



St Albans Greener Together Net Zero Fund 2024-2025

Criteria and Guidance

It is important you read these notes before starting your application.

The St Albans Greener Together Net Zero Fund aims to provide a funding opportunity to support the delivery of sustainability projects that benefit St Albans City and District.

Applications are considered on how well they meet the sustainability priorities of St Albans Greener Together (SAGT) linked to energy and transport and the priorities of Innovate UK (the funder).

Everything you need to know about applying for the Net Zero Fund can be found in this document or links provided.

Amount of funding:

Groups can apply for funding for grants over £2,000 and under £20,000.

Application date:

The fund opens for applications on 11 September 2024 and closes on 30 October.

Organisations will be informed on the outcome of the application within 6 weeks of the closing application date.

All projects should be completed by **30 June 2025**.

What can be funded:

We award Net Zero Fund grants to support not-for-profit organisations including charities, community groups, Community Interest Companies and Small to Medium sized Enterprises (SMEs) to deliver sustainability projects in St Albans District. The overall focus of this fund is to deliver innovative energy and transport related projects that have an impact at scale and have the potential to be long lasting. The Net Zero

Fund will empower local community initiatives to safeguard their local environment for future generations. Projects and activities can be time limited or can run over a longer period. All applications need to meet one or more of the priorities set out below and to achieve one or more of the desired outcomes. We are open to considering match funding. Match funding refers to when the applicant for the fund also pledges to provide financial support for a project. This match funding can come from within your organisation or from a partnership with another entity. We will also review the applications based on the range of projects that are submitted across the different priority themes. Service users/beneficiaries should be involved in the planning and design of the project wherever possible.

Capital Costs

Capital costs can be funded up to 25% of total project costs (e.g. solar panels, heat pumps). In situations where the capital cost is imperative to the success of the project capital costs can be funded up to 40% of total project costs (e.g. Cargo bikes).

Overhead and Revenue

Project overhead and revenue costs can be included. We won't pay for existing revenue and overhead costs such as general organisational overheads. The overheads and revenue costs must be linked as an additional cost to the project deliverables e.g. salaries for project staff, printing leaflets, venue hire, communication costs such as social media, speakers, facilitators, stationary, advertising spend.

Please provide a full breakdown of revenue and overhead expenditure.

The funding priorities with some examples of project ideas are as follows. We are also open to other ideas that fit the priority themes.

Energy

- **Reduce energy use from homes, schools, community buildings and/or businesses.**

Project examples: work with landlords to improve energy efficiency of properties, providing information to residents on retrofit and low carbon energy, renewable energy advice and support to businesses or residents.

Transport

- **Reduce transport emissions, improve air quality and support the transition to low-carbon vehicles.**

Project examples: Increasing access and use of electric vehicles, increasing car-pooling.

- **Improve access and uptake to active travel.**

Project examples: cargo bike hire scheme, bike hire scheme, support to businesses for decarbonising fleet.

Wider Sustainability

- **Provide wide-scale education around sustainable living and/or climate change.**

Project examples: wide scale training in carbon literacy.

- **Develop skills for decarbonisation (e.g., building retrofit, sustainable construction).**

Project examples: delivery of specialist courses on retrofit skills for tradesmen and students.

- **Increase the number of businesses or organisations with active sustainability and climate strategies in place.**

Project examples: sustainable business ranking system, support to develop, monitor and report on organisation wide climate and sustainability action plans.

- **Increase circular economy principles in the district by sharing, re-using, repairing and recycling existing materials and products.**

Project examples: Library of Things, development of a local food cooperative.

Outcomes to be achieved:

- Reduced energy consumption and greenhouse gas emissions from buildings
- Increased renewable energy generation.
- Substantially improved business and/or organisational sustainability
- Reduced greenhouse gas emissions from travel and/or increased use of sustainable and active transport modes e.g., walking, cycling, public transport or car sharing.
- Improved education and professional skills around decarbonisation (increased knowledge and using skills)
- City-wide environmental improvement schemes delivered.

What cannot be funded:

- Applications for funding which replaces or duplicates existing funding.
- Retrospective funding (i.e., Grants for projects/ activities that have already happened).
- Contributions towards large general fundraising appeals.
- Large commercial ventures.
- Applications exclusively for items (capital costs).

- Applications that support the furtherance of any one political party or religious group.

Who can apply?

