



Figure 1. Image: Flaticon.com

# Ealing's Community Climate Grants Application Form


January 2023



## Application Form Advice

Please ensure you have read the [Ealing Community Climate Grants overview](#) brochure before starting this application.

Complete every box and provide as much detail as possible. Wherever possible, please complete this form digitally. Use the **checklist** at the end of this form to ensure you've included all the required information.

Return the completed form to  [climateaction@ealing.gov.uk](mailto:climateaction@ealing.gov.uk) by **5pm on Tuesday 7<sup>th</sup> March 2023**, attaching any accompanying evidence.

An **online Q&A session will be held on 6<sup>th</sup> February 2023 at 2pm**. Please use the link below to join and ask any questions you have about your application:

Ealing Community Climate Grants Q&A Zoom Meeting

<https://ealing-gov-uk.zoom.us/j/89921912168?pwd=eVV4MjdXQks2b21PeDBXeWZmUXAxZz09>

Meeting ID: 899 2191 2168

Passcode: 918015

## Timeline

Date(s)	Event	Description
20 <sup>th</sup> December 2022	Register your interest	Community groups will be able to register their interest on the Ealing Council website.
Week beginning 9 <sup>th</sup> January 2023	Applications open	Community groups who have registered interest will be emailed application forms.
2pm, 6th February 2023	Q&A	An online event will be held by council officers, giving community organisations the chance to ask questions and receive information to help their applications. An FAQ document will be uploaded for potential applicants to review.
Deadline 5pm, Tuesday 7th March 2023	Applications close	Applications for funding will no longer be accepted after this point.
	Clarification period	Following an initial review, applicants may be contacted for further details.  Applicants will be given 2 weeks to respond to the requests for clarification.
April – June 2023	Review of applications	Bids will be reviewed from April to June 2023 by officers in the Ealing Sustainability and Climate Action Team and a panel of council and community representatives.

June 2023	Announcements made/awarding of funding	Applicants will be contacted to let them know if their bid was successful. Successful applicants will need to sign the legal agreement and funding plan before they commence project work.
	Mid-project monitoring and reporting	Community groups will have to formally monitor and report their progress against the aims and deadlines set out in their application, including whether they are on track to hit their stated carbon reduction goals.
Deadline Thursday 7 <sup>th</sup> March 2024	Expected delivery of project	Projects will have to evaluate and report against their aims, successes, and learnings, and provide a case study of their achievements. Projects must be completed within 1 year. Deadline Thursday 7 <sup>th</sup> March 2024.
Deadline 5pm, Friday 6 <sup>th</sup> September 2024	Grant payment	You must submit proof to receive the grant by 5pm on Friday 6 <sup>th</sup> September 2024. Payments will usually be sent within 10 working days.

## Ealing Council Community Climate Grants Application

Question	Answer	For Office use only
1. Name of your community organisation		
2. Main contact name of your community organisation (for this application)		
3. Main contact's role in the community organisation		
4. Address of your community organisation		
5. Contact email address and website or social media handle (if available)		
6. Contact telephone number		
7. What is the purpose of the community organisation?		
8. Legal status of the community organisation (e.g., charity)		
9. Are you a registered Warm Space?		
10. Do you have a community group bank account with accountable sign-off procedures and a treasurer or equivalent?		
11. Address of where measures are proposed to be installed (if different from above)		
12. How long has your community organisation been established?		
13. Do you own or lease the premises? Please state and provide evidence. (If your application is for delivery of a service, this information is not required.)		
14. Describe the proposed project in as much detail as possible: e.g., description of LED lighting upgrade, whether planning permission is required or how a proposed service will be delivered.		

<p>15. Include an estimate of carbon reduction per annum in tonnes.</p> <p>a. Your contractor may be able to provide this for any energy efficiency works, but here are some tools to help:</p> <p>i. Solar calculator  <a href="#">Use the solar energy calculator - Energy Saving Trust</a></p> <p>ii. Energy efficiency resource <a href="#">Step by Step Project Guide – Community Energy London</a></p>		
<p>16. Total project cost</p>		
<p>17. How much grant funding are you applying for? (Amount must not exceed £10,000.00)</p>		
<p>18. Are you contributing any of your own funding?</p>		
<p>19. Provide at least one professional/trade quote for any proposed physical improvements – or a project budget for any proposed services</p>	<p>Attach quotation</p>	
<p>20. Describe:</p> <p>a. The benefits that the project will have on your community organisation</p> <p>b. How you will promote the climate and/or energy efficiency agenda to your community?</p> <p>c. Size of your community/organisational reach</p>		
<p>21. When do you expect work to start (DD/MM/YY)?</p>		
<p>22. When do you expect the work to be completed (DD/MM/YY)?</p>		
<p>23. How did you hear about Ealing's Community Climate Grants?</p>		

**Application Checklist:**

- Proof of lease/ ownership
- Application form
- One quote for any physical improvements - or project budget for services

**Applicant’s Declaration and Understanding:**

I declare that the information in this form, and any other information given in support of this application, is correct to the best of my knowledge and belief.

I understand that the award of grants is subject to written approval by the Grant Panel.

I also understand that the cost of any project undertaken before the date of the formal grant approval cannot be paid for using this grant.

I confirm that the community organisation meets the ‘who can apply criteria’ criteria set out in Ealing’s Climate Grant brochure.

**Application Process and Criteria document:**

I have read, understood, and agree to the grant conditions for the duration of the grant application process and 12 months after the payment of grant, if successful.

Applications must be signed by a person duly authorised to act on behalf of the community organisation.

Signed

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Name (BLOCK CAPITALS)

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Date

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Position in your community organisation

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Thank you for your application, applications will be reviewed from April to June 2023 by officers in the Ealing Sustainability and Climate Action Team and a panel of council and community representatives. We will be back in touch if we require any additional information.



For LBE Use Only
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Date application received	
Application complete	Yes/No
Further information required	Yes/No
Date further information requested	
Date further information received	
Date of appraisal	
Panel recommendation	Yes/No
Grant offered	Yes/No
Grant accepted	Yes/No