

# Zero Carbon Communities Grant Scheme 2025-2026 Application Guidance



This document is intended to guide you through the application process and respond to any queries that you might have when applying. If, following reading this document, you have any questions, or would like to hear from groups which have undertaken a similar project to what you have in mind, please get in touch at [zcc@scambs.gov.uk](mailto:zcc@scambs.gov.uk).

## Assessment Criteria

Criteria	Description
Fit to the project category	One or more of the key objectives for funding must be met – <ul style="list-style-type: none"> <li>• Carbon Emission Reduction</li> <li>• Community Engagement</li> </ul>
Measurement and impact	The application must provide a projected measurement for the difference that the project will make. For Carbon Emission Reduction this should be the reduction in CO <sub>2</sub> e emissions. For Community Engagement this should be the number of individuals that will be engaged or changed their behaviours as a result. Projects should communicate the benefits of their project to the community.
Project plan and capacity	The grant panel are looking for a clear project description, identifying what the group wants to do and what the project will achieve. The plan must set out how the project will get the necessary people, support and resources.
Value	Does the project represent value for money – is there a good impact for the amount of money requested?
Project Reporting	Please note that all projects will be required to report on their progress one calendar year from the award of funding. Projects must set out how they will measure and report on how they have met their objectives.

## Completing the Application Form

## Contact Details

The first contact should be someone from your organisation who can discuss the application. This would normally be the person responsible for how any grant would be used. Please provide a telephone number and email address to enable us to contact you if there are queries relating to your application.

## About your organisation

### 1. What does your organisation do?

This should be a summary of the work your organisation does rather than the project you want a grant for. Please give a brief account of the aim of your organisation, the services or activities you provide, who they are provided for. If you are a new group, please state what you intend to achieve. For community groups, please tell us how many people use the services you provide.

### 2. Is your organisation a charity?

Please answer Yes/No

If yes, please provide your charity number. This can be found using the link:

<https://www.gov.uk/find-charity-information>

### 3. Is your organisation VAT registered?

Please answer Yes/No

**If yes**, please provide your registration number and confirm if your organisation will be able to recover the VAT incurred in relation to the project? **If no**, is your organisation still able to recover VAT incurred in relation to the project? Please answer Yes/No

The following organisations may be able to use a VAT126 form to recover the VAT incurred from non-business activities (even if not VAT registered):

- local authorities or similar bodies such as parish councils
- academy schools or multi-academy trusts (MAT)
- charities in palliative care, air ambulance, medical or search and rescue
- a non-departmental body or similar body not registered for VAT

For further information please use the link: <https://www.gov.uk/guidance/claim-a-vat-refund-as-an-organisatiosan-not-registered-for-vat>

### 4. Does your organisation have a bank account?

Please answer Yes/No

If no, please note your application will not be eligible for funding until a bank account is set up. To receive funding for your group you will need to open a bank account. Having a bank account is the best and safest way to look after your organisation's money. The account should be opened in the name of your organisation and you will need at least two members to act as signatories. Most banks

and building societies offer special accounts for small voluntary and community organisations. They also usually offer free banking as long as your account is in credit. Further information can be found using the link: <https://www.resourcecentre.org.uk/information/bank-accounts-for-community-and-voluntary-organisations/>

#### **5. Does your organisation or project have a website?**

Please answer Yes/No

If yes, please provide the full weblink.

This is the website address of your organisation, or the website address for the project if there is one.

#### **6. Is your organisation affiliated to another body?**

Please answer Yes/No

If yes, please give details of any national or local bodies to which your organisation belongs.

#### **7. Safeguarding. Does your organisation work with children, young people and/or vulnerable adults?**

Please answer Yes/No

If yes, please upload a copy of your safeguarding policy using the upload feature at the end of this form.

Please note, the Council requires organisations working with children, young people and/or vulnerable adults to have appropriate safeguarding procedures in place. If you do not have a safeguarding policy, further information can be found using the link:

<http://www.cambridgecvs.org.uk/group-support/Safeguarding>

#### **8. Insurance. Does your organisation have appropriate insurance in place for your project?**

Please answer Yes/No

If no- we would recommend you have adequate insurance in place for your project. For more information follow the link: <http://www.cambridgecvs.org.uk/group-support/HR%20and%20Legal>

### **About your proposal**

#### **Projects which reduce carbon emissions or lock up carbon**

**1. Please provide a short summary of your project (max 50 words) then in the next section, describe your project.**

**2. Please describe your project.**

**3. Please provide the location of your proposed project, how is the land/building currently used?**

Please provide a postcode or the easting and northing of the project. This can be found using the following link: <https://gridreferencefinder.com/>

**4. Please provide details of the ownership of the land/building?**

If your organisation does not own the land, please state if you have written landowner permission for the measures to be undertaken. If you have written permission, please provide a copy of this in your supporting information. If you have not, please note that we will require written permission from the landowner before funding your project. If there is a lease in place there must be at least 21 years left to run on the lease. Please provide a copy of this in your supporting information.

