



High Peak  
**COMMUNITY CLIMATE CHANGE AND NATURE ACTION FUND**  
Guidance for Applicants

### What is this fund?

High Peak Borough Council are keen to support activities and initiatives by the communities and groups across the District that contribute to the aims and objectives of its Climate Action Plan. To view the plan click [here](#)

This guide provides details about the grants in terms of what can be funded, who is eligible to apply, any restrictions and what you need to provide with your application form.

This guide gives additional information to that contained within the application form. All applications must be made on the application form and a number of supporting documents are required.

**The deadline for this round of applications is 8<sup>th</sup> May 2023.**

This grant scheme is administered by High Peak CVS who can answer any questions and give assistance and/or advice to potential applicants to ensure the best possible outcome. Your application will be considered by a grant panel is made up of representatives from High Peak Borough Council and High Peak CVS.

### Who can and cannot apply?

You **can** apply to the scheme if you are:

- An Unincorporated Association (a group set up with a constitution)
- A Registered Charity
- A CIC
- A CIO
- A new group (not yet constituted)

**AND** if you are operating in, or benefiting, people or places within the local authority borough of High Peak.

The following **cannot** apply for a community grant:

- Individuals
- Private Businesses
- Any organisation that has political activity as one of its stated purposes i.e. as defined by the Charity Commission for England and Wales: any purpose directed at furthering the interests of any political party; or securing, or opposing, any change in the law or in the policy or decisions of central government, local authorities or other public bodies, whether in this country or abroad.

If you are unsure whether or not you are eligible to apply, please contact us for further advice.

## What will the Scheme fund?

### Items that we can fund:

- Capital costs such as building work; buying and installing new equipment; materials including plants and trees;
- Revenue costs e.g. marketing and promotion of a new activity; training; room hire; refreshments; hiring of a marquee; minibus hire; feasibility study or business planning

### Projects must be focused on achieving one or more of the following results:

- A more energy efficient building
- Greater awareness of energy efficiency measures and/or how to reduce energy costs
- Improving engagement with nature
- A contribution to active travel such as a new walking group or footpath improvements
- Practical support for electric vehicles such as a community EV charge point
- A new renewable energy project
- More trees or a community orchard
- Definable nature improvement including new conservation measures and/ or enhanced biodiversity
- Greater reduction, reuse or recycling of products that would otherwise go to waste
- A completed feasibility study or business plan for a project that meets one of the above criteria

### Items we cannot fund:

- Recoverable VAT (if you are not VAT registered, then VAT can be included in the eligible costs)
- Retrospective costs (costs incurred or committed to before receiving a Grant Offer Letter)
- Costs for activities that are entirely or mainly set up to promote religious or political beliefs
- Projects involving activities that are a statutory responsibility
- Projects that are not benefiting the High Peak community
- Projects that are deemed not to contribute towards the HPBC Climate Action Plan
- An applicant can only apply once in each round.

## How much is available?

Grants will usually be between £200 and £500.

This can fund 100% of the costs identified.

## Planning your project

There are a number of issues that you may need to consider when you are planning your project:

- Do you need planning permission?
- Do you need building regulation approval?
- Does any equipment installation need to confirm to any statutory requirements, such as Gas Boiler Installation Regulations?
- If you are planting trees, are they the right trees in the right place and that you have all the necessary permissions in place?
- Have you undertaken a risk assessment for the activity or task to ensure that health and safety requirements are fully met?
- What care and maintenance will be required after the project has been completed and how will you ensure that this happens?

## How to apply

(Please note that the deadline for this round of applications is **8<sup>th</sup> May 2023**)

All applications must be made on the High Peak Community Climate Change and Nature Action Fund application form.

Please send completed applications to [hello@highpeakcvs.org.uk](mailto:hello@highpeakcvs.org.uk) (electronic copies preferred) or post it to:

**High Peak CVS, Dunbar House, 105 Buxton Road, Whaley Bridge, High Peak, SK23 7HX**

You must tick to confirm that you have the following documents/information alongside your application form:

- Signed and dated copy of your constitution / governing document (if applicable).
- Most recent set of accounts. (If you are a new organisation then a letter from your bank giving your organisation's name and account number, if you have a bank account).
- Safeguarding Children policy (if applicable)
- Safeguarding Adults at Risk policy (if applicable).
- Planning permission certificate (if applicable).
- Any other information regarding the proposed project you feel will demonstrate what you have written in your application form.

## If you are successful in your application

Successful applicants will be sent an offer letter detailing the grant awarded and a Conditions of Grant document, which must be signed to indicate that the conditions have been accepted.

If successful, payments will be made by High Peak CVS directly into your bank account.

## Monitoring

Upon request you must submit an End of Project Monitoring Report detailing expenditure, objectives met and the detail of differences made. Please also send us any evidence you have that showed the project took place, e.g. photographs, publicity etc. High Peak Borough Council may wish to use some of this evidence in local publicity.

## Data Protection

We will use the information you give us on the application form and during the life of any grant awarded to administer and analyse grants. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications and monitoring grants.

## For further assistance and information

If you have any questions regarding the grant scheme or require any guidance in completing the application form please contact High Peak CVS on **01663 735350 Option 5** or email: [hello@highpeakcvs.org.uk](mailto:hello@highpeakcvs.org.uk)

*High Peak CVS can also help your organisation with a variety of things including how to find funding from other sources, help with organisational governance, policies and regular news relevant to the voluntary sector. For further info visit [www.highpeakcvs.org.uk](http://www.highpeakcvs.org.uk)*