



Worcester
CITY COUNCIL

**Worcester City Council
Community Services
Environmental Community Grants
Information and Criteria**

1. Introduction

- 1.1. Delivering on the Environmental Sustainability Strategy and the Council's commitments to reducing carbon emissions, enhancing our city for biodiversity and reducing waste will take action from everyone.
- 1.2. The Council has therefore set aside a pot of funding to encourage and facilitate actions in communities. This 'grassroots' action is vital to ensure residents, businesses and organisations across the city are engaged and involved. It is intended that these grants will increase community involvement and engagement in environmental sustainability, and enable groups to showcase their capabilities with small projects which can then lead to successful, larger funding applications.
- 1.3. These grants will complement the existing Community Grants scheme offered by the Council, which can fund higher value environmental projects. It is expected that through offering and promoting small grants, specifically dedicated to environmental objectives, smaller community groups such as 'friends of' groups will be encouraged to apply.
- 1.4. The Environmental Community Grants Information and Criteria (this document) outlines the objectives and approach for the funding of charities, groups and organisations.

2. Aim

- 2.1. The aim of this funding is to support projects which will result in at least one of the following outcomes:
 - Lead to a direct reduction in carbon emissions from any source (residential, businesses, transport etc)
 - Help your community respond to changes in the climate (such as changes required by hotter, drier summer and warmer, wetter winters)
 - Benefit the natural environment – eg. improve biodiversity or reduce pollution
 - Reduce waste
 - Increase environmental awareness amongst residents, businesses and visitors to the city
 - Enable a future reduction in carbon emissions
- 2.2. All projects must fit within one of the outcomes above. If you have a project idea which you know will benefit the environment but you are not sure how it fits within these outcomes, then please talk to us.
- 2.3. These outcomes cover a wide range of environmental benefits. Examples of projects which would fit under each heading are given in the Scoring Criteria table at the end of this document.
- 2.4. The criteria aim to ensure the best use of limited funding to help support the delivery of quality projects through a fair and transparent process.

3. Eligibility

- 3.1. Funding is available to community groups, charities and voluntary sector organisations working across the city of Worcester.
- 3.2. The application must be received from a community, voluntary or charitable organisation. Environmental Community Grants are not available to individuals so a group must be formed to apply for funding.

4. Scope

- 4.1. The project must benefit the environment within the city of Worcester or be aimed at working with residents or sites within the city of Worcester.
- 4.2. Grants of between £500 and £1000 will be offered.
- 4.3. The project must be a separate activity with measurable outcomes as opposed to usual business operations and costs such as salaries, rent and utilities.
- 4.4. Organisations will be able to receive up to two grants in a financial year, subject to demand, but only one grant per project. More than one application can be completed at any one time. If an organisation applies a second time this must be for a separate project.
- 4.5. As well as funding stand-alone projects, grants could also be used to match fund, supplement or show local support for larger grant applications.
- 4.6. Applicants will be required to demonstrate the following:
 - What the group wants to do – what is the project?
 - That there is a way of measuring the success of the project
 - That the people and resources required for success are in place
 - That the project will represent value for money
- 4.7. Projects should be completed within a year of receiving the funding.
- 4.8. Once awarded, grants will be paid to applicants following completion of the appropriate paperwork. Applicants do not have to spend the money first and then claim it back from the Council.
- 4.9. Applicants do not have to match fund the project cost. The grant can cover all the costs of the project or a proportion. If the whole project can be funded for £1,000, then the total cost of the project may be covered by the grant. All grants will need to prove value for money, i.e. that the project will result in changes which justify the cost.
- 4.10. During the course of this scheme, the Council may amend the application form and the criteria for receiving a grant.

5. Completing the application form

- 5.1. The application process for these grants is as straightforward and streamlined as possible, allowing for those not familiar with making grant applications to be successful as appropriate for their projects.
- 5.2. An example of a project which may be funded is for a residents community group who wish to enhance biodiversity and access to fruit by planting fruit trees in a community owned location. Information to be included in the application form includes the cost of the trees and the commitment the group has from group members to plant and maintain the trees.
- 5.3. There is more information about the information required for each of the questions in the application form in the Scoring Criteria table at the end of this document. Examples of projects which fit under each of these headings are given.

6. Appraisal of applications

- 6.1. Each application received for grant funding will be reviewed and scored in accordance with the criteria set out in this document.
- 6.2. Applications will be checked for eligibility by the Business Administrator for Community Services.
- 6.3. Applications will then be appraised against the scoring criteria by officers. Once a score has been agreed for each criterion, this will be approved by a Corporate Director.

7. Scoring Criteria:

Criteria	Description
Strategic fit	<p>The grant panel will check that one of the key objectives for funding through this funding pot is met – <i>(examples of projects which would fall under each heading are given):</i></p> <ul style="list-style-type: none">- Lead to a direct reduction in carbon emissions from any source (residential, businesses, transport etc)<ul style="list-style-type: none">o <i>For example, helping residents apply for energy efficiency grants</i>- Help your community respond to changes in the climate (such as changes required by hotter, drier summer and warmer, wetter winters)<ul style="list-style-type: none">o <i>For example, helping residents protect their homes against flooding</i>- Benefit the natural environment – eg. improved biodiversity, reduced pollution<ul style="list-style-type: none">o <i>For example, planting trees or wildflowers</i>- Reduce waste<ul style="list-style-type: none">o <i>For example, providing compost bins for your local community hall</i>- Increase environmental awareness amongst residents, businesses and visitors to the city<ul style="list-style-type: none">o <i>For example, providing training or information to local businesses</i>- Enable a future reduction in carbon emissions<ul style="list-style-type: none">o <i>For example, a feasibility study to look at installing renewable energy into your community hall</i> <p>Question 8 and 9 will be assessed here.</p>
Project structure and outcomes	<p>The grant panel are looking for a clear project description, identifying what the group wants to do and what the project will achieve.</p>

	Question 9 will be assessed here.
Measurement and impact	<p>The grant panel will ensure that there is a practical way to measure project success and impact is given. What difference will the project make to the environment?</p> <p>Question 10 will be assessed here.</p>
Capacity	<p>The people and resources necessary to deliver are demonstrated. Can the group ensure that the project happens and the expected changes as a result happen?</p> <p>Question 11 will be assessed here.</p>
Value	<p>Does the project represents value for money – is there a good impact for the amount of money requested?</p> <p>Questions 12, 13 and 14 will be assessed here.</p>