

Suffolk Climate Action Community Match Funder

Guidance to Applicants

It is advised that you read this guidance before submitting an Expression of Interest or Full Application. You may also wish to refer to the [Suffolk Climate Emergency Plan](#).



What is the Suffolk Climate Action Community Match Funder?

This fund offers match funding of up to 50% or a maximum of £10,000 towards the cost of a project by a VCSE / not for profit organisation. Projects must support the delivery of the Suffolk Climate Emergency Plan and be able to demonstrate wider community support for the project.

What are the criteria?

To be eligible for match funding your project must meet the following criteria:

- A. You can demonstrate that at the time of Full Application you have secured at least 50% of the funds required to cover the costs of the project **from a minimum of 2 other sources (other than your own organisation's funds)**. You can raise these additional funds any way you wish, for example an online fundraising platform to seek financial support from your local community, community events or other grants.
 - a. The value of time committed by volunteers in the delivery of the project can be counted towards the 50% match funding you need to raise; a rate of £20/hr should be applied.
 - b. Funding from other grant giving bodies can be counted, but we will match fund these at 50%, or £5,000 (whichever is the lower sum), to ensure that the principle of community support is met (e.g., if you receive a grant for £1000, we will match fund £500).
 - c. Only funds raised for your specific project can be used as a source of matchfunding.
- B. You can demonstrate that the project will address climate change and contribute measurable action towards the Suffolk Climate Emergency Plan.
 - a. For example, your project could focus on: promoting walking and cycling; the use of sustainable/recycled materials; raising awareness of climate change through events/workshops; climate change hub/café etc.
 - b. If your project requires the installation of energy saving measures such as solar panels, heat pumps or insulation on a community building, an energy audit on the existing building will be required through Groundwork East prior to Full Application (which we will arrange and pay for). In addition, a commitment to run a community engagement event / project on climate change will be required.
- C. You can demonstrate involvement of the wider community in your project, outside of the organisation submitting the application.
- D. Projects must commence within 12 months of receiving an Intent to Fund letter and 2 months of receiving any grant funds.

Application Process

1. Plan your project. You may wish to start community fundraising early on.
2. Submit an Expression of Interest Form using the form on the Green Suffolk website.
3. If your project is eligible, we will issue you with an Intent to Fund letter. These funds will then be ringfenced for your project for 12 months until you are ready to submit your full application.
4. Once you have successfully secured your 2 sources of match funding and can meet the required criteria, submit a Full Application Form.
5. The Suffolk Climate Change Partnership team will work with you to provide feedback and help you refine your final application.
6. The grant approving panel will review your Full Application.
7. If a grant is offered, a Grant Acceptance Form will be sent to you to complete and return to enable funds to be released once you are ready for payment to be made.
8. If funded, your project must start within 2 months of grant payment transfer.
9. Any project funded must complete a Monitoring Report Form within one month of the project ending.
10. Projects funded must use the following statement in any press releases or promotional materials: "This project was made possible thanks to the Suffolk Climate Action Community Match Fund, which was provided by Suffolk's public sector organisations, as part of the wider work to address the climate emergency. Find out more about the Community Match Fund and the Suffolk Climate Emergency Plan here: www.greensuffolk.org".
11. Moneys should be spent within 12 months of the date of the money being awarded, though this may be extended by prior agreement.

Who is eligible for funding?

- Any constituted "not for profit" community or voluntary group
- A Community Interest Company
- Registered charities (registered with the Charity Commission)
- Voluntary organisations or social enterprises
- A local branch of a national community / voluntary sector organisation
- Town and Parish Councils
- Village Hall / Recreation Ground Committees
- Any other not for profit organisations whose primary aim is to improve the quality of people's lives in Suffolk

We will not fund:

- 100% of your project
- Running costs of your organisation
- Projects not benefiting people living in Suffolk
- Direct replacement of statutory obligation and public funding
- Promotion of religious or political causes
- Groups with unrestricted reserves of over £65k
- Private members' sports/social clubs which have no non-private member community benefit
- Payments towards endowment funds, deficit funding or loans
- Sponsored or fundraising events
- Medical research and equipment for statutory or private healthcare
- Applications from individuals
- VAT: If you can claim back VAT then VAT is not eligible as part of the costs of your project and should not be included in the grant application form
- Projects unable to start within 12 months of the date of the award of the grant
- Costs or activities that have already happened / been incurred before the full application is submitted.
- Overseas expeditions or travel overseas for individuals/groups

- Funding for trips abroad or hospitality to other organisations
- Retrospective funding
- Loss of income/profits

Supporting Information

We expect all applicants to be well governed and to provide a copy of your constitution.

Applicants must provide bank account details into which any grant would be paid. Payment of match funding directly to individuals cannot be supported. However, if you represent a smaller group that does not have a bank account, we will still welcome your application if you are able to reach an agreement with your local town or parish council to hold the money on behalf of your group.

Additional Information

- The fund is administered by the Suffolk Climate Change Partnership (SCCP).
- Payment of the match funding will be made via Suffolk County Council within 1 month of receipt of the Grant Acceptance Form.
- Where possible evidence should be submitted regarding the amount of CO₂ which will be saved because of the project. Please note that we recommend using the UK Government conversion factors, i.e. for electricity the multiplier to use would be 0.20705 kg CO₂e emitted per kWh consumed.
- Please note that we are under no obligation to offer match funding even if a project is eligible. Projects will be reviewed by a panel of SCCP members.
- If your project is eligible the SCCP will support you with the development of your application prior to submission for final determination by the grant panel.
- Moneys provided through this scheme should be spent only on the items / purpose detailed in the project application. If the money is not spent on the approved purposes, the SCCP is entitled to reclaim part, or all the funding provided.
- If there is an underspend, you agree to return the underspend to the SCCP within 30 days of being requested to do so.

Monitoring and Evaluation

A mandatory Monitoring Report Form will be sent out to the applicant to complete 1 month after the completion date of your project. You will need to provide:

- Photographs, particularly those that represent key milestones and outcomes.
- Information to help with your calculation of emissions savings.
- Copies of receipts and invoices related to the project/activity.
- Copies of any media coverage that your project/activity receives, to help towards the evaluation and monitoring form, and copies of social media posts.
- If the project engages with members of the public, keep a record of how many people you engaged with.
- Records of feedback (positive and negative) from participants, stakeholders and / or any other members of the community.