Appendix 1

<div style="border:1px solid">

Spelthorne Borough Council

Requests for Funding from the
Green Initiatives Fund

</div>

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.

Appendix 1

Contact details

Name and position	**Tim Snook, Sustainability and Flood Risk Officer**
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	**Knowle green, the Depot and the Nursery**
Contact phone	**01784 446376**
Contact email	**t.snook@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.

Considerations	Response
Aims and Project Objectives Corporate Priority Alignment	**Aims:** **To provision sufficient electric vehicle (EV) charging to enable operation of the Council's electric fleet. Additionally, enabling staff access to reliable workplace EV charge points.** **Objectives:** • **To change the operator of the back-end software for our existing Council owned charge point infrastructure.** • **To bring the charge points to a standard which will enable operational vehicles to charge effectively.**

	- **To ensure that there is an agreement and contract in place with a reputable operator for a period of 5 years.** **Corporate priorities: Environment and Service Delivery**
Business justification provided and options considered including. - Benefits, Deliverables & Objectives - High Level Financials & ROI in terms of carbon savings, wellbeing benefits, reduction in pollution, seed corn funding	**The current operator of the back-end software, Genie point, is not performing to the standard needed for both current and future electric vehicle charging. There have been repeated issues with the reliance and uptime of the charge points. This includes operational vehicles being unable to charge sufficiently on council owned charge points, resorting to officers becoming reliant upon external expensive charge points.** **The change in back-end software operator will ensure that all charge points are operating more effectively. This will provide the Council with greater oversight and control of the charge points, the costs involved and any maintenance that will be undertaken.** **Due to the existing infrastructure being in place, any new operator would need to have compatible software that would not require a change in the hardware. Therefore, we were limited as to the number of operators that could service the solution. Therefore, due to the operational significance and the limited supplier group, JoJu ltd was chosen to undertake this solution. JoJu was the only operator of the three that were approached (BP Pulse, Pod point and JoJu) to respond in a meaningful timeframe and provide a readymade solution that would work with existing infrastructure.** **The offer proposed by JoJu was a 5-year back-office setup, maintenance and licence agreement. This covers the 6 charge points currently utilised by the Council for the total of £7,787.38.** **The timeline for the implementation of this change would be a full integration scheduled for the 3rd of June. With communications to staff the month prior to this.**

	This switch will enable the continued reduction in emissions associated with council owned vehicles. Through a functional charging infrastructure, we can justify the existence of our electric fleet and look to improve or expand this in the future to realise further emissions savings.
How will you measure success?	**The success will be measured through the implementation of the new back-end operator and bringing back to service the charge points neglected by the current operator.**
Indicative Timeframes	**Implementation scheduled for 3rd of June 2024**
Risks	**The risks are that we are unable to go ahead with the new service operator and have to remain with the current operator. Therefore, the issues we have continually experienced for the past 3 years will persist. Not demonstrating best value for The Council and affecting the operational ability of The Council's electric fleet.**
Stakeholder Identification	**Spelthorne Borough Council** **Spelthorne Borough Council Staff** **JoJu ltd** **Geniepoint ltd**
Roles & Responsibilities	**Jackie Taylor – Project Sponsor** **Tim Snook – Project Manager** **Daniel Eastwood – Project Support**
Communication Plan	**Communications via Spelnet to Staff, informing them to signup to the new payment portal associated with the new software a month in advance. Additionally, ensure that all operational staff are aware of the change to occur before the 3rd of June.**
Amount of funding applied for from Spelthorne	**£7,787.38.**
Funding agreed from elsewhere	**£0.00**
Please identify where services will be delivered	**Knowle green, the Depot and the Nursery.**
How have you identified the need for carbon reduction or environmental improvements?	**The identification came through the inability to ensure the operational fleet of electric vehicles are able to sufficiently charge at council charge points.**

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

Appendix 1

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 1

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?	