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## Guidance Page

### Before you begin your application

Please ensure that you:

- Know what type of project you want to deliver, the amount of funding you wish to apply for and what the funding will pay for.
- Have read the [brochure](#) and checked that you or your organisation and the project are eligible for this amount of funding.
- Have prepared the information we require around your carbon reduction and delivery plan.
- Have access to any supporting documents you will need for the application.

You will need to have all the information ready if you want to submit your application via the online application form. The online application form will not save a partly-finished application, and the form times out after 30 minutes if there is no activity.

### Key documents to submit

If you are applying for more than £1,000, you will need to submit the following documents:

- Copy of latest Constitution (if applicable)
- Latest Annual Audited Accounts or Accounts signed by Chair or Treasurer
- Copy of most recent Bank Statement over a period of 6 months
- Equal Opportunities Policy
- 3 quotes per item over £5,000

Depending on the project and the amount requested, we may also require you to provide:

- Copy of Insurance Documents - Public Liability Insurance, Employers Liability Insurance and Professional Indemnity Insurance
- Data Protection Policy
- Evidence of planning permission
- Evidence that the property owner consents in principle to the proposed project
- Quotations for project delivery work
- Evidence of supporting the cost breakdown of funding
- Feasibility or pre-feasibility surveys
- Any other relevant policy documents, e.g. Safeguarding Policy

Please refer back to our website to access the necessary information, application forms and guidance: <https://new.haringey.gov.uk/environment/reducing-carbon-emissions/haringey-community-carbon-fund>.

## Estimating your carbon/energy savings

As part of your application, you should provide an estimate of the carbon emissions savings your project will deliver. The level of detail will depend on the type of project and the stage that you are at with it.

A range of suggestions on how to calculate your emission savings, if you don't have access to an expert, are listed below. Unfortunately, the team are unable to undertake calculations for individual bid applications/projects.

The [Greenhouse Gas Reporting Conversion Factors](#) (condensed set) can be downloaded in Excel format, and has been published by the Department for Energy Security and Net Zero. **Please consult the first 'Introduction' tab to read the guidance on how to calculate emissions** for your community group, read an example calculation and read their frequently asked questions.

### Solar photovoltaic panels

- The [London Solar Opportunity Map](#) may provide a useful starting point to identify roof spaces.
- Use the [free online calculator by Energy Saving Trust](#) to estimate savings based on basic information about the location and building you are proposing to install the system. This should only be used if you have not started any feasibility work yet and are applying for funding to do so.
- The feasibility survey report for your project should provide you with estimated carbon savings and peak output of the solar array (in kilowatt peak).

### Changing your community group vehicle for an electric vehicle or e-cargo bike

- You will need to estimate your current 'baseline' emissions based on the group's use of the existing vehicle. You will need to know the type of vehicle, type of fuel, average fuel consumption of your vehicle and the estimated number of miles driven per year on average.
- Then, calculate the emissions associated with the electric vehicle / e-cargo bike / other replacement vehicle(s) you are applying for.
- Online calculators can be used, e.g. [CarbonFootprint](#).
- The [Conversion Factors](#) spreadsheet includes tabs for passenger vehicles, business travel, UK electricity for electric vehicles (EVs).

### Retrofitting a building

- Calculate the baseline emissions based on the average annual energy bills and the relevant conversion factor for gas/electricity.
- The [Conversion Factors](#) can be used to convert your building's energy consumption (from the fuels or electricity tabs) into annual carbon emissions.
- Carbon savings for retrofit measures such as wall/roof/floor insulation and replacement windows would need a more detailed assessment.

Guidance on retrofitting can be found online through [Ecofurb](#), [Energy Saving Trust](#), [Sustainable Traditional Buildings Alliance](#), [Folkestone & Hythe Net Zero Toolkit](#) and [Future Fit Homes](#). [RetrofitWorks](#) can also offer further support. Although a lot of guidance is aimed at retrofitting homes, the principles will apply to community buildings too. For any further support please contact the Carbon Management Team directly.

## Reuse or repair of an existing product, i.e. reducing embodied carbon

- The [Conversion Factors](#) spreadsheet includes tabs for material use and waste disposal.

Calculating the carbon saving of reduced consumption can be complex. Buying second-hand instead of new items, and/or extending the lifespan of existing items both support the [circular economy principles](#). These aim to reduce the using new materials, reuse existing materials and reduce waste.

