



Climate Change Focus Small Grants Policy

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1. Introduction

Colne Town Council recognises the important role that Community and Voluntary Organisations have in delivering key services to the people and Communities of the area. As such, this grant funding programme is aimed at voluntary and not-for-profit groups and organisations that can clearly demonstrate how their services and projects help create sustainable, healthy, and resilient Communities.

2. Background

2.1 Colne Town Council has the power, under various sections of the Local Government Act 1972, but not the obligation to make grants available to local community, voluntary and not-for-profit groups in Colne.

2.2 The Sustainable Energy and Climate Change Act 2006 gave Parish and Town Councils specific powers in relation to local energy saving measures. Town Councils can promote and support initiatives to reduce emissions and can work with their communities to secure a more sustainable future.

2.3 Colne Town Council is funded by the residents of Colne via a charge on the Council tax collected by Pendle Borough Council. It has, therefore, only limited funds available to assist groups who must demonstrate that they are working for the benefit of the Colne community in an inclusive manner.

2.4 Grants will be distributed by the Council in a fair and equitable manner to reflect the value and contribution of the organisation to the local community.

3. Aims of the Grant Making Programme

3.1 Climate change is a serious challenge that affects us all, which is why Colne Town Council wants to promote and support community-led projects which lead to a realistic and measurable reduction of carbon emissions, and which are designed to leave a sustainable legacy of low-carbon behaviour.

3.2 The Town Council will consider providing grants covering the following five key areas:

Area 1 Building refurbishments promoting energy efficiency and renewable energy solutions.

Area 2 Sustainable and active travel – e.g. cycling, walking, car share and community transport schemes.

Area 3 Reducing, reusing, and recycling – toys, books, clothes, waste, plastic – local swaps.

Area 4 Food growing, planting and distribution – e.g. community garden / shop.

Area 5 Behavioural Changes – educating, empowering, and encouraging the community to reduce their carbon footprint.

3.3 In addition to the desire to reduce carbon emissions in the area, Colne Town Council has the following aims:

- I. To enable local people to participate in voluntary groups and activities.
- II. To help the Town's voluntary groups to improve their effectiveness.
- III. To support organisations which meet the needs of people experiencing social exclusion or economic difficulties.

- IV. To ensure there is equality of access and opportunity for all residents of Colne to the services it provides and funds.
- V. To improve or enhance the local environment.
- VI. In all its considerations, Colne Town Council will aim for value for money for the local taxpayer.

4. Who can Apply

4.1 Grants will only be considered for groups and organisations operating within Colne which are able to demonstrate a need for financial support to benefit the local community and/or are providing a service in the Town.

4.2 At the Council's discretion, it may consider groups and organisations out of the Town, providing the service or activity is of direct benefit to a resident in Colne.

5. Activities that will Not be Supported

5.1 The following will not be considered for support:

- I. Applications by individuals.
- II. Regional or National organisations, unless they are for a specific project benefitting Colne residents.
- III. Commercial organisations.
- IV. Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.
- V. "Upward funders" i.e. local groups where fund-raising or a tithe of all funds is sent to a central HQ.
- VI. Political parties.
- VII. Activities of a predominately religious nature.
- VIII. Multiple applications by the same organisation in one year will not usually be supported.

6. Conditions of Awards

The following conditions will apply to all applications:

- I. The project must demonstrate that it meets at least one of the five key areas stated in section 3.
- II. The grant must be used for the purpose for which the application was made.
- III. If the group is unable to use the award for the stated purpose, all monies must be returned to Colne Town Council.
- IV. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested. The Town Council reserves the right to request a refund of any or all monies awarded if it is dissatisfied with the information provided.
- V. The awarding of a grant should not be seen as an ongoing commitment.
- VI. A fresh application, on the Council-provided application form, is required each year.
- VII. The Council reserves the right to discontinue the grant programme.
- VIII. Colne Town Council will consider contributing up to 50% of a project cost.
- IX. Colne Town Council has a budget set of £2,500 for the financial year 2020/2021 which is reviewed yearly.
- X. Any individual grant will normally be restricted to £500.

7. Applicant Contribution

7.1 The availability of funding for Grant awards is limited. In considering the merits of such an application, the Town Council will take into account the extent of financial contribution and/or contribution by way of volunteer commitment translated into a monetary value, made to the project.

7.2 As a guide, volunteer commitment should be valued according to the skill level required for the task

- I. Professional Volunteer (e.g. accountancy, teaching) – £20/hour
- II. Skilled Volunteer (e.g. admin work, carpentry, leading guided walk) – £15/hour
- III. Volunteer (e.g. clearing a site, working as steward at event) – £10/hour

7.2 The extent of contribution sought should not exceed 50% of the total project value.

8. Application Process

8.1 Applications will only be considered when:

- I. They are made via the Council's approved application form.
- II. They are accompanied by details of the group's constitution and management board.
- III. The form has been signed by an appropriately authorised person on behalf of the group or organisation.
- IV. Estimates, competitive quotations and specifications have been included, if appropriate.
- V. They are accompanied by a copy of your latest financial/trading accounts.
- VI. Details of the organisation's bank account have been provided confirming that it holds a separate bank account controlled by more than one signatory.
- VII. Details of the membership and/or the community served, both within and outside Colne, have been noted on the application form to demonstrate the benefit of the group to Colne residents.
- VIII. You have demonstrated what active steps your group or organisation are taking to encourage engagement from all sections of the Colne community.

8.2 An application form which meets Colne Town Council's Small Grants Policy Conditions will be taken to the next available Full Council meeting for discussion. Applicants will be notified of the Council's decision soon after the meeting.



**Colne Town Council
GRANT REQUEST FOR FUNDING
(Revised 2020)**

Colne Town Council will consider contributing up to 50% of a project cost, up to £500.

Project Title:

Name of person submitting bid:

Role of person submitting the bid:

On behalf of (please include organisation's name and contact details):

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.....

Brief Details of the Organisation (including management team and constitution):

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Project Area Covered (1-5):

Project Cost:

£.....

Amount Requested:

£.....

Brief details of project:

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Main outcomes to be achieved:
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When will the Project be implemented?
.....
.....

Who will undertake the Project works?
.....
.....

Is there match funding for the Project from elsewhere?.....

If so, please give details:
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.....

Signature of person submitting the bid:

Date of Submission:

Please enclose a copy of the organisation's latest financial/trading accounts and a copy of a recent bank statement or contact the Responsible Financial Officer for advice.

Please return completed and signed form to Gina Langley, Responsible Financial Officer, Colne Town Hall, Albert Road, Colne, Lancashire, BB8 0AQ – email g.langley@colnetowncouncil.org.uk 01282 861888