

Zero Carbon Communities Grant Scheme 2024-2025 Application Guidance



This document will guide you through the application process and respond to any queries that you might have. If, after 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.

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">• Carbon Emission Reduction• Community Engagement
Measurement and impact	The application must give a projected measurement for the difference that the project will make. For 'Carbon Emission Reduction' this should be the reduction in CO ₂ 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 the group's aims 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 significant impact for the amount of money requested?
Project Reporting	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

This should be someone who can discuss the application, normally the person responsible for how any grant would be used. Please provide a telephone number and email address so we can contact you about your application.

About your organisation

What does your organisation do?

A brief account of:

- your organisation's aims
- 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.

Is your organisation a charity?

Find your charity number on the [UK government website](#).

Is your organisation VAT registered?

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 [government guidance on claiming VAT](#).

Does your organisation have a bank account?

To be eligible to receive funding you will need to have 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 on [the Resource Centre website](#).

Is your organisation affiliated to another body?

Please give details of any national or local bodies to which your organisation belongs.

Does your organisation work with children, young people and/or vulnerable adults?

You will need to upload a copy of your safeguarding policy. 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 on [the Cambridge CVS website](#).

Does your organisation have appropriate insurance in place for your project?

We recommend you have adequate insurance in place for your project. For more information, look on [the Cambridge CVS website](#).

About your proposal

Projects which reduce carbon emissions or lock up carbon

Please provide a short summary of your project.

Please describe your project.

Provide the location of your proposed project, how is the land/building currently used?

Provide a postcode or the easting and northing of the project. This can be found using the [Grid Reference Finder website](#).

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. Please provide a copy of any written permissions in your supporting information. Please note, we 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.

Does your project require any regulatory consents?

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.

Have you obtained any expert advice on your proposal?

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).

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 estimate this 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 CO₂e emissions below. If you did not receive an energy survey, please calculate the projected reductions in CO₂e emissions using the calculations below. Alternatively, please refer to our [webpage on calculating your carbon footprint](#) or the [Carbon Trust website](#).

Community Buildings

To calculate your reduction in CO₂e 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
Nov 2020 usage: 1345kWh

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

2. Multiply your annual usage by the conversion factor* of 0.233 to work out the annual CO₂e 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 CO₂e produced.

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

4. Minus your projected annual CO₂e emissions produced from your current annual CO₂e 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 CO₂e 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.

A useful guide on calculating the carbon savings of your tree project can be found on [The Woodland](#)

[Carbon Code website](#) under the 'Accounting for project carbon sequestration' section.

Have you experience in delivering similar projects?

Are you working with any other organisations on this project?

If there are any other organisations directly involved with delivering this project, 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.

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.

What additional value do you think your project provides?

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

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

Please provide a short summary of your project.

Please describe your project.

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?

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

This should be 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?

How many people will be exposed to your project?

How many people do you expect to engage on a surface 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?

Have you experience in delivering similar projects?

Are you working with any other organisations on this project?

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.

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.

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 to score highly.

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

We encourage you to approach your parish council, especially if it is one of the larger ones, for part-funding. 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 on the [SCDC website](#).

Do you hope to have other sources of funding?

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?

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.

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

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 can 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.

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 can 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.

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

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

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 [on our website](#)