It is recommended that if you compare the carbon emissions associated with new and second-hand products, you highlight the difference between the two carbon footprints. By picking out the key elements of the project and the associated carbon emissions, you can create a direct comparison.

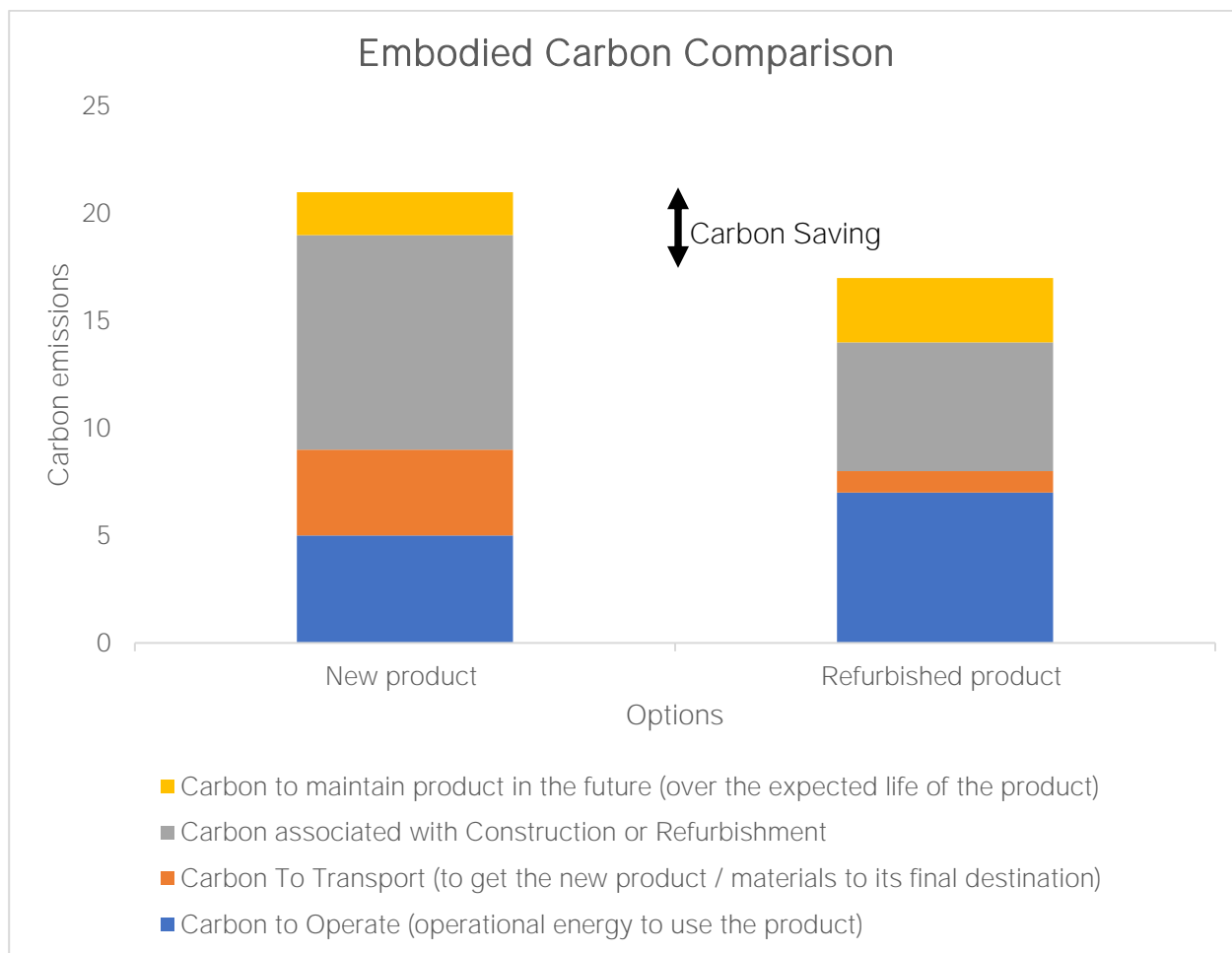
For example, the key elements of embodied carbon emissions often include:

- any carbon emitted when making or refurbishing the product including emissions produced when mining/sourcing of materials used in the manufacturing or refurbishment process;
- carbon associated with the construction or refurbishment process;
- emissions related to transportation; and
- future carbon emissions used during the life expectancy of the final product – operational power and/or maintenance.