- Constituted Voluntary and Community Sector Organisations (organisations do not have to be registered as charities).
- Social Enterprise Organisations/Community Interest Companies (Company Limited by Guarantee model).
- Small and medium sized enterprises. An SME is any organisation that has fewer than 250 employees and a turnover of less than £50million or a balance sheet total less than £43 million (FCDO 2022)
<https://www.gov.uk/government/publications/fcdo-small-to-medium-sized-enterprise-sme-action-plan/small-to-medium-sized-enterprise-sme-action-plan>
- Public bodies such as schools and parish councils.

Who cannot apply?

- Community groups which do not have a constitution, bank account and management committee/trustees.
- Groups which do not have a full year of accounts available. (Email us if you wish to discuss this further on GreenerTogether@stalbans.gov.uk)
- Individuals.
- Primary Care Trusts and Local Authorities.
- Organisations whose purpose is to give out funding to other groups; the grant must be used by the applying organisation.
- Organisations operating outside St Albans City and District which do not serve the needs of those living, working or studying in the District.

We will consider applications that:

- Meet the funding criteria as specified in the application guidance.
- Have specific, realistic and deliverable outcomes which will meet an identified, evidenced need.
- Can demonstrate that service users have been involved in making the application or if not applicable, that service users' needs have been fully considered.
- Are fixed term projects (to be completed by 30 June 2025)
- Provide value for money.
- Have a demonstrable impact for the residents of the District.
- Have a clear strategy for sustaining or scaling up the activity after the initial period.
- Request funding between £2,000 and £20,000

Please note: if your organisation is national/country-wide or operates outside of the District, you must clearly demonstrate how your project will meet the needs of people living within St Albans City and District.

Application process

1. Read the Funding Criteria and Guidance document to ensure your project meets the criteria.
2. Select the relevant application form depending whether you are a not-for-profit organisation or a SME. Complete all relevant questions and submit the form.
3. Once your application has been submitted you will receive an email which will indicate how you submit the key documents below:
 - A separate budget for your proposed project/activity
 - A copy of your constitution
 - Certified accounts for most recent financial year which should include the following:
 - Income and Expenditure Account (also known as Profit and Loss Account) for last financial year.
 - Balance Sheet for last financial year
 - Notes to the financial statements for last financial year.
 - Your organisation's unredacted bank statements for the last 3 months.

Timetable

Net Zero Fund opens Wednesday 11 September 2024

Closing date for applications Wednesday 30 October 2024 at midnight

Scoring of application forms and policy/finance checks are carried out. Ensure the person you have put down as your lead contact can respond to emails regarding the grant application in the 6 weeks following your application.

Outcome of application – within 6 weeks of closing date for applications

Data Protection: We expect organisations to be General Data Protection Regulation (GDPR) compliant. You must not include names or personal details of your beneficiaries in your application without consent. Please be particularly aware of this if you are adding in testimonials or survey results. For further guidance on being GDPR compliant see:
<https://www.fundraisingregulator.org.uk/sites/default/files/2018-07/GDPR-briefings-intro.pdf>

Monitoring: Organisations will be required to report on the agreed outcomes via monitoring reports and visits may be made to projects by St Albans City and District officers.

Application Checklist

Have you:

Tick	
<input type="checkbox"/>	Selected the relevant application form link for you?
<input type="checkbox"/>	Reviewed the questions in the application form to prepare for filling it in?
<input type="checkbox"/>	Read the privacy notice and consented to processing your data as part of the declaration?
<input type="checkbox"/>	Submitted the relevant application form
Gathered the following documents to upload following submission of your application	
<input type="checkbox"/>	A separate budget for your proposed project/ activity
<input type="checkbox"/>	A copy of your constitution
Certified accounts for most recent financial year (including the following)	
<input type="checkbox"/>	Income and Expenditure Account (also known as Profit and Loss Account) for last financial year
<input type="checkbox"/>	Balance Sheet for last financial year
<input type="checkbox"/>	Notes to the financial statements for last financial year
<input type="checkbox"/>	Your organisations unredacted bank statements for the last 3 months
<input type="checkbox"/>	Signed the docusign privacy notice document

Please note: Applications without all the above information provided will be ineligible and not therefore considered for funding.

Applications from organisations/ companies that are new in the district/ have not been funded by SADC before may be required to submit additional financial information upon request of the SADC Finance Team. Applications may also be referred to SADC Internal Audit if deemed necessary.

If you are successful with your application you will be asked to submit the following documents. Please have these documents available:

Tick	Documents
<input type="checkbox"/>	Safeguarding Children/Adults at Risk policies and a risk assessment example

<input type="checkbox"/>	
<input type="checkbox"/>	Health and Safety Policy
<input type="checkbox"/>	Environmental Policy
<input type="checkbox"/>	Equality Policy
<input type="checkbox"/>	GDPR Policy