Appendix 1

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.

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Contact details

Name and position	**Liz Harvey**
Organisation	**Spelthorne Borough Council**
Charity CIO number (if applicable)	
Address of organisation	**Spelthorne Borough Council | Knowle Green |Staines-Upon-Thames | TW18 1XB**
Location services will be provided, or project will take place	**Spelthorne Community**
Contact phone	**01784 448 601**
Contact email	**liz.harvey@spelthorne.gov.uk**

Your Project

Considerations	Response
Aims and Project Objectives The Elections Service seeks to transform and digitise the home visit section of the Canvassing process within the Elections Service, creating, environmental improvements, savings, and efficiencies. **Corporate Priority Alignment** **Community** Using tablets means canvassers can devote more time to their doorstep engagement with householders. They can perform their door-knocking role more easily and quickly as there is no need to carry significant quantities of paper forms or for these to be returned to the office once completed. This will reduce carbon emissions, as less traveling is required and saves on paper, printing, and postage. **Service Delivery** As the world becomes more digitally focused, switching to tablets for canvassing also means that the Spelthorne Electoral Service team is aligning with the corporate service delivery goal to adapt to the changing needs of the community. This will help the team meet new challenges and work more efficiently with our communities.	

Environment

The environmental impact of paper canvassing is significant. Paper is currently used for all visits, including A3 and left over forms are manually posted from the office. Any returned to the office are scanned and discarded.

The pulp and paper industry are one of the largest contributors to air, water, and land pollution. Discarded paper and paperboard make up roughly 26% of solid municipal waste in landfill sites.

In addition, paper production releases carbon dioxide during the manufacturing process, contributing to global warming and climate change. The de-inking process during paper recycling is also a source of emissions due to chemicals released in the effluent.

When canvassers post leftover forms by Royal Mail, it can lead to additional environmental impact. The Royal Mail delivery system, by law, must operate a "universal service" which means that the whole delivery system will function in the same way whether mail is sent first or second class.

Therefore, funding tablets for election canvassing can be a sustainable initiative that aligns not only with Spelthorne's sustainability goals but also with the goals of the Green Initiative Fund.

It will help reduce paper usage, paper waste and the level of travel required for canvassing, as the level of visits to the office will no longer be required, which helps toward the reduction of carbon dioxide.

Business Justification

Digitalising the home visit section of the Canvassing process within the Elections Service can bring about several benefits, such as improved accuracy, time-saving, and enhanced security. Nine canvassers were asked to trial tablet canvassing in 2023, and the feedback was overwhelmingly positive.

This would directly impact key actions 1 and 10 of Spelthorne's Climate Change Strategy.

How will you measure success?

Alongside several KPI's which will measure the success of tablet canvassing in all areas, the following specifically target the environmental impact.

Reduction of paper and printing: over the next 12 months, monitor the reduction in print and paper use.

Cost per household visited: This KPI measures the cost of visiting each household using tablets. It will help evaluate not only the cost-effectiveness of our canvassing activities but and identify areas where we have or need to reduce costs.	
Indicative Timeframes **13th February 2024** MAT & Climate Change Working Group **15th February 2024** Managers Briefing **27th February 2024** E&S Committee **September 2024** Delivery & Roll out	
Risks The risks associated with using tablets for Canvassing. • **Cost:** Tablets can be more expensive than paper forms, and there may be additional costs associated with training staff and maintaining the tablets. • **Data security:** Electronic systems can be vulnerable to hacking and other security breaches, so it is important to ensure that any electronic registration system is designed with privacy and security in mind, including measures such as encryption, firewalls, and secure data storage. • **Training:** Staff may need to be trained on how to use the tablets and any associated software, which can be time-consuming and costly. • **Accessibility:** Tablets may not be accessible to everyone, particularly people who do not have access to the internet or who are not comfortable using technology. • **User acceptance:** Some people may be resistant to change and may prefer paper forms over electronic systems. **Technical issues:** Electronic systems can be prone to technical issues, such as software glitches or hardware malfunctions, which can cause delays and other problems.	
Stakeholder Identification • Canvassers • Residents • Staff	
Roles & Responsibilities	

• Electoral Registration Officer (ERO): The ERO is responsible for planning and delivering the annual canvass, in moving to tablet canvassing they will need to provide all Training and Support for all Canvassers and to monitor KPI's and provide reporting. • Canvasser: Canvassers main duties and responsibilities include visiting households within a designated area in the timeframe set by the Elections team, planning routes according to the properties required to visit, attempting to obtain a response from anyone living at those addresses, and advising and assisting residents on the completion of a canvass form. In moving to tablet canvassing this doesn't change, however instead of carrying paper and having the associated GDPR risks and responsibilities, they need to protect their password and the tablet as reasonably expected.	
Communication Plan **N/A**	
Amount of funding applied for from Spelthorne. **£9,272.50**	
Please identify where services will be delivered. Spelthorne Borough Council | Knowle Green |Staines-Upon-Thames | TW18 1XB	
How have you identified the need for carbon reduction or environmental improvements? The Electoral Service has identified the need for carbon reduction, due to the level of paper use, paper waste, postage and printing currently within the service. The switch to tablet canvassing will ensure the Electoral Service Department remains committed to improve Spelthorne's services for Climate Change and remain in line, with Spelthorne's corporate plan.	

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.

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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

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:

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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?	