**The Climate Partnership CIC**

**Application for Project Grant**

The main aim of the Climate Partnership Grants is to support climate action by community groups in

The Royal Borough of Windsor and Maidenhead (RBWM) and to help new sustainability groups get established and existing groups develop further by providing quick funding to help start initiatives and projects.

The Climate Partnership are providing grants to help communities establish and start projects that relate to one or more of our themes:

* Circular Economy
* Energy
* Natural Environment
* Transport

You can find the Environment and Climate Strategy [here:](https://www.rbwm.gov.uk/home/environment-and-waste/energy-and-sustainability/environment-and-climate-strategy)

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| **Types of projects we are looking to fund:**   * Reducing carbon emissions including those relating to energy use, food, buying thing and/or travel * Utilising the outdoors to help improve wellbeing and health * Increasing biodiversity – including creating habitats, wildflower planting, tree planting, small wetland creation, urban agriculture etc. * Community clear up events * Composting initiatives * Upcycling, recycling, retrofitting or reusing resources programmes, workshops and/or schemes * Educating communities – workshops, programmes, talks etc   -We also welcome new initiatives and trial projects |

**There are three types of grants on offer:**

* Small: Up to £500
* Medium: Up to £2000
* Large: Up to £5000

**If you need any help or advice on filling out the application form, please contact** [**heather.mynott@rbwm.gov.uk**](mailto:heather.mynott@rbwm.gov.uk)

**Project Proposal Form**

**Section 1: Project**

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| **What is the name of your project?** |  |
| **Where in RBWM will your project take place?** |  |
| **When is your proposed start date?** |  |
| **How long will the project take to complete? (Approximate)** |  |
| **Grant type applying for: (Small, Medium or Large)** |  |

**Project Overview**

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| **What to include** | **Project Overview** |
| Your overall vision for the project  The projects ­­activities and its expected outcomes  How your activities will be sustainable after the funding period ends |  |

**Where and how will your project work?**

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| **What to include** | **Project logistics** |
| How your project responds to the RBWM Environment and Climate Change Strategy (Circular Economy, Energy, Natural Environment and/or Transport)  Any challenges you expect to face in delivering this project and how you will overcome them |  |

**Who will you be working with on this project?**

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| **What to include** | **Project Involvement** |
| Who will be involved – including how many people  Whether there are any particular groups of people you’re looking to work with  How your project responds to community needs, and is meeting people and communities ‘where they are at’ in taking climate action |  |

**The Project Budget**

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| **What to include** | **Budget Headings** | **Cost** |
| Please use budget headings,  rather than a detailed list of items. For example, if you're applying for pens, paper and envelopes, using 'office  supplies' |  |  |
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| **Overall Cost** |  |

**(Optional) Are you looking to apply for additional funding resources elsewhere?**

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| **What to include** | **Additional resource and funding sources** |
| Other organisations approached/ partnered with  Grant funds applied for |  |

**How will you monitor and report on your project?**

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| **What to include** | **Monitoring and reporting:** |
| Please click on the link relevant to your project to find out what information you will need to include in the report.  [**Small Project Report**](https://rbwm-my.sharepoint.com/personal/cxl474_rbwm_gov_uk/_layouts/15/doc.aspx?sourcedoc={e40c70af-18e8-4864-b592-40e4798c8d7c}&action=edit)  [**Medium Project Report**](https://rbwm-my.sharepoint.com/personal/cxl474_rbwm_gov_uk/_layouts/15/doc.aspx?sourcedoc={6a1071e3-e6a8-4d7a-a1b2-3a1c70c74edd}&action=edit)  [**Large Project Report**](https://rbwm-my.sharepoint.com/personal/cxl474_rbwm_gov_uk/_layouts/15/doc.aspx?sourcedoc={09ddf765-afb2-4e53-b72b-9687395a0498}&action=edit)  We do recommend keeping track of your spending |  |

**Sector 2: About you**

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| **Name:** |  |
| **Email and Phone Number:** |  |
| **Organisation name:** |  |
| **Brief description of organisation:** |  |
| **Organisation social media handles and/or website:** |  |

**Contact Details**

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| --- | --- |
| **Name of main project contact (if different):** |  |
| **Contact email and/or phone number of main contact (if different):** |  |
| **Please tell us about any particular**  **communication needs this contact has:** |  |

