits? Is this costed in and resourced?

A plan and resource to assess post-project benefits

Q26) Do you have a plan and resources to assess post-project benefits? How will you monitor progress on the project?

Q27) How will you know if this project has been a success once completed? What success metrics will you use in your project's completion report and how will you monitor and evidence them?

Examples include:
- Amount of carbon saved for carbon mitigation projects
- The number of new people aware and engaged with environmental issues

Q28) Once the project has completed and the benefits are accruing (where applicable) how will you be able to continue to assess and evaluate them? How would this be resourced?

Checklist

Please send additional documents to greenshoots@warwickshire.gov.uk with the name of your project as the title.

[insert tick box] Quotation

[insert tick box] A copy of your governing document or administering organisations document

[insert tick box] A copy of your constitution (or a letter/ proof of support from Council)

[insert tick box] Project plan

[insert tick box] Any other supporting conditions

Declaration

I confirm that to the best of my knowledge all the information contained on this form is correct and accurate at the time of completion.

I can also confirm that this project meets national legislation, guidance and good practice in relation to: equality and diversity, health and safety and safeguarding.

All relevant information to support my application will be submitted as requested. This will include constitution, quotes and any other information that is applicable.

I have read and accepted the declaration:

 [insert tick box] Yes

Privacy and anti-fraud statement

We work with partners to provide you with public services. To do this, we may need to share your information. We will do this in a way that protects your privacy.

We are under a duty to protect public funds. We may use any of the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies that are responsible for auditing or administering public funds.

The information that you have provided on this application form, and any subsequent information you provide in relation to this application, will be held on file for seven years.

Please let us know when any of your contact details change. You have the right to know what information we hold about you and we try to make sure it is correct.

Full Privacy Policy - www.warwickshire.gov.uk/privacy

I have read and accepted the privacy and anti-fraud statement... *

[Insert tick box] Yes

Help and information

If you need assistance with your application before submission, you can contact us by emailing: [greenshoots@warwickshire.gov.uk or tracy@wcava.org.uk](mailto:greenshoots@warwickshire.gov.uk)