

Spelthorne Borough Council  
Requests for Funding from the  
Green Initiatives Fund



Prior to making this application, please consider carefully the criteria below to the make sure you meet and evidence meeting the criteria below. If you do not meet the criteria your application will not progress to the Climate Change Working Group and Environment Sustainability Committee for consideration. If you require any further assistance with completing this form or would like to receive the form and guidance in an alternative format, please ask.

Your project must meet at least one of the following criteria:

The project ...

- a) Contributes to meeting the Council's climate change targets of meeting net zero in the Council estate or the wider Spelthorne community.
- b) Provides opportunities to create and support carbon sink initiatives within the Borough, including landscaping and more tree planting.
- c) Contributes towards reducing the carbon footprint of the Council's estate and the Borough as a whole.
- d) Develops opportunities to improve facilities for walking and cycling in the Borough to help reduce car use.
- e) Encourages more sustainable travel.
- f) Improves and encourages waste prevention and recycling.
- g) Meets Spelthorne Borough Council's objectives for the Environment in the Corporate Plan and complies with at least one of our key objectives.
- h) Contributes to developing opportunities for larger projects which address 'green' priorities within the Corporate Plan.

Applicants must ...

- i) Belong to an organisation that can prove financial stability over a period of time and not have any existing large balances not allocated.
- j) Not apply for multiple elements of financial support for the same objective. (Unless you are specifically requesting match funding.)
- k) Have clearly defined outcomes and deliverables for the funding requested.
- l) Address how they will monitor key performance indicators towards their goals and demonstrate how they have been successful in achieving them.

**Contact details**

Name and position	Bruno Barbosa, Parking Services Operational Manager
Organisation	Spelthorne Borough Council
Charity CIO number (if applicable)	
Address of organisation	Council Offices, Knowle Green, Staines-upon-Thames, TW18 1XB
Location services will be provided or project will take place	Parking enforcement across the whole borough, based in the car park office, Elmsleigh Surface car park, Staines-upon-Thames
Contact phone	07919 395901
Contact email	b.barbosa@spelthorne.gov.uk

**Your Project**

Please provide information to clearly demonstrate what you wish to achieve with the funding you are applying for and how you will measure success.

Please provide as much detail as possible here including who are your stakeholders, where and how the funding will be spent. Please detail the importance of this and why you believe this funding will contribute positively to mitigating or adapting to climate change. Please refer to our Corporate Plan and aims and detail which one/s your proposal supports.

You can also submit additional information to support your application by email.

<b>Considerations</b>	<b>Response</b>
Aims and Project Objectives  Corporate Priority Alignment	With increases in operational and maintenance costs of the current fleet of two mopeds, one is already written off due to the repair costs being over the value of the bike, and the other is repeatedly sent to the garage for repairs. Purchasing two new electric mopeds would remove the reliance on fossil fuels and reduce maintenance costs, as well as being cheaper than the current repair price and costs of both petrol mopeds. This aligns with the Environment aim in the Corporate Plan.
Business justification provided and options considered including. - Benefits, Deliverables & Objectives	The high reliance on fossil fuels of the fleet means we are tethered in operational costs to the rising prices of fossil fuels. Whilst in capital terms it may not be feasible yet to change the two vans to electric vans, the 2 mopeds are significantly

