

East Renfrewshire Community Climate Action Hub

SMALL GRANTS FUNDING GUIDANCE 2024/25

Open 20th Nov 2024

East Renfrewshire Climate Action Hub (ERCAH) brings together local people, community groups, and organisations to improve wellbeing and help create a climate-ready East Renfrewshire. ERCAH is part of a national network of hubs funded by the Scottish Government and hosted by Voluntary Action East Renfrewshire SCIO. This fund is open to members of ERCAH only, if you would like to join please do so using the following link: <https://eastrencommunityhub.org.uk/climate-hub/#Join>

The overarching aim of the Fund is to:

ERCAH is distributing a small grants fund totalling £8,000 to local community groups and 3rd Sector organisations to begin their climate action journey. We are specifically looking to fund new activities/projects that aim to achieve at least one of the following outcomes:

- Mitigate climate change by reducing emissions or other environmental damage
- Protect, enhance or increase local biodiversity
- Help communities adapt to and build resilience to climate change
- Raise awareness of and prompt action on climate action
- Encourage sustainability through reusing, recycling and upcycling

Applications can be made for Grants between £100 to £500 per organisation in order to enable us to fund as many organisations, and projects as possible, and will be allocated on a first come first served basis.

If your project costs exceed this level, please contact us at funding@va-er.org.uk to discuss

Projects must be delivered within the East Renfrewshire Local Authority area, by groups based within East Renfrewshire.

The Fund also seeks to contribute to the following national outcomes from the National Performance Framework:

- We value, enjoy, protect and enhance our environment
- We are healthy and active
- We will live in communities that are inclusive, empowered, resilient and safe

Who Can Apply

The ambition of this Fund is to support start up activities at a small scale, grassroots, community level. Applications can be accepted from a wide range of voluntary, 'not for profit' organisations, associations, groups and clubs or collaboratives/partnerships which have a strong community focus towards their climate action journey.

All applicants must be an existing or new member of East Renfrewshire Community Climate Action Hub.

The types of organisations that can apply are:

- Scottish Charitable Incorporated Organisations (SCIO)
- Unincorporated Associations
- Trusts
- Companies Limited by Guarantee (must also be registered as a charitable company with OSCR)
- Not-for-profit company or asset locked company or Community Interest Companies (CIC)
- Cooperative and Community Benefit Societies
- Community councils
- Parent councils (*Subject to conditions)

The Fund will also consider funding un-constituted groups, either by supporting them to become constituted, or by supporting a partnership application with a constituted entity (that meets criteria above) holding a grant for the un-constituted group.

How to Apply

- Complete the online application form on the Voluntary Action East Renfrewshire Website: www.va-er.org.uk
- A Template Microsoft Word version of the form is available on our website

Key Dates

- Applications open at 9 AM on the 20th of November 2024
- The Fund will close when all money has been allocated.
- Applicants can expect to hear if their submission has been successful within 7 working days of submission, sooner if we can
- Grants must be spent in full on project delivery by 31st of March 2025
- April 2025 – final report survey to be completed

What we will Fund:

- One-off events
- Hall hire for community spaces
- Staff costs (these should be one off or fixed terms)
- Training costs
- Physical goods and products should be locally sourced, locally made, recycled, second hand or reusable where possible.
- We expect that any travel expenses would only be for active or sustainable travel, such as public transport or bike hire
- We are keen to see applications that are community led and can demonstrate fairness, equity and inclusiveness
- If the project includes practical work on land, please provide evidence of ownership or the landowner's written permission

What We Won't Fund

- Profit-making/fundraising activities
- VAT you can reclaim
- Statutory Activities
- Electricity generation and feed-in tariff payment
- Overseas travel
- Contingency costs, loans, endowments or interest

Funds

Funds will be paid in advance to successful projects once we receive a signed copy of the grant award letter and your bank details (these will be sent to you if your application is successful). At the end of the project, you will need to provide receipts to demonstrate how the funds were spent. Any unevidenced spend will need to be returned to the Hub.

Evaluation and Reporting

Successful applicants must complete a short survey by April 2025, which will be shared with the Scottish Government, by way of a formal project final report. to: Successful applicants must complete a short survey by April 2025, which will be shared with the Scottish Government, as part of East Renfrewshire Climate Action Hub's formal project final report.

Keep track of the expenditure and impact throughout your project to make reporting easier. Think about how you can evidence what you set out to achieve, and what information you should collect along the way.

This could include:

- Keeping all your receipts
- Number of people engaged with the project
- Types of people involved
- Groups you have worked with
- The successes
- Challenges faced & lessons learnt
- Quotes and pictures that show the difference your project made

Please take lots of photos of your project for knowledge sharing and publicity purposes

If you have any other questions, please contact: funding@va-er.org.uk

