

GREEN SHOOTS



Warwickshire County Council Community Investment Grant 2021/22





Guidance Notes

Please read this information sheet carefully. It will help you to apply successfully to the WCC Green Shoots Scheme.


Round 1 deadline for applications: 5pm on 17 May 2021

The Warwickshire County Council Green Shoots Fund provides grant funding to community projects to mitigate against, and adapt to, the impact of climate change. It is aimed at community and voluntary organisations.

Who can apply?

-  Constituted 'not-for-profit' community organisations in Warwickshire
-  Non-constituted or new 'not-for-profit' groups working in Warwickshire that can be supported by a constituted organisation e.g. a Town or Parish Council or community group willing to administer the funds through an organisational bank account
-  Warwickshire Town and Parish Councils
-  Schools, if applying as a PTA or 'Friends of' group excluding independently funded schools

Who cannot apply?

-  Party Political/lobby groups
-  Individuals
-  Any businesses
-  Independently funded schools
-  It is unlikely that applications from statutory organisations will be supported, with the exception of applications from Town and Parish Councils

What will not be funded by the grant fund?

-  Projects that promote religious or party-political beliefs
-  Projects for personal profit or personal gain
-  Costs relating to items purchased or work already carried out before the grant has been awarded
-  Loan or debt repayments
-  Activities that are part of statutory obligations
-  Running costs of an established group or activities which are that group's main service
-  Existing contractual arrangements with WCC



All projects must follow national legislation, guidance and good practice in relation to: equality and diversity; health and safety; the environment; and safeguarding.

Scheme objectives and Selection Criteria



The scheme has been set up to achieve the following:

- 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

Like any funding, there are certain general criteria which this fund seeks to support, including but not limited to:

- ➔ Reducing carbon emissions, mitigating or adapting to climate change and the environment
- ➔ Benefits to the local community and connections between other groups and projects
- ➔ Development of awareness in environmental issues
- ➔ Projects that build the capacity of local communities to develop, implement and sustain their own solutions
- ➔ Projects that have lasting benefits and long-term impacts

Project applications will be assessed by subject matter experts.

Applications for funding are to be submitted during a period of ten weeks:

02/02/2021 - 17/05/2021

Where funds are available, we anticipate a further round to be open for applications in the Autumn of 2021.

The fund is open to applications for projects which require investment of up to a maximum of £25,000. There is no minimum application value.

Applicants are not restricted to one application but any one applicant will only be granted funding up to a total maximum of £25,000 across the lifespan of the scheme.

Additional funding can be used to top up the grant provided by this scheme e.g. by matched funding, or from other sources e.g. other grant scheme or crowd funding, and this will increase the value for money of the project.

Application Process






- ➔ Applications should be submitted using the online application form found on our webpage: www.warwickshire.gov.uk/Greenshootsfund
- ➔ Please fill in the application form carefully, bearing in mind the following:
 - Pay careful attention to the questions that are being asked and provide clear evidence where required
 - For applications above £5,000 in value there is a word count for each section. Please adhere to this. When completing an application for a project of less than £5,000 in value, you do not need to comply with the specified word count. Your answers should be concise and appropriate to the nature of the project
 - Applicants should submit a breakdown of costs, and quotations where applicable
 - At least 1 quotation should be provided for each element of goods, labour and services over £10,000. An example of an element would be a combined quotation for capital costs and installation costs when sourced from one supplier for an energy efficiency project
 - Submission of an outline project timeframe and for project applications of greater than £5,000, a project plan
 - Schemes will be looked upon favourably if they have wide community benefits
 - For renewable energy and electric vehicle charging schemes we require good evidence of;
 - The viability and feasibility of the scheme
 - Why the proposed project is a good fit for the building(s) and communities concerned
 - Any assessments that have been carried out prior to application
 - For renewable energy and electric vehicle charging schemes you may want to think about requesting funding for a feasibility study funded by an initial payment, followed by full funding should that study conclude that the project is viable. This can be accomplished in a single application through staged payments. See the budget section of the application form for more details
 - We will not fund electric or hybrid vehicles unless they will be made available for wider community use
 - Applicants are required to submit their governing document as part of their application (electronically if possible, or as hard copy where this cannot be done)
- ➔ Applications must be submitted by **the deadline date as detailed above**. Application forms can be submitted at any time, but funding decisions will only be made following the deadline date. We may contact you before the closing date if we require any further information, so early submission is advantageous.
- ➔ You will receive an automatic acknowledgement of your application – please also check your spam. **This is your copy of the application form so please remember to save it.**
- ➔ We will endeavour to inform all applicants of the outcome of their application within approximately 10 weeks of the deadline date.

Successful applicants will be duly notified of arrangements for receipt of funding.

Monitoring, Reporting and Evaluation

Monitoring





Monitoring is the collection and analysis of information about a project, undertaken while the project is ongoing.

-  For applications for funding of amounts greater than £5,000, WCC reserves the right to conduct visits from a WCC representative (or other specialist officer) prior to the project commencing and at agreed times throughout the lifetime of the project
-  For grants of any level, there will be an expectation that periodic progress reporting will be required
-  Reports of expenditure and budget monitoring will need to be provided to WCC at agreed intervals
-  Monitoring will be proportionate to the funding applied for and therefore the number and frequency of progress reports required will vary with the size of your project and will be agreed at the time by the grant offer
-  A final report at the end of the project detailing activities, outcomes and lessons learned will be required

Evaluation

Progress and final reporting should include periodic and retrospective assessment of the project.

Generally, we will expect to see the results relating to:

-  Measurement of the impact against the project targets set out in the original project application
-  An assessment of what has changed (both intended and unintended)
-  An understanding of the reasons for changes - i.e. what factors/organisations/individuals have facilitated/constrained change (including your contribution)
-  Your interpretation of the changes i.e. people's perceptions and experiences of change



Help and Support

For help with completing your application form, applicants are encouraged to contact Warwickshire County Council via email at greenshoots@warwickshire.gov.uk

Summary Conditions of the Grant

Payment of Grant

The Grant will not be paid unless the Council is satisfied that such payment will be used for proper expenditure in the delivery of the project and, for stage payments, the Recipient has provided all required supporting documentation. The Grant must be used for the purpose set out in the grant offer letter. In the event that the Grant is used for purposes other than those set out in the grant offer letter, the Council reserves the right to withdraw the Grant at any time and recover money previously paid.



Full terms and conditions are available separately on our website at www.warwickshire.gov.uk/Greenshootsfund