**Deal Town Council Environment Committee ‘GREEN GRANT’ 2023-24  
Appendix 1a Environment Committee GREEN GRANT Application Form**

Please add any additional information you want to give us on a separate sheet.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Your Name or Organisation** | | | |
| Name of Business, School or organisation  (if applicable) |  | | |
| Contact name and position in organisation | NAME:  POSITION: | | |
| Contact details | ADDRESS:  TEL:  EMAIL: | | |
| Registered charity / CIO | YES/NO: | Charity No: | |
| Co. Ltd by Guarantee  or CIC | YES/NO: | Company No: | |
| Community Group, Club or Association | YES/NO: | Details: | |
| Other | YES/NO: | Details: | |
| Have you received a grant within the last 3 years from Deal Town Council? | | | YES/NO: |
| If YES please provide information | **Year** | **Amount** | |
|  |  | |
|  |  | |
|  |  | |

|  |  |
| --- | --- |
| 1. **Your Project** |  |
| Please describe your  project or activity.  What will you do?  Where?  How? |  |
| What is the proposed start and finish date? | **START: FINISH:** |
| What will be the impact on the environment of the project? |  |
| How will you know if you have succeeded? |  |
| If yes what proportion of your beneficiaries live in Deal town? | …………….% |
| Explain what a Deal Town Council grant would be used for, if awarded. |  |

|  |  |  |
| --- | --- | --- |
| 1. **Financial Details** | **Item** | **£** |
| Please give the **FULL** cost of your project. Continue on a separate sheet if necessary  ***Please see:***  ***‘Grant Conditions iii’*** |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total cash cost** | **£** |
| If applicable, how many volunteer hours are involved? ***Please see:***  ***‘Grant Conditions iii’*** |  | |
| Please list any other ‘in kind’ contributions and value in **£**.  ***Please see:***  ***‘Grant Conditions iii’*** |  | |
|  | |
| Please give details of other funding applied for **but not yet secured** | **Funding applied from** | |
|  | **£** |
|  | **£** |
| Please give details of other funding **already secured** | **Funding received from** | |
|  | **£** |
|  | **£** |
|  | **£** |
| Please give details of any cash contribution from yourself or your organisation | | **£** |
| **How much grant are you requesting from Deal Town Council?** | | **£** |

**Carbon Emission Check Lists**

Deal Town Council has made a commitment to become Carbon Neutral by 2025.

To help with this and to comply with the Council’s Environmental policy, all Grant applications will be scored using the same criteria as for its own projects.

For ease of use, we have created a template for committees to rate 12 categories of impact.

Categories are air quality, materials economy, climate change adaption, land use, biodiversity, Greenhouse Gas Emissions, renewables, sea health, chemical and plastic pollution, education, prosperity and community & culture.

The grades are 1- long lasting positive impact, 2 - short term or limited positive impact, 3 -no known impact, 4 - short term or limited negative impact and 5 - long term negative impact.

This is not scientific but designed for discussion and to guide thinking when decisions are considered.

For each of the 12 categories listed below in **Bold**, please tick the box that shows what you believe to be the environmental impact of your project (please only tick 1 box per line)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Long lasting positive impact | Short term positive impact | Not known | Short term negative impact | Long term negative impact |
| **1** | **Air Quality** |  |  |  |  |  |
| **2** | **Materials economy** |  |  |  |  |  |
| **3** | **Climate change adaptation** |  |  |  |  |  |
| **4** | **Land use** |  |  |  |  |  |
| **5** | **Biodiversity** |  |  |  |  |  |
| **6** | **Greenhouse gas emissions** |  |  |  |  |  |
| **7** | **Renewables** |  |  |  |  |  |
| **8** | **Sea health** |  |  |  |  |  |
| **9** | **Chemical and plastic pollution** |  |  |  |  |  |
| **10** | **Awareness** |  |  |  |  |  |
| **11** | **Cost to council** |  |  |  |  |  |
| **12** | **Community and culture** |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 1. **Checklist: Have you provided** | **Yes/No** | **If ‘No’, give the reason** |
| A fully completed application form signed and dated |  |  |
| If applicable, a copy of your governing document e.g. constitution, set of rules etc. *If supplied within last 3 years please contact the R.F.O first* |  | **.** |
| A copy of your latest bank or building society statement (not applicable to individuals) |  |  |
| A copy of your latest completed accounts and annual report if it exists (not applicable to individuals) |  |  |