Information on the typical embodied emissions of a new product may be available online through blog posts, manufacturers websites, or open-source academic journal articles that analyse the general carbon footprint of those type of products. The graph on the next page might help to understand this.

For the purpose of these bids, we are expecting some calculations, alongside an indication and demonstration that you can evidence the carbon savings. However, we do not expect detailed calculations and analysis.

NB - It is important that when looking into the reuse and refurbishment of equipment, that bids should consider how you will guarantee the safety of operating second hand/refurbished item in your project. It will be required that any bids of this nature will be able to explain how the project and any refurbished products will ensure user safety.



For further guidance on how to estimate your carbon savings, please contact us via email at [CarbonManagementTeam@haringey.gov.uk](mailto:CarbonManagementTeam@haringey.gov.uk).

## Eligibility Guidance for Schools and Businesses

Local schools and businesses can apply if they meet the listed eligibility criteria:

- constituted – have a written set of rules and guidelines
- working for the public benefit, or reinvesting within the local community
- based in and/or mostly active in Haringey
- project is solely based in Haringey.

Other eligibility criteria are based on the size of the grant. Please see brochure for more information.

### **Advice for Schools**

This fund aims to build community wealth and encourage community engagement and empowerment. If this can be demonstrated, then we will consider applications.

We encourage schools and nurseries to apply for microgrants as they require less resources to prepare. For larger grant bids you should demonstrate how the project will include communication with the wider community. This engagement and communication should be in addition to the typical community outreach. For example, if a school applies for solar panels on the roof, the students, staff, parents, and visitors should be directly engaged in the project. Events could be organised to involve students in why it is important to generate renewable energy and how solar panels work. Signs could show that the school is powered by renewable electricity, or an interactive monitoring board showing how much electricity has been generated (in real terms).

NB: We cannot fund school staff time that would be considered ‘business-as-usual’.

### **Advice for Businesses**

Although this fund is primarily aimed at community groups, local businesses can also apply so long as they can demonstrate wider community wealth building and community engagement benefits. Bids from businesses will be scored on how savings and incomes are re-invested into the local community and borough. Businesses will need to demonstrate what reinvestment they have done, depending on the size of the grant: for 1 year for micro and medium grants, and 3 years for large grants.

Businesses will need to demonstrate how the wider community will be actively educated, and engaged in how to tackle climate change and how the business is reducing its carbon emissions. Ideally, this should go beyond social media engagement and aim to engage with a range of customers and/or local community members. Please see Questions 17, 18 and 19 for more guidance.

## Frequently Asked Questions

Please use the hyperlinks to skip to a specific section or question listed below.

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## Frequently Asked Questions (FAQs)

### 1. Can my organisation submit more than one bid for funding?

Organisations can submit more than one bid, although they would both be competing for the same pot of money, and it is not guaranteed that both would be awarded funding.

### 2. Can we only apply for the funding amounts set out in the brochure tiers?

The main difference between the different 'tiers' in application money is their eligibility requirements. You can therefore apply for any amount up to £50,000, so long as your organisation meets the criteria for that amount. You need to state clearly in your application how much money you are applying for and itemise what this money will fund.

### 3. If our application is successful, will we receive the full amount we have requested?

We will strive to give full amount of funding requested, however, in some cases the amount of funding requested may not be appropriate for that type of project or part of the proposal. The Community Carbon Fund Panel will review all bid submissions and make a recommendation on this aspect. They could also make a recommendation to part-fund projects to allow more projects to be funded. This will be discussed with the bid submitters before final agreement.

### 4. Where can we apply for match funding?

Many projects may be eligible for match funding from the government, national/regional organisations or charitable institutions. We encourage groups to apply for and access match funds from a variety of sources, which may allow for the delivery of larger projects locally.

Some sources of potential match funding are included on our [website](#).

### 5. Do individuals need to be sponsored by an organisation?

Individuals and non-constituted groups do not need sponsorship to apply for the microgrants of up to £1,000. However, they will need to be sponsored by a constituted community group that meets the eligibility criteria to be able to apply for larger grants. Please see pages 5-6 of the brochure for the full eligibility criteria.

### 6. Are grants mainly for groups just starting their carbon reduction journeys or also for those who have already begun?

We are conscious that groups are at different stages of their carbon reduction journeys. We encourage applications from those just starting out as well as from those who have already undertaken decarbonisation projects before.

We recognise that groups who have already reduced their carbon may find that further improvements make a smaller impact, which is one reason we have not included a minimum estimated carbon saving for any of the grants.



