



Community Climate Action Fund 2024

Scoring Matrix

For your application to be considered you **MUST** include a copy of the following documents/information when you submit your application, please indicate below that you have provided the documents.

Constitution (please state where in your constitution it states what will happen with remaining funds should the organisation wind up)			Pass / Fail
Quotations of costs included in application	1 st Quote	2 nd Quote	
			Pass / Fail
Any other evidence to support your application	1 st Document	2 nd Document	
			Pass / Fail

Please select which type of grant you are applying for:

Capital purchase £1,000 - £10,000		Not Scored
Revenue (ongoing expenditure)		Not Scored

Organisation Bank Account Details

Account Name		Pass / Fail
Sort Code		Pass / Fail
Account Number		Pass / Fail

The information we collect on this form is necessary to process your grant application. The lawful basis to collect this information is that it is necessary for the performance of the potential contract to which you would be party (i.e. the grant award). We will keep your information on file in line with our retention schedule. You have a number of rights about how your data is used. For more information go to:

<https://www.easthants.gov.uk/privacy-policy/your-personal-information/how-long-do-we-keep-your-personal-information>

Organisation name:				Not scored
Project title:				Not scored
Amount requested if capital:	£			Not scored
Amount requested if revenue:	Year 1 –	Year 2 –	Total -	
	£	£	£	Not scored
If successful, please name the organisation that will receive and hold the funds:				Not scored

Organisation details

Applicant name:	Not scored
Position in organisation:	Not scored
Telephone:	Not scored
Email:	Not scored
Address:	Not scored
Manually entered address:	Not scored
Type of organisation:	Not scored
<i>(If a registered charity please include charity number)</i>	Not scored
Overview of what the organisation does:	Pass / fail

Application details

1	Project description (<i>please provide a <u>detailed</u> description of the project you require funding for</i>):
	First: • Verify against the CCAF priorities • Pass if it conforms to the priorities for the funding.. • Fail if it does not conform to the priorities for the funding. • Provide commentary in either case Then: Grade and score and commentary alongside: Scores range from 1-5 (1 = Low, 5 = High) 1 Insufficient information provided / very poor. Does not meet the minimum aims. Major concerns. 2 Poor response, unsatisfactory. Meets the minimum aims of the climate action fund describes some details about the project but does not explain wider context .Requires a lot of further clarification, some concerns. 3 Good Satisfactory response; clearly explains the project and puts it in context .Mostly clear some further clarifications are needed but no major concerns. 4 Very Good, robust response; Goes beyond the minimum further detail may be needed, but no concerns. 5 Outstanding full and robust response; Ambitious project which exceeds the minimum aims , no clarification needed.
2	Who and how many people will benefit from your project? Grade and score and commentary alongside: Scores range from 1-5 (1 = Low, 5 = High) 1 Insufficient information provided / very poor. Does not meet the minimum aims Does not adequately answer the question, some major concerns. 2 Poor response, unsatisfactory. Meets the minimum aims Requires a lot of further clarification, some concerns. 3 Good Satisfactory response; some further clarifications are needed but no major concerns. 4 Very Good, robust response; Goes beyond the minimum aims. Evidence. minor details of clarification or further detail may be needed, but no concerns. 5 Outstanding full and robust response; Ambitious project which exceeds the minimum aims Gives full confidence. May stick to the word / space limit, no clarification needed.
3	How can you evidence that there is a need for this project? (<i>It is important to include any statistics, consultation, or research you have undertaken to support this answer</i>) Grade and score and commentary alongside: Scores range from 1-5 (1 = Low, 5 = High) 1 Insufficient information provided / very poor. May not stick to the word / space limit. Does not adequately answer the question, some major concerns. 2 Poor response, unsatisfactory. Unclear demonstration of need. May not stick to the word / space limit. Requires a lot of further clarification, some concerns. 3 Good Satisfactory response; mostly clearly demonstrated there is a need for this project. May stick to the word / space limit some further clarifications are needed but no major concerns. 4 Very Good, robust response; clearly explains, and shows evidence as to how there is a need for this project. Minor details of clarification or further detail may be needed, but no concerns. 5 Outstanding full and robust response; detailed explanation, and evidence. Gives full confidence. No clarification needed.
4	When will your project take place and where will it be based? <i>This should include dates on when the project is planned to start and finish.</i> Pass / Fail

