

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	Francesca Lunn – Service Monitor Dennis Codd – Parks and Open Spaces Manager
Organisation	Spelthorne Borough Council
Charity CIO number (if applicable)	N/A
Address of organisation	
Location services will be provided or project will take place	Laleham Nursery
Contact phone	
Contact email	

### 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.

Considerations	Response
Aims and Project Objectives  Corporate Priority Alignment	The design, procurement, and execution of a solar PV array extension of the nursery's existing solar PV installation to encompass the entire usable area on the roof. The array will extend the maximum generation potential of renewable energy which will be used on site by the Nursery.  This project falls in line with the corporate priority for the Environment, as outlined within the corporate plan.
Business justification provided and options considered including. - Benefits, Deliverables & Objectives	The development will require further design work to include the undeveloped half of the nursery building roof. Therefore, a new supplier must be sourced to provide the array.

<p>- High Level Financials &amp; ROI in terms of carbon savings, wellbeing benefits, reduction in pollution, seed corn funding</p>	<p>Based on an original design survey there is the potential for suitable roof space for a solar array of up to 12kWp. This could generate around 10,400kWh per annum, and supply 25% of the sites electricity demand and make carbon savings of 7.5tonnes of CO2.</p> <p>In 2019 the Council committed to reducing its carbon emissions to net zero by 2050. In 2020, the Council declared a Climate Emergency and in 2022, the climate change strategy was adopted.</p> <p>One key action relevant to this strategy within this proposal is key task 4: <i>“Incorporate energy efficiency measures and renewables into conversions, refurbishments, and maintenance of Council buildings and housing developments.”</i></p> <p>Therefore, through the extension of the solar array, the council will continue to meet the actions outlined within task 4 of the climate change strategy.</p> <p>The original survey was carried out in early 2020 on the suitability of the Laleham Nursery Office &amp; outbuildings for a Solar PV array. The survey concluded there was roof space and suitable roof angle for an array of up to 12kWp. This would have the potential to generate 10,400kWh annually contributing to 25% of the electricity currently used on the site. Given the usable space on the west wing of the building is the same as the east, we can estimate that the values will remain the same through extending the solar array.</p> <p>In the original design, the carbon savings for year one, were estimated to be 7.5tonnes of CO2 and the financial savings would be up to £1,469, increasing year on year with the rising price of grid electricity. The payback period from costs saved from the reduction in grid bought electricity is still expected to be under 8 years. Considering the recent huge increase in the price of electricity, the potential for solar installations to represent significant cost savings has increased dramatically. Therefore, it is reasonable to assume that any further extension to the solar array will have a favourable return on investment.</p>
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Appendix 1

	The original solar array was awarded £15,000. However, due to the increase in prices brought about by recent increases in inflation we would need to ensure £20,000 for this project, due to the volatility of the market.
How will you measure success?	The array would be considered a success as the initial objectives have been met. Additionally, if the solar array can provide an additional 25% of the current electricity demand to the site, the nursery would receive 50% of its electricity from onsite renewables.
Indicative Timeframes	Given the approval of GIF then quotes will be sourced. The project would be completed by the end of financial year 2023/2024.
Risks	<p>Scaffolding will be required to access roofs, which could restrict vehicle movement and access to outbuildings at the Nursery.</p> <p>If the project is not approved, we risk losing the ability to produce a further 25% saving on electricity, as this would not be made up with renewables.</p> <p>If this project doesn't go ahead, we fail to meet the Council's climate change targets of meeting net zero emissions in the Council estate.</p>
Stakeholder Identification	<p>Responsive Maintenance / Asset Officer</p> <p>Procurement Officer</p> <p>Legal Officer</p> <p>Sustainability Officer</p> <p>Neighbourhood Services</p> <p>Parks and Open Space Manager</p>
Roles & Responsibilities	<p>Project Sponsor, Jackie Taylor</p> <p>Project Manager, Francesca Lunn</p> <p>Project Support, Tim Snook</p> <p>Project Support, John Harris</p>
Communication Plan	Communicate with councillors at the Climate Change Working Group, upon recommendation from MAT.
Amount of funding applied for from Spelthorne	£20,000
Funding agreed from elsewhere	N/A
Please identify where services will be delivered	Continued service delivery at the Laleham Nursery.

How have you identified the need for carbon reduction or environmental improvements?	Through the direction given in task 4 of the climate change strategy, adopted 2022.  Spelthorne Borough Council plans to be Net Zero emissions by 2050 with offsetting through renewable schemes such as this.
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## 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.

Contact details S.Muirhead [s.muirhead@spelthorne.gov.uk](mailto:s.muirhead@spelthorne.gov.uk)

**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

**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?	