

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.
Reduce Council energy use by 50%
- 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

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| Name and position | Stuart Richardson- District Lead Volunteer |
| Organisation | Spelthorne District Scouts |
| Charity CIO number (if applicable) | 1178685 |
| Address of organisation | |
| Location services will be provided or project will take place | Hengrove Scout HQ, Station Crescent, Ashford, Middlesex, TW15 3HN |
| 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 |
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| Aims and Project Objectives Corporate Priority Alignment | Aim- To decrease the carbon footprint of Hengrove HQ. Objective- to improve the heating and lighting to take advantage of modern technologies. Hengrove Scout HQ was last modernised in the 1990s. Since then, very little has been altered in the building due to the change of use from a weekly meeting place to its current use as a district meeting building. We have now resigned the lease on the building and so are committed to staying in the building and as a result of this we want to look to carry out additional work to bring the building up to date in terms of lighting and heating options. This plan supports the council's objectives of reducing their carbon footprint across their estate |

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| | <p>as our lease is held with the council. The plan also matches the council's objective to reduce their energy usage as the current heating and lighting is now of poor quality and high energy consumption.</p> |
| <p>Business justification provided and options considered including.</p> <ul style="list-style-type: none"> - Benefits, Deliverables & Objectives - High Level Financials & ROI in terms of carbon savings, wellbeing benefits, reduction in pollution, seed corn funding | <p>Lighting- We currently have 19 double 6ft strip lights through the building. These haven't been converted to the more efficient thin tubes which have become the norm to use. Of these, 4 are currently emergency lights to comply with safety requirements. We would want to convert all the lighting to the LED batten lights. We would like to move to some dimmable ones to help make the building easier to use for sleep overs, meetings and activity sessions. By being able to have a range of lighting levels it would mean people would not have to use other lighting sources for events.</p> <p>Heating- The building currently has 3 panel heaters in the toilets and kitchen and 6 UV heaters in the main hall. While these were seen as good solution when installed, they take a long time to heat the building and once the desired temperature is reached the only option is to turn the heater off which means the temperature often decreases quickly. This generally means, the heaters are turned on and left on for the session. The current solution doesn't allow heating in all the building so some parts (meeting room/ entrance) stay cold. When the doors to these areas are opened the warm and cold air blend so reducing the overall temperature in the building. We would like to replace the heating with wall mounted smart air conditioner with heat pumps built into them. These would be thermostat controlled and so would allow the room to be set to a desired temperature and then the heating would cut in and out as needed. The heaters also contain their own heat pump meaning there is no need for a large amount of equipment outside. This is seen as a benefit to us due to our location, in a park, and that the site has a small outside space. The heating choice would mean we could having heating in the main entrance area and meeting room as well as the toilets so would allow all the building to be heated as needed. We have talked to an electrician who has installed these in another building and he has reported the client has seen a massive reduction in their</p> |

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| | <p>energy usage but not noticed any issues with the building temperature.</p> <p>Windows- we have recently replaced the building's doors as these were reaching the end of their natural life. This means we now have UPVC ones and have noticed a reduction in drafts. We would like to replace the windows in the building to UPVC ones. The current windows have small openings, which don't seal fully so do allow a certain amount of draft in. By replacing the windows we would remove the openings (they are never opened due to their height) which would mean the heating wouldn't have to heat a constant stream of cool air blowing in.</p> <p>The benefits of these improvements mean we would have a building people would want to use and attend. We are working on making sure the building is used as a hub for Scouting but one compliant that comes back is the fact it is cold and hard to heat.</p> <p>The overall impact for the environment is that the building would be using less energy and have technology in place which is seen as good quality and takes advantage of renewable energy (our energy is supplied by Octopus who use 100% renewable) over fossil fuels. This would be supporting the council's targets.</p> |
| How will you measure success? | <p>We would see a reduction in our energy usage, especially in the colder weather as we do notice when the heating is used.</p> <p>We would also see the building being used more as people would be happy to use it for their meetings and activities throughout the year. We are looking at funding for a traversing wall and shooting and these will be used more if the building provides a comfortable space.</p> |
| Indicative Timeframes | <p>As the building isn't used weekly, we can complete the project quickly and would certainly aim to have it all in place by August 2025</p> |
| Risks | <p>Financial- If the grant doesn't cover the full costs due to price increases. The district has reserves which have been set aside for the development of the HQ. While we don't hold enough to do full fund this project, we do have capacity to fund small increase in the cost of equipment.</p> <p>Public- We would be able to discuss with users why we have decided to make the changes and how they benefit the environment, as well as Scouting, in the long term.</p> |

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| | <p>Technology- We have looked at a range of options and have seen what other groups and schools have used (one having the work carried out by Richmond Council). This has helped to shape our decisions and make sure they are the best possible ones.</p> <p>Programme- We have had our current electrics checked and they are suitable for the planned works. Having had the doors replaced we know the windows are also possible.</p> |
| Stakeholder Identification | The trustees for Spelthorne District Scout Council |
| Roles & Responsibilities | Project lead would be Stuart Richardson- he would report to the trustees on the works. |
| Communication Plan | Stuart would lead the discussions between contractors and the trustees |
| Amount of funding applied for from Spelthorne | <p>Total asked for £15,000</p> <p>Windows- £3000 – replacement of all windows in building to match doors</p> <p>Heating- £5000 – 6 units through building</p> <p>Lighting- £2000 – dimmable set up and emergency lighting</p> <p>+ installation costs</p> |
| Funding agreed from elsewhere | None |
| Please identify where services will be delivered | Hengrove Scout HQ |
| How have you identified the need for carbon reduction or environmental improvements? | We know the building was last updated in the 1990s and since then no major improvements have been made. We have looked at changes being made to other buildings which are similar in age/ use to ours and based our decisions on this. |

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 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 |
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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?

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| 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? | |