Community Grants Fund

Completing the Small Grants Application Form

These notes have been written to assist you in completing your application form. They should be read in conjunction with the *Community Grant Fund Guidance Notes.* If you have any other additional questions or would like to discuss your application before submitting it, please contact Saskya Huggins saskya.huggins@lowcarbonhub.org or call 01865 246099.

Your application should be received by midnight on the closing date. We would prefer to receive electronic applications, which should be sent to **info@lowcarbonhub.org.** Hard copy applications will be accepted if you cannot submit an electronic version for any reason.

Part A – General Information

Q1. Lead organisation name
This should be the name of the Low Carbon Hub Community Shareholder organisation that is leading on the application. If more than one is involved, please nominate one lead organisation to co-ordinate the application process.

Joint applications
If you are applying in consortium with other Low Carbon Hub Community Shareholder organisations, you need to nominate one organisation to act as the lead. You only need to submit one application form for each project – but each organisation needs to complete a *Small Grants Finance Form.*

If your activity is being carried out in conjunction with any other organisation (other than Hub Members) please give their details in section Part B Question 11. We will not pay grants directly to non Low Carbon Hub Community Shareholder organisations, and the partner organisation does not need to complete a *Small Grants Finance Form.*

Q.2 to Q.6 Contact details
These will be used to contact you about your application, so please give us the best contact details for correspondence regarding this application.

All CIC Community Shareholder Member groups can apply for up to £500 in any financial year, which will be granted so long as the application meets the criteria and sufficient funds are available in the pot. You can either apply singly, or in consortia with other Community shareholders.

Part B – About your project

There are no exact word limits for completing each section, but please use the size of the box as an indication of the level of detail required. Bullet-pointed responses are fine.

1. Project name
Whatever best describes your project.

Community Grants Fund

2. Amount being requested

All CIC Community Shareholder Member groups can apply for up to £500 in any financial year. If you are applying in consortia with others, you can apply for up to £500 for each group. For example, a consortium of three groups could apply for a maximum of £1500.

If you apply for less than £500, you can make subsequent applications until the combined total value of grants awarded during any financial year reaches £500. You are not able to 'roll over' any unspent grant to subsequent financial years.

If funds sought are towards the cost of a larger project, what is the total cost?

We are interested in understanding if your proposal is part of a larger project. If so, please use the space in Q14 to let us know more about your plans to cover the additional costs.

3. Project start date

Please bear in mind we anticipate it will take us one month to assess and process successful grant applications. If your project is funding, rather than time, specific you can state 'when funding allows'. We will not provide retrospective funding.

4.Project end date

Project activity should be completed within one year of the grant application deadline.

5. Is this application being made on behalf of a consortium of two or more Hub family members?

If yes, please ensure each organisation completes a *Small Grants Finances Form*

6. Give a brief description of the activity that will be funded.

Outline the activity that is being proposed, being as specific as possible about timing, duration and scale of activity. If it part of a larger piece of work, explain how it fits in. Please note the activity does not have to be directly carried out by your group. For example, you could be buying in the services of another organisation or applying for a grant that would enable another organisation within your community to carry out relevant activity. For example, improved insulation for your village hall.

The impact your project aims to achieve

The Low Carbon Hub measures its impact in relation to planet, prosperity, people and perception. Questions 7 to 13 focus on exploring how your activity might contribute to one or more of these objectives. Please let us know whether your activity will contribute towards any of the following areas. Your activity may contribute to one or more area. Not all of these sections may be relevant to your project, in which case simply leave them blank.

7. PLANET: How will the project contribute towards cutting Oxfordshire's carbon footprint?

Will the project result in more green energy being generated, or carbon savings?

8. PEOPLE: In which community will the activity take place?

Let us know the name(s) of the Oxfordshire communities where activities will take place or people will benefit.

9. How many people will be involved and in what capacity?

How many people will take part in running the activity and benefit from it? If you are targeting particular demographic groups, please give details.

10. Tell us about any other organisations that will be involved in the delivery of the activity, and their role.

Use this section to tell us about any other organisations you will be working with, and their role in the activity.

11. PROSPERITY: Will the activity help attract further resources into your community, or result in cost savings?

Does the activity result in creating one off or ongoing income, and how do you intend to use this? Will the activity help reduce energy bills? Does the activity or grant help you secure any matched funding, volunteer time or pro bono services?

12. CO-BENEFITS: Detail any other social, economic, health or environmental benefits you anticipate.

Please tell us about any other benefits your feel your activity may contribute to your community. For example, does it help combat fuel poverty? Bring additional health benefits such as warmer homes or reducing air pollution? Will it benefit community cohesion or help develop skills or expertise within your community?

Taken from Building stronger and fairer communities: sharing the co-benefits of local action on climate change. Ruth Mayne, Environmental Change Institute, University of Oxford April 2016.   You can read the full report here http://www.agileox.org/building-stronger-and-fairer-communities-sharing-the-co-benefits-of-local-action-on-climate-change/

13. What success measures will you use to evaluate your activity?
We'll be asking you to let us know about the outcome and impact of your activity at the end of the project. Please outline how you plan to evaluate your success in achieving these.
A reporting form will be made available at the time grant offers are made, so you can build your monitoring and evaluation into your programme delivery. These reports enable us to be accountable to our stakeholders regarding the way the community benefit income is used.

14. What lasting impact do you hope your project will deliver?
Will it result in a permanent change, or benefit, that will last beyond the duration of the initial project? Is your project replicable or scalable, and if so what plans do you have to share your learning? Please note we may be able to support you with writing up a case study about your project and sharing details with other low carbon groups.

15. Is there anything else you would like to tell us about your application?
In particular, if your application requires additional funding, please let us know how this is to be met.

16. Finally, please let us know of any suggestions you might have to improve our grant application process.
We want this application process to be as simple as possible to enable you to carry out your low carbon work in the community, whilst enabling us to ensure community benefit income is spent in an effective way and transparent. If you have any suggestions as to how this process could be improved, please let us know.