#### **5. Does your project require any regulatory consents?**

#### **6. What, if any, actions to reduce carbon emissions or lock up carbon, have already been undertaken by your group?**

This could be measures to promote energy conservation, install energy efficiency measures, plant trees etc.

#### **7. Have you obtained any expert advice on your proposal?**

Please answer Yes/No

If yes, please give details.

Are your proposals informed by an energy survey or advice from a specialist consultant (e.g. ecologist). If the measures have been suggested as the result of a formal report, please include a copy of this (upload at end).

#### **8. Please provide information, using the guidance below, on the carbon savings resulting from your project. You must use the methodology provided in the Grant Guidance and Criteria to make your estimate unless you can clearly evidence another method of calculation.**

Please provide the projected carbon savings. If the measures have been suggested as the result of an energy survey, please include a copy of this in the appendix, and the projected reduction in CO<sub>2</sub>e emissions below. If you did not receive an energy survey, please calculate the projected reductions in CO<sub>2</sub>e emissions using the calculations below. Alternatively, please refer to the Carbon Trust Website for more information: <https://www.carbontrust.com/resources/carbon-footprinting-guide>

### **Community Buildings**

To calculate your reduction in CO<sub>2</sub>e emissions you will need to refer to energy bills from the past year.

1. Calculate how much energy you have used this year using the example below.

Nov 2021 usage: 4582kWh

$$4582 - 1345 = 3237\text{kWh}$$

Nov 2020 usage: 1345kWh

2. Multiply your annual usage by the conversion factor\* of 0.233 to work out the annual CO<sub>2</sub>e produced.

$$3237 \times 0.233 = 754.22\text{kgCO}_2\text{e}$$

3. Multiply your projected annual usage by the conversion factor of 0.233 to work out the projected annual CO<sub>2</sub>e produced.

$$2237 \times 0.233 = 521.22\text{kgCO}_2\text{e}$$

4. Minus your projected annual CO<sub>2</sub>e emissions produced from your current annual CO<sub>2</sub>e emissions to calculate your annual savings.

$$754.22 - 521.22 = 233\text{kgCO}_2\text{e}$$

\*This is the conversion factor provided by the UK Government

## Solar Panels

For this calculation you will need the projected size of your solar panel installation e.g. 4kW

1. Multiply your system by 2.343\* for the kWh per day produced

$$4 \times 2.343 = 9.372\text{kWh}$$

2. Multiply kWh per day produced by 365 for the annual kWh.

$$9.372 \times 365 = 3,420.78\text{kWh}$$

3. Multiply by the conversion factor of 0.233 to calculate the CO<sub>2</sub>e saved per year.

$$3,420.78 \times 0.233 = 797.04\text{kgCO}_2\text{e}$$

\*Factors taken from data from Solar Together Cambridgeshire Scheme

## Nature

Please include number and sizes of trees to be planted, with their associated estimated carbon savings (these can be estimates) and the benefit they will provide to wildlife. Please include a sketch or planting plan for your project (upload at end).

A useful guide on calculating the carbon savings of your tree project can be found on The Woodland Carbon Code website: [3.3 Project carbon sequestration - UK Woodland Carbon Code](#) under the 'Accounting for project carbon sequestration' section.

### **8. Have you experience in delivering similar projects?**

### **9. Are you working with any other organisations on this project?**

Please answer Yes/No

If yes, please give details.

Are there any other organisations directly involved with delivering this project? If so, how are the project work streams divided? Include any evidence that working in partnership on this project will contribute more widely to strengthening community networks.

### **10. Please indicate how the changes that you make through the project will be lasting and sustainable.**

What resources will you have for maintenance once the project is completed? (e.g. how will volunteer programmes be sustained?) What are the long-term prospects for the site? i.e. tree maintenance or ensuring proper usage of community building energy measures by the people using the hall. Please demonstrate how your project fits with the priorities and action plans of and/or your local parish/neighbourhood plan.

### **11. What additional value do you think your project provides?**

Please provide details of any co-benefits resulting from your project.

