

Spelthorne Borough Council

Requests for Funding from the
Green Initiatives Fund



Prior to making this application, please carefully consider 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	Sandy Muirhead Group Head Commissioning and Transformation
Organisation	Spelthorne Borough Council
Charity CIO number (if applicable)	N/A
Address of organisation	Council Offices Knowle Green, Staines-Upon-Thames TW18 1XB
Location services will be provided, or project will take place	Council Offices Knowle Green, Staines-Upon-Thames TW18 1XB
Contact phone	01784 446318
Contact email	s.muirhead@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	To pay for climate change officer salary to enable the Council to deliver on its priorities including environment and address the Council's declared climate emergency
Corporate Priority Alignment	Environment
Business justification provided and options considered including. - Benefits, Deliverables & Objectives - High Level Financials & ROI in terms of carbon savings, wellbeing	Although the Council recognises that climate change is a key priority for the Council it is also mindful that budgeting for future years is a challenge. Therefore, it is proposed that the funding for the climate change officer post 28/29 comes from the Green Initiatives fund. The post is agreed as permanent in the establishment as

Appendix 1

benefits, reduction in pollution, seed corn funding	climate change mitigation and adaptation will require the Council's attention into the future.
How will you measure success?	Implementation of projects to reduce our carbon emissions to net zero by 2030.
Indicative Timeframes	Provides clarity of spend on GIF fund for Climate change officer post to 28/29
Risks	Not to address the officer position risks the Council not being able to reduce its carbon footprint and have in place the qualified staff to assist in doing so.
Stakeholder Identification	Councillors, officers and the wider community
Roles & Responsibilities	The climate change officer is responsible for implementing projects to reduce our carbon footprint and meet our environmental priority. The work will be guided by the Climate Change Working Group, Environment and Sustainability Committee and Group Head
Communication Plan	Ongoing communications are part of the climate change officer role in liaison with the communications team and Councillors
Amount of funding applied for from Spelthorne	From Spelthorne £50,900 including on-costs for 6/M1 grade for years 28/29. 22/23- £45,373 actual costs. 23/24- £42,946 actual costs. 24/25- £46,300 (estimated) 25/26 to 27/28 estimated costs of £50,900 each year. 27/28- £50,900 already factored into the budget
Funding agreed from elsewhere	N/A
Please identify where services will be delivered	Across the Council sites plus community initiatives
How have you identified the need for carbon reduction or environmental improvements?	Yes, to meet net zero by 2030 requires the Council to take immediate steps to achieve this goal

Reviewing the application

Appendix 1

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 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?	