5	Does your organisation have the following documents? If so, please state when these documents were last updated/adopted:			
	Safeguarding policy:	Not scored	Safeguarding policy last updated:	Not scored
	Equality & diversity policy:	Not scored	Equality & diversity policy last updated:	Not scored
	Public liability insurance:	Not scored	Public liability insurance last updated:	Not scored
	Employers liability insurance:	Not scored	Employers liability insurance last updated:	Not scored
	Health & Safety policy:	Not scored	Health & Safety policy:	Not scored
	Does your organisation work with children or vulnerable adults?			Not scored
If it does, but you do not currently have a safeguarding policy in place, you will need to contact our Safeguarding Lead on safeguarding@easthants.gov.uk.				
6	Do you have permission from the landowner/building owner for your project to take place? Does your project require planning permission or any other consents? <i>If you are a tenant with a lease, please state the expiry date of your lease</i>			
	Grade and score and commentary alongside: Scores range from 1-5 (1 = Low, 5 = High) 1 Fails to meet the minimum standard; some major concerns; information lacking as regards ownership. Requires clarification and information. 2 Poor response; some concerns and information lacking as regards ownership. Requires further clarification. 3 Satisfactory response that meets the requirements, ownership and type of ownership and duration (if a lease) confirmed. May require further clarification. 4 Exceeds the requirements, very good response, ownership and type of ownership and duration (if a lease) confirmed. Gives confidence. 5 Considerably exceeds requirements, excellent; ownership and type of ownership confirmed and demonstrated with detailed supporting evidence full confidence in response.			
7	Has your organisation has received funding from EHDC in the last 2 years for this or other projects? If yes, please provide full details:			
	Not scored			
8	Please explain how your project will help to deliver one or all the objectives of the Community Climate Action Fund. The objectives are: - To engage with the wider community on Climate Issues - To support carbon reduction in East Hampshire			

	• To support adaption response to climate change Grade and score and commentary alongside: Scores range from 1-5 (1 = Low, 5 = High) 1 Insufficient information provided / very poor. Does not meet the minimum objectives. Major concerns. 2 Poor response, unsatisfactory. Meets the minimum objectives, but does not explain wider context. Requires a lot of further clarification, some concerns. 3 Good Satisfactory response; Mostly clear, some further clarifications are needed but no major concerns. 4 Very Good, robust response; Goes beyond the minimum objectives. Minor details of clarification or further detail may be needed, but no concerns. 5 Outstanding full and robust response; Ambitious project which exceeds the minimum objectives. Gives full confidence, no clarification needed.
9	Please explain how your project will be managed. Please include how you will ensure it will be delivered in a timely way and be value for money. Grade and score and commentary alongside: Scores range from 1-5 (1 = Low, 5 = High) 1 Fails to meet the minimum standard; some major concerns; Unsatisfactory, requires further clarification and information. No mention of project management. 2 Poor response; very minimum standard; some concerns Insufficient information provided, requires further clarification. 3 Satisfactory response that meets the requirements, May require further clarification. 4 Exceeds the requirements, very good response, gives confidence. 5 Considerably exceeds requirements, excellent full project management plan. Full confidence in response.
10	<u>FOR REVENUE PROJECTS ONLY:</u> How will this project continue to be funded following the end of this grant? (If approved) Grade and score and commentary alongside: Scores range from 1-5 (1 = Low, 5 = High) 1 Fails to meet the minimum standard; some major concerns; Unsatisfactory, requires further clarification and information. 2 Poor response; Fails to meet the minimum standard; Insufficient information provided, requires further clarification. 3 Satisfactory response that meets the requirements, May require further clarification. 4 Exceeds the requirements, very good response, gives confidence. 5 Considerably exceeds requirements, excellent. Full confidence in response.
11	<u>FOR CAPITAL PROJECTS ONLY:</u> If you are applying for funding for a permanent structure or facility, what plans have you made for future maintenance and management? Grade and score and commentary alongside: Scores range from 1-5 (1 = Low, 5 = High) 1 Fails to meet the minimum standard; major concerns; Unsatisfactory, requires further clarification and information. 2 Poor response; Fails to meet the minimum standard; some concerns Insufficient information provided, requires further clarification. 3 Satisfactory response that meets the requirements. May require further clarification. 4 Exceeds the requirements, very good response, gives confidence. 5 Considerably exceeds requirements, excellent. Full confidence in response.
12	Please specify the risks associated with the project. <i>This may include financial risks, staff/volunteer risks and/or specific project risks.</i> Grade and score and commentary alongside: Scores range from 1-5 (1 = Low, 5 = High) 1 Insufficient risk information provided / very poor, major concerns. Requires a lot of further clarification and information. 2 Poor response, unsatisfactory; Requires a lot of further clarification on risk management, some concerns.