### **12. How will your project be communicated to the local community and wider?**

Please explain how you will share the details of your project with your local community and wider i.e. through a presentation to your parish council, through social media, through a newsletter.

## **Community engagement on climate change**

**1. Please provide a short summary of your project, (max 50 words). Then in next section, describe your project.**

**2. Please describe your project.**

**3. How will the project achieve community engagement and behaviour change around climate change?**

How will the project promote behaviour change in reducing carbon emissions?

- How has the community been involved in drawing up these proposals?
- What difference will the project make to your community?
- How will your project inspire and encourage others to do similar projects?

**4. How many people are expected to make a difference in their lives as a result of the project?**

Please ensure that this is more than how many people are expected to attend sessions.

- How many people are expected to volunteer or get involved with running the project?
- What plans are there for community involvement in the project in future?

**5. How many people will be exposed to your project?**

How many people do you expect to engage on a superficial level i.e. How many people will you reach through social media? How many people have attended your events in the past? How much traffic does your website get?

**6. Have you experience in delivering similar projects?**

**7. Are you working with any other organisations on this project?**

Are there any other organisations directly involved with delivering this project? If so, how are the project work streams divided? In particular include any evidence that working in partnership on this project will contribute more widely to strengthening community networks.

**8. Please indicate how the changes that you make through the project will be lasting and sustainable.**

What resources will you have for maintenance once the project is completed? (e.g. how will volunteer programmes be sustained?)? How will you ensure that people remain engaged on the topic of climate change? Please demonstrate how your project fits with the priorities and action plans of your local parish/neighbourhood plan.

**9. What additional value do you think your project provides?**

Please provide details of any co-benefits resulting from your project.

**Financing your project\***

\*For projects requesting more than £5k we would encourage applicants to seek part funding/in kind contributions in order to score highly.

**1. Is your parish council able to contribute part-funding for your project?**

Please answer Yes/No/ Not made contact  
If yes, please give details

We encourage you to approach your parish council, especially if it is one of the larger parish councils, for part-funding of any applications you make. They may have a local fund available for small projects, or monies from building developments (s106) that could be used for your project. Applications with part-funding in place will be looked upon favourably.

Contact information for parish councils can be found using the link below:

<https://scams.moderngov.co.uk/mgParishCouncilDetails.aspx?LS=17&SLS=4&bcr=1>

## **2. Do you hope to have other sources of funding?**

Please answer Yes/No

If yes, please give details

This could include part-funding through your own fundraising, other grants or sponsorship. Please list other funders to whom you are applying, detailing when you submitted your application, or plan to, and a date by which you should be informed of the decision. If any applications were refused, please provide details. If there is a shortfall in funding, what steps will you take to overcome this?

## **3. Please give a breakdown of project costs.**

Please give as much detail as possible and include ALL costs. The breakdown should be for the whole cost and not just the amount you are asking for funding for. Please make it clear what part of the project you are specifically asking for funding for and ensure that the amount you are requesting related directly to at least one of your quotes. If you do not provide accurate information, this may jeopardise your application's success.

## **4. For solar PV projects - please provide details of the three quotes you received for this project and indicate the reasons for your final choice.**

## **5. What is the total project cost?**

This should be the total cost of the project, including parts of it that others will be funding. Please use net cost figures if your organisation is able to reclaim VAT or if the VAT is not payable for any reason, and gross cost figures if you are unable to reclaim VAT. You should also include any in-kind contributions to the total project cost figure to give a full account of the whole scheme. The figure should be entered as a whole number, **without** commas or a decimal point.

## **6. How much are you asking for from the Zero Carbon Communities grant?**

This can be up to 100% of project costs. Please use net cost figures if your organisation is able to reclaim VAT or if the VAT is not payable for any reason, and gross cost figures if you are unable to reclaim VAT. You should also include any in-kind contributions to the total project cost figure to give a full account of the whole scheme. The figure should be entered as a whole number, **without** commas or a decimal point.

## **7. Please describe how your project demonstrates value for money.**

Give details on how the project cost will provide the greatest return, in terms of energy savings, carbon emission reduction, cost reduction, community engagement, wider community benefits etc.

## **Reporting and Measurement**

### **1. How will your project measure and report on its progress?**

Please provide details on how the project will measure and report on its progress and outcomes.

## **Support from your District Councillor**

### **1. Is your District Councillor in favour of the project?**

Please give details. We encourage applicants to inform their district councillors about their project. Contact Information can be found using the link below:

<https://scambs.moderngov.co.uk/mgFindMember.aspx>