Appendix 6

<p>- High Level Financials &amp; ROI in terms of carbon savings, wellbeing benefits, reduction in pollution, seed corn funding</p>	<p>cheaper in an electric version and are more realistic capital investments at this stage (the capital cost of 2 electric mopeds of a low speed variety is significantly cheaper than the cost of repair of both existing petrol mopeds or purchase of two new petrol mopeds).</p> <p>We considered repair of the written off moped (engine damage) but it was higher than a new equivalent petrol moped, and the ongoing maintenance costs of the other moped are very high and going over the budget available for vehicle maintenance, so there is no capital available for purchase or further repair. Without these mopeds we have 2 members of staff unable to be mobile, and thus we become unable to meet our contractual obligations towards Surrey County Council by not being able to enforce outside Staines-upon-Thames.</p> <p>By purchasing 2 electric mopeds with spare batteries, we would significantly reduce our maintenance and running costs for the fleet, as well as reducing our carbon footprint. The change to electric would also have no negative impact compared to the service delivered through petrol mopeds.</p>
<p>How will you measure success?</p>	<p>Success can be measured by tracking total mileage (in comparison with the existing petrol mopeds), and by measuring the maintenance budget expenditure. On both performance points we would expect an improvement, namely no reduction in mileage, and a reduction in actual spend for vehicle maintenance.</p>
<p>Indicative Timeframes</p>	<p>3 months</p>
<p>Risks</p>	<p>The change to electric mopeds would not introduce any additional risks compared to the existing risk assessments for petrol mopeds. For service risks, if we cannot secure the funding for these 2 mopeds we are likely to incur in future defaults on our contractual obligations towards Surrey County Council.</p>
<p>Stakeholder Identification</p>	<p>Parking Services</p>
<p>Roles &amp; Responsibilities</p>	<p>Parking Services Operational Manager – Project lead Civil Enforcement Supervisor – Project monitoring</p>
<p>Communication Plan</p>	<p>None, although ideally this would be advertised through our comms channels as a positive shift in our fleet to more sustainable transport.</p>
<p>Amount of funding applied for from Spelthorne</p>	<p>Up to £7.5k for outright purchase of two mopeds with spare battery, or £125 monthly for a lease of the same.</p>

## Appendix 6

Funding agreed from elsewhere	None
Please identify where services will be delivered	Spelthorne
How have you identified the need for carbon reduction or environmental improvements?	High mileage and frequent fuel card usage, in the context of climate change and increasing fuel prices, made this need become clear and logical.

### Reviewing the application

Once applications have been received, they will be reviewed to ensure that they meet the criteria.

Where applicants do not meet the criteria, they will be told that their application cannot be taken further and signposted to other potential financial support available for what you are trying to achieve.

If it is obvious that an error has been made and crucial information has mistakenly been omitted, and where we are able, we will endeavour to contact you to give you the opportunity to provide the missing information.

It is important to note that unfortunately meeting the criteria does not guarantee you will receive funding from the Green Initiatives Fund. Applications received and those evidencing that they meet our criteria will be considered by the Climate Change Working Group who will then recommend those to go to the Environment and Sustainability Committee for formal approval.

In exceptional cases we may ask you for further information or clarification during the Climate Change Working Group's consideration of your application. The Environment and Sustainability Committee has the final say. We are required to follow this process as we are using public money and need to follow due process.

### The final decision and payment

The Climate Change Working Group may decide to recommend to the Environment and Sustainability Committee:

- a) That your organisation gets awarded the full amount applied for.
- b) That your organisations receive an award for a lower amount than applied for.
- c) That your organisation has been unsuccessful for the current year.

**Appendix 1 For Non-Council Organisations the following will also be required**

**Financial status:**

Please provide your last set of audited accounts and preferably, where possible, for the previous year. Please note that these will be treated in the **strictest confidence**, but we need to be reassured that your organisation is financially able to deliver what you are applying for. If you are unable to provide audited accounts, please contact us as a matter of urgency to discuss what you can provide and when. They can be sent securely by email or attached to the electronic application form.

Please provide details of all funding that you have applied for, for the year 2022-2023. Please include any applications you have made for funding that remain pending, along with those refused, agreed, or agreed in part. In addition, if you have been advised that an offer of match funding has been made please include that in the table below.

Other grant or applications for financial assistance for the year 2022-2023

Organisation applied for, for funding	Reason for application to Green Initiatives Fund	Application amount	Current status of application

## Appendix 6

### **The Aims of your organisation:**

It is extremely helpful for the Committee to know about your organisation. How, why and when it was set up and for what purpose. What are your key objectives and how have these changed?

When was your organisation set up?	
If you have charity status when was it awarded?	
Why was your organisation created?	
What are you aiming to achieve?	
How do you measure success generally?	