**Grant Conditions**

1. *The grant can only be used for the purpose stated in the application. Deal Town Council reserves the right to reclaim any grant not being used for the specified project/activity.*
2. *The maximum grant awarded will be £1,000.*
3. *Any grant awarded will not exceed 80% of the Total Cost of the project.*

*The Total Cost does not have to be the ‘cash value’ , it can include the ‘In Kind’ and ‘Volunteer Time’ relating to the project.*

1. *Grant applications will be considered for any project improves the impact on the environment such as: Reducing emissions, reducing & recycling plastic use, reducing & recycling waste, environmentally sound packaging, reducing energy and water usage, reducing paper in your business*
2. *Grants awarded will be in support of Deal Town Council’s Environmental Policy (Copy Attached)*
3. *Deal TC allotment holders will be eligible to apply for funding for guttering and water storage through this Grant Scheme. (Grant condition iii above will not apply)*
4. *Should the organisation disband or the project cease during the grant period Deal Town Council may ask for all or part of the grant to be paid back.*
5. *Organisations are responsible for ensuring that they comply with all legal and statutory requirements.*
6. *To be eligible for a grant an organisation shall not discriminate on the grounds of racial origin, gender, disability, age (except for obvious reasons, such as becoming a member of a youth club), and political or religious persuasion*
7. *If applicable, acknowledgment of the grant received from Deal Town Council is required on documentation, on promotional literature, websites and on social media. The Deal Town Council logo will be supplied on request for this purpose.*
8. *Deal Town Council will monitor the use of the grant through the Grant Monitoring Form. No further applications will be accepted if there is an outstanding Grant Monitoring Form.*
9. *Organisations and individuals must contact Deal Town Council before disposing of any equipment or resources purchased or part purchased with Deal own Council grant within 3 years of receiving a grant.*
10. *Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.*
11. **Declaration.**

*I declare that the information given is correct*

*I have read and agree to adhere to the conditions of the Grant Programme.*

**Signed** ………………………………. **Date** ………………….

|  |  |
| --- | --- |
| *Payee for grant payment*  *(if an individual’s name please explain why)* | *Name:* |
| *BANK Details:* |

Completed forms must be returned to the Responsible Finance Officer, Deal Town Council, Town Hall, High Street, Deal, Kent CT14 6TR. Any enquiries or assistance required in completing this form should be made to the Responsible Finance Officer. Tel: 01304 361999 or e-mail: [paul.bone@deal.gov.uk](mailto:paul.bone@deal.gov.uk) .

The declaration at the end of the application form must be signed and dated, forms sent in electronically require either a scanned copy of the final page with signature or a final signed page to be submitted by post.

**All applicants will be advised that their form is being processed within 10 working days of receipt.**

|  |  |
| --- | --- |
| **For Town Hall use only.** | |
| Date application form received |  |
| Form checked by |  |
| Date application validated by R.F.O. |  |
| Date of committee meetings when application will be considered |  |
| Decision |  |
| Date applicant notified of decision |  |

**Appendix 1b**

**Environment Committee GREEN GRANT - GRANT Monitoring Form**

Under your grant conditions, you are required to submit an end of grant report on what Deal Town Council’s grant has been used for, with a breakdown of all the income you received for the project, and all the expenditure incurred.

The grant monitoring form must be submitted **within three months of the project completion date**.

The declaration at the end of form must be signed and dated.

|  |  |
| --- | --- |
| **Your Name or Organisation**: |  |
| 1. **Your Grant** | |
| Grant Amount | **£** |
| Proposed start and finish date | **START: FINISH:** |
| Actual START and FINISH dates | **START: FINISH:** |
| 1. **Outputs** | |
| Please say whether the impact was as you expected.  Feel free to tell us honestly about the project failures as well as successes. |  |
| **Acknowledging your grant:** If applicable, please send us evidence of where the Deal Town Council logo was included in your reports, posts, promotional materials etc | |

|  |  |  |
| --- | --- | --- |
| 1. **Financial Details** | **Item** | **£** |
| Please give the FULL final cost of your project.  Continue on a separate sheet if necessary |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  | **Total cash cost** | **£** |
| Volunteer Hours |  |  |
| Other IN KIND value |  | **£** |

1. **Declaration.**

I declare that the information given is correct

**Signed ………………………………. Date ………………….**

Completed forms must be returned to the Responsible Finance Officer, Deal Town Council, Town Hall, High Street, Deal, Kent. CT14 6TR.