**Terms and Conditions:**

In order to submit your application, you will need to agree to the following terms and conditions:

1. By submitting an application to the Climate Partnership (CP) the organisation named in the application (referred to as “you” in these Terms and Conditions) agrees, if awarded a grant, to:

1.1. hold the grant on trust for CP (referred to as ‘we’ or ‘us’) and use it only for your project as described in your application or otherwise agreed with us, and only for expenditure incurred after the date of your grant award;

1.2. provide us promptly with any information and reports we require about the project and its impact, both during and after the end of the project;

1.3. act lawfully in carrying out your project in accordance with best practice and guidance from any relevant regulators, and follow any guidelines issued by us about the project or use of the grant and let us know promptly about any fraud, other impropriety, mismanagement or misuse in relation to the grant;

1.4. hold the grant in a UK based bank or building society account;

1.5. immediately return any part of the grant that is not used for your project, or which constitutes unlawful subsidy;

1.6. where your project involves working with children, young people or vulnerable adults, adopt and implement an appropriate written safeguarding policy.

1.7. You confirm that you will co-operate with any research or evaluation-related activities which we carry out and further confirm that we may use any part of your application and/or project information for research or evaluation purposes;

1.8. acknowledge that we may carry out post-grant assurance checks to ensure that grants funded by the CP have been spent in accordance with these terms and conditions and may contact you about this after the grant has been made or spent;

1.9. comply with data protection laws and obtain the consent of your beneficiaries for you to receive and process their personal information and contact them;

1.10. keep accurate and comprehensive records about your project both during the project and provide us on request with copies of those records and evidence of expenditure of the grant, such as original receipts and bank statements;

1.11. allow us to publicise and share information about you and your project including your name and images of project activities. You hereby grant us a royalty free licence to reproduce and publish any project information you give us. You will let us know when you provide the information if you don’t have permission for us to use it in this way.

2. You acknowledge that we are entitled to suspend or terminate the grant and/or require you to repay all or any of the grant in any of the following situations. You must let us know if any of these situations have occurred or are likely to occur.

2.1. You use the grant in any way other than as approved by us or fail to comply with any of these Terms and Conditions.

2.2. You fail to make good progress with your project or are unlikely in our view to complete the project or achieve the objectives agreed with us.

2.3. You provide us with false or misleading information either on application or after award of the grant, act dishonestly or are under investigation by us, a regulatory body or the police, or if we consider for any other reason that public funds are at risk or you do anything to bring us, or RBWM into disrepute.

2.4. You enter into, or in our view are likely to enter into, administration, liquidation, receivership or dissolution.

2.5. You receive any grant money incorrectly either as a result of an administrative error or otherwise. This includes where you are paid in error before you have complied with your obligations under these terms and conditions. Any sum, which falls due under this paragraph 2.5, shall fall due immediately. If you fail to repay the due sum immediately, or as otherwise agreed with us, the sum will be recoverable summarily as a civil debt.

3. You acknowledge that:

3.1. the grant is for your use only and we may require you to pay us a share of any proceeds from disposal of assets purchased or enhanced with the grant;

3.2. we will not increase the grant if you spend more than the agreed budget and we can only guarantee the grant as long as we continue to operate, and we receive sufficient funds for it;

3.3. the grant is not consideration for any taxable supply for VAT purposes;

3.4. we have no liability for any costs or consequences incurred by you or third parties that arise directly or indirectly from the project, nor from non-payment or withdrawal of the grant, save to the extent required by law;

3.5. these Terms and Conditions will continue to apply for one year after the grant is paid or until the project has been completed, whichever is later. Clauses 1.2, 1.4, 1.6, 1.8, 1.10, 1.11, 3.4, and 3.5 shall survive expiry of these Terms and Conditions; and

3.6. if the application and grant award are made electronically, the agreement between us shall be deemed to be in writing and your online acceptance of these Terms and Conditions shall be deemed to be a signature of that agreement.

**Section 3: Declaration**

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|  | Please confirm that you agree with each of the statements |
| You have been authorised by the governing body of your organisation (the board or committee that runs your organisation) to submit this application and to accept the Terms and Conditions set out above on their behalf. |  |
| All the information you have provided in your application is accurate and complete; and you will notify us of any changes. |  |

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| Full name of person completing this form: |  |
| Position in organisation: |  |
| Signature: |  |
| Date: |  |