	3 Good, satisfactory response; some further clarifications are needed but no major concerns. Risk management present. 4 Very Good, robust response; Gives confidence; minor details of clarification or further detail on risk management may be needed. 5 Outstanding full and robust response; Gives full confidence; Sticks to the word / space limit, no further clarification is needed. Full risk management plan provided.				
13	How will you monitor and evaluate the success of your project? <i>This should include detail of how you will track the project and how you will be able to assess whether the project has met its objectives.</i> Grade and score and commentary alongside: Scores range from 1-5 (1 = Low, 5 = High) 1 Insufficient information provided / very poor. Does not adequately answer the question, some major concerns. Requires a lot of further clarification and information on how project will be monitored and evaluated. 2 Poor response, unsatisfactory; Requires a lot of further clarification, some concerns. 3 Good, satisfactory response; some further clarifications are needed but no major concerns. 4 Very Good, robust response; response provided is clear as to how the project will be managed, gives confidence, minor details of clarification or further detail may be needed. 5 Outstanding full and robust response; Full monitoring and evaluating process in place, gives full confidence; no further clarification is needed.				
14	FOR REVENUE ONLY: Please detail two milestones, or one for each year of funding you have requested, which you want to achieve within the project. (If successful, these milestones will be used to monitor your project) <table border="1"> <tr> <td></td><td></td></tr> <tr> <td>Pass/Fail</td><td></td></tr> </table>			Pass/Fail	
Pass/Fail					
15	How will you promote your project to your target audience? Grade and score and commentary alongside: Scores range from 1-5 (1 = Low, 5 = High) 1 Insufficient information provided / very poor. Does not engage with wider community on climate change. Inadequately answer the question, some major concerns. Requires a lot of further clarification and information. 2 Poor response, unsatisfactory; Requires a lot of further clarification on how project will engage with wider community on climate change, some concerns. 3 Good, satisfactory response; some further clarifications are needed but no major concerns. 4 Very Good, robust response; response provided is clear as to how the project will engage the wider community on climate change, gives confidence, minor details of clarification or further detail may be needed. 5 Outstanding full and robust response; gives full confidence; no further clarification is needed.				
16	Is there anything else you would like to tell us about your organisation? Not scored				
17	Have you applied for/been awarded any match-funding that will also go towards this above project? (this does not have to be solely monetary, it could be volunteer time and other resources) <i>If yes, please provide details</i> Grade and score and commentary alongside: Scores range from 1-5 (1 = Low, 5 = High)				

Community Climate Action Fund – application form

	1 Fails to meet the minimum standard; some major concerns; Unsatisfactory, requires further clarification and information. 2 Poor response; Fails to meet the minimum standard; some concerns, requires further clarification. 3 Satisfactory response that meets the requirements. May require further clarification. 4 Exceeds the requirements, very good response, with evidence and gives confidence. 5 Considerably exceeds requirements, excellent. Full confidence in response.
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Finance details

Please use the tables below to list the expenditure expected for this specific project.

Please note, you only need to complete the columns relevant to the type of grant you are applying for, either capital or revenue. The examples in red are for guidance only.

Item description	Capital applications	Revenue applications			Evidence of cost – please explain how you have calculated the costs listed. Please state how many quotations you have sought and where from.
	Purchase cost	Year 1 cost	Year 2 cost	Total cost	
<i>Capital example - lawnmower</i>	<i>£500</i>				<i>Quote from local garden centre attached</i>
<i>Revenue example – room hire costs</i>		<i>£900</i>	<i>£900</i>	<i>£1,800</i>	<i>Room hire @ £10 per hour x 2 hours a week = £20 per week. £20 per week x 45 weeks per year = £900 per year. Quote from venue included.</i>
TOTAL:					

Before submitting your application, please ensure you complete the above and enclose a copy of quotes. If the necessary documents/information are not provided, then your application will be rejected and returned.

Declaration

Not scored, but failure to attest that the contents of the application are true will result in the application failing

	I confirm that, to the best of my knowledge and belief, all the information contained in this application form is true and correct, and the fund criteria has been met. I understand that you may ask for additional information at any stage of the application process.
	I certify that all the information given in this form is correct and that any grant money received from East Hampshire District Council will be used for the purposes stated in this form. East Hampshire District Council reserves the right to reclaim any grant not used for the purposes stated on this form. If the organisation is wound up and there is unspent EHDC SCF money, the funds will be returned to EHDC. The project needs to be started within 12 months of receiving the funds.
	If successful, I agree to complete a monitoring form to detail the outcomes of the project when requested. Please note that the failure to complete a monitoring form for a project may preclude the awarding of future Community Grant schemes to your organisation.

Please note, it is the applicant's responsibility to ensure all required permissions and approvals are in place prior to their project commencing.

Signature	
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Name	
Date	
Position	

At the end of the application process please state below if you are happy for us to keep your contact details. We will only email you if we have information, we believe is relevant or your organisation would find useful. We may also use the list to contact people on an individual basis depending on the nature of the enquiry, for example to request some advice or information that will help with our work.

If anyone else within the Council wishes to use any of the contacts, we will email you first to ask if you are happy for us to share your contact details with them, as well as the reason behind the request, this may include East Hampshire District Councillors.

<i>I am happy for you to keep my contact details</i>	
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Has your organisation signed up to be a beneficiary of our East Hampshire community lottery? If no, please visit <https://www.easthantslottery.co.uk/> to find out if your organisation is eligible and how to sign-up.

Submitting your application

PLEASE ENSURE YOU ENCLOSE A COPY OF YOUR CONSTITUTION, ORGANISATION BANK ACCOUNT, QUOTATIONS FOR COSTS AND ANY OTHER ADDITIONAL EVIDENCE WHEN YOU SUBMIT YOUR APPLICATION TO ENSURE YOUR APPLICATION CAN BE PROCESSED.

Not scored, but failure to provide relevant documents will result in the application failing