For assistance in completing this form please contact the Responsible Finance Officer– Tel: 01304 361999 or e-mail: [paul.bone@deal.gov.uk](mailto:paul.bone@deal.gov.uk)

|  |  |
| --- | --- |
| **For Town Hall use only.** | |
| Date Monitoring form received: |  |
| Form checked by: |  |

**Appendix 1c**

See below the **Environment Committee GREEN GRANT** score sheet (**for applicants’ information only)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Environment Committee GREEN GRANT - SCORE SHEET**  **Your Name or Organisation**: | | | |
| Please score on 1-5 scale (1=weak 5=excellent) PLUS you can award up to 3 Bonus Points if appropriate | | | |
| Criteria | Score 1-5 | Bonus | Comments |
| 1. How well does the project meet the needs of improving the environment in Deal or reducing the impact on the environment? |  |  |  |
| 1. Is the project well designed? |  |  |  |
| 1. Impact – will it affect a wide range or number of people? Will it have a major impact on a limited number? |  |  |  |
| 1. Is the budget reasonable?   Have costs been properly explored? |  |  |  |
| 1. Is there a suitable level of match funding and/or volunteer time? |  |  |  |
| 1. **The Environmental Impact section of the application is to be reviewed and the score reflected here.** |  |  |  |

POINTS OUT OF **33** ……

Signature:…………………………….. Date: ………………

Chair of Grants Committee

**Deal Town Council**

**Environmental Policy**

Deal Town Council recognises that we face an unprecedented climate and environmental emergency and have committed to becoming a net zero carbon emitter in our own operations by 2025. We will use our power and influence to protect and improve the environment and encourage and support others to do the same, in addition to fulfilling our statutory environmental responsibilities and complying with all legal and other requirements.

We are committed to transforming Deal into a cleaner, greener and a healthier and more active town - with a high quality built and natural environment. This Environmental Policy supports these goals. It covers all of our activities and estate. Through it we will use our power and influence to protect and improve the environment and make continual improvements in our own environmental performance, as set out below.

We will:

* Promote environmental awareness within the community and work with the local community in partnerships to achieve environmental change
* Reduce the consumption of energy and water across all of our activities
* Minimise the impact of our travel by developing sustainable travel solutions both in our own operations and for the benefit of the people of Deal, in collaboration with other stakeholders
* Continue to improve our performance to prevent all types of pollution and reduce CO2 and other harmful emissions from our activities
* Work to improve the health and wellbeing of the people of Deal through the provision of information and the promotion of home energy efficiency measures, to keep people warm and well, in addition to reducing carbon emissions
* Continue to develop safe walking and cycle rand mobility scooter routes and to promote cycling, scooting and walking around the town, for health as well as the positive environmental benefits
* Work closely with our suppliers and contractors to reduce the social and environmental impact of goods and services by considering such issues as carbon footprint, single use plastics, and fair trade goods
* Use products and materials such as paper efficiently and specify goods that, wherever possible, have a minimal environmental impact in the extraction or sourcing of materials, manufacture, use and disposal
* Minimise the production of waste from our own activities and adhere to the principles of the waste hierarchy - reducing, reusing, recycling or composting wherever possible
* Encourage and support installation and use of renewable energy, battery storage and low carbon technologies in the town
* Protect, conserve and enhance Deal’s built environment and distinctive heritage by ensuring that any development is sustainable, with sufficient infrastructure to support it and that all development meets the highest environmental standards
* Protect, conserve and enhance Deal’s natural environment and its biodiversity whilst improving our open spaces, public rights of ways and green corridors.

**Scope of the Policy**

We affect the environment through our services and policies, enforcement of laws and regulations, the choices we make when buying goods and services – as well as our role as a community leader. In recognising the climate and environmental emergency we acknowledge that environmental concerns have primacy over other matters and that radical action is needed to facilitate the change required to avoid the worst impacts of climate change.

**Environmental Management**

We will set objectives and implement programmes of action to minimise the negative environmental effects and increase the positive effects of our activities. We will take steps to understand and control any risks of harm to the environment resulting from our activities.

**Involvement**

We will enable the full involvement of Councillors and employees by providing information, training and other support. We will work with our contractors and suppliers to help them improve their environmental performance and ensure that, when working for Deal Town Council, they adopt equivalent environmental standards.

We will encourage the local community and other partners and stakeholders to take action too, through the provision of information and support, as well as advocacy.