



STRATFORD-UPON-AVON TOWN COUNCIL

Climate Change and Biodiversity Initiatives – Guidance Notes

This Council seeks to support small local initiatives that contribute to tackling climate change and enhancing biodiversity within the town. To facilitate this, the Council operates a small initiatives scheme which is overseen by the Community, Wellbeing and Place Committee (CW&P).

The Climate Change and Biodiversity Initiative Fund aims to:

- Support projects that improve biodiversity and reduce the town's carbon footprint.
- Provide financial assistance from £25 up to £500 for town-based activities that address climate change and biodiversity. These can be revenue or capital projects or a mixture of both.
- The grant can fund up to 100% of eligible project costs, subject to a maximum grant of £500 (any money not used must be returned to the Council).
- If your project cost is higher than the maximum grant amount, you must be able to evidence the ability to match fund the remaining expenditure.
- Encourage collaboration between residents, community groups, and local organisations to promote environmental sustainability.

Eligibility Criteria

The initiative is available to the following if located within the town boundary:

- Individual residents/Groups of residents/Constituted community groups.
- The project must support the aim of the fund, encouraging collaboration within local communities.
- The grant is not to be used for the benefit of any one individual for their own personal financial gain.

Application Process

- Applications are submitted through the Climate Change Working Group (CCG), which will assess and recommend proposals to the (CW&P).
- Applications can be made at any time. However, funding decisions will be made by the (CW&P), which meets five times a year.
- In cases of urgent need, an emergency funding mechanism is available via the Town Clerk.

Conditions

- Successful applicants must acknowledge the Town Council's support in any publicity or materials related to the project.
- A brief report on the impact of the initiative must be submitted upon completion of the funded activity.
- Any unused money must be returned to the Council and receipts may be requested.

For further details and to apply, please contact

Stratford-upon-Avon Town Council
Town Hall
Sheep Street
Stratford-upon-Avon
Warwickshire
CV37 6EF

Phone: 01789 269332

Email: support@stratford-tc.gov.uk

A copy of the Town Council's [Privacy Policy – Stratford-upon-Avon Town Council](#) should be provided with the initiatives application form. Please read the Notice and complete the following section, to be returned along with the completed application form.



I agree that I have read and understand Stratford-upon-Avon Town Council's Privacy Notice. I agree by signing the consent box below that the Council may process my personal information for providing information and corresponding with me.

Signed:

Please Print Name:

Date:



STRATFORD-UPON-AVON TOWN COUNCIL

Please read the guidance notes above before completing the application form. If you need assistance in completing your application, please contact a Councillor or the Town Council:

Phone: 01789 269332

email: accounts@stratford-tc.gov.uk

| Ref | Description | Detail |
|-----|---|--------|
| 1 | Name or organisation | |
| 2 | Contact details of applicant Including full postal address, phone number and email address | |
| 3 | Project title | |
| 4 | Description of project Please refer to the criteria on the first page of this document and ensure you answer the following questions: How will your project benefit the community? How will the project be monitored and evaluated | |

| | | |
|----|---|--|
| 5 | <p>Declaration of Interest</p> <p>Please declare any personal, professional, financial or property interest that may reasonably be perceived as connected to this application.* see note below</p> | |
| 6 | <p>Climate Change initiatives</p> <p>How is your project keeping in line with addressing the climate change emergency?</p> | |
| 7 | <p>Location of project</p> | |
| 8 | <p>Timetable for implementation</p> <p>Please provide a projected start date and project milestones, including a project end date.</p> <p>(approximate dates)</p> | <p>Implementation:</p> <p>Completion:</p> |
| 9 | <p>Funding sources/partner organisations</p> <p>Please give details of other funding agencies, either actual or potential, who are involved in this project, on a separate sheet if necessary.</p> | |
| 10 | <p>Funding/support requested from the Town Council</p> <p>Please give details on how this money will be spent. Feel free to use a separate sheet if necessary.</p> | <p>Total amount applied for £</p> |
| 11 | <p>When would payment be preferred?</p> <p>Payments will be made in arrears unless specifically agreed in advance. This would be subject to conditions in relation to defrayal evidence. All invoices must be paid by a monetary transaction BUT NOT</p> | |

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|----|--|--|
| | <p>CASH - transactions for goods or services settled in cash will not be eligible for grant support.</p> <p>Receipts may be requested</p> | |
| 12 | <p>Project timeline</p> <p>If applicable, please state the plans you have for ongoing projects beyond the period supported by the Town Council.</p> <p>If applicable, please also provide a 3-year or 5-year project plan.</p> | |
| 13 | <p>How will the support of the Town Council be acknowledged?</p> <p>e.g., website, social media, newsletter, publicity material, etc.</p> | |

- **If you consider any of the above questions are not applicable to your project, please feel free to say so.**
 - **It is incumbent on the applicant to advise the Council of any funding that may be awarded from other agencies after its submission of an application for support to the Town Council.**
 - **Any support awarded from the Town Council may be rescinded if knowledge of other grant applications is withheld from the Council.**
 - **A brief report on the impact of the initiative must be submitted upon completion of the funded activity and any money not used returned to the Council.**
 - **Any grant awarded from the Town Council must be acknowledged by the recipient and mentioned in publicity material relating to the project where appropriate.**
- * Note - this includes (but is not limited to):**
- **Ownership or leasehold interest in land or property that may benefit from the proposed project**
 - **A business interest that could directly or indirectly benefit from the grant**
 - **Any close personal, family, or professional relationship with a Town Councillor, member of a grant assessment panel, or officer involved in the decision-making process**
 - **Any other circumstance that could be viewed as a potential conflict of interest**

- **Providing this information does not prejudice your application. It ensures transparency and allows the Council to manage any interests appropriately in accordance with its governance procedures.**

Signature of Applicant

Date

Application assessment will be conducted in open session with outcomes published. Council will only use personal information supplied in relation to this application for this purpose and will only hold your information for as long as necessary to fulfil that purpose. Council will not pass your information to any other parties.