## 7. When will we hear back about our application?

Applicants will hear back about their application in March 2024. Please see page 15 of the brochure for the full funding and delivery timetable.

## 8. What is the timeframe for delivery?

Small-medium sized projects are expected to complete their project within one year and large projects within one to two years. Thus, delivery will be expected by April 2025 or April 2026, depending on the size of the project. Please see page 15 of the brochure for the full funding and delivery timetable.

## 9. What does 'key stakeholders' in the delivery plan mean?

Key stakeholders are those involved management and/or delivery of the project, and any partners, sponsors, funders, or other individuals/organisations who you will be accountable to. It also includes anyone involved with the project who will be engaging or liaising within the local community. Please list out which of these apply to your project and who and how you will be liaising with them.

## 10. Is there an income threshold for the medium and large grants if I'm applying as a community group or business?

There is currently no income threshold for the medium and large grants. Instead, you will need to demonstrate that your group is in a financially stable position and can resource the delivery of the project.

## 11. Is there a rate card or cap for the cost of contractors for projects?

No, there is no fixed rate card or cap for contractor costs. You will need to source any estimates or quotes for work yourself. Any quotes will be reviewed by officers and the HCCF judging panel to check they offer value for money.

Full surveys or detailed quotes, for example involving a professional examining your building and making estimates on capacity for retrofit or solar PV arrays, may be required for more technically complex projects and/or projects applying for larger grants. Multiple quotes should be submitted to seek the best value for money. Feasibility funding would only require an estimate.

## 12. How would we estimate my carbon savings from renting a communal/shared vehicle?

Carbon emissions should be considered for the journeys made with this vehicle by the community group. The reduction in emissions will depend on the fuel type of the vehicle (see page 4 for more guidance on this). It is acknowledged that using a shared rental vehicle (e.g. under a car-sharing scheme) will also **reduce the 'embodied' carbon associated with the vehicle** the group are using as it reduces the need for a vehicle per user.

If you are seeking funding to pay for the hire of this vehicle as part of your bid, you should consider whether this would be the main reason to apply for funding, or whether the hire of the vehicle would support your carbon reduction project. If this supports your project, please only apply for the vehicle hire funding that directly relates to the delivery of your carbon

reduction project or to the outreach you are proposing. If the vehicle rental would form the main part of your application, this may not be eligible for this funding. You would need to consider how your carbon reduction would be secured in the long term after the funding finishes.

**13. We operate out of a Council building, who do we need permission from and how do we get it?**

You will need consent in principle from your landlord to undertake your project. If this is the Council, then please get in touch with your point of contact in the relevant service area to discuss this.

You may also need to obtain planning permission and/or Building Regulations approval to deliver your project. Please consult the [council's Planning pages](#) or [Building Control pages](#) to find out if you need planning permission or Building Regulations approval for any building works. You can also request pre-application advice from either service.

**14. How do we consider equality, inclusion and community cohesion as part of our project?**

Projects should promote equal opportunity to access the benefits of the project, equality of opportunity between different groups and eliminate discrimination. Information about the **borough's Equalities Profile of Haringey can be found on the [council's website](#)**, setting out the population against the protected characteristics defined in the Equality Act 2010.

Community groups are encouraged to engage with and reach out to the wider community, showing how it would increase and promote good relations between people who share a protected characteristic and those who do not within Haringey. This will help demonstrate how the project will promote community cohesion.

Projects can be made more inclusive by considering the needs and interests of protected groups, ensuring that they are able to take part in, benefit from the project or be included in the wider engagement about the project.

In addition, we know that climate change already impacts our communities in different ways across the borough, and that some communities are more vulnerable to the risks and effects of climate change. If interested, you can find out more information on the [London Climate Risk Map webpage](#) to visualise the climate risk in Haringey and to understand the data behind it.

**15. Is direct engagement with different groups necessary to fulfil the equality objectives?**

We encourage projects to engage with the wider Haringey community, both to encourage and empower residents to be more involved in tackling climate change and to support equality objectives within our community.

However, direct engagement with different groups is not the only way a project can support equality and inclusion. For instance, groups which already have diverse local memberships and large portions of members with protected characteristics could meet the equality criteria by engaging members rather than reaching outside.

The wider the community representation and inclusion demonstrated within the bid submission and project, the greater score will be awarded.

**16. Are you funding applications that only deliver engagement or outreach activities (e.g. workshops)?**

We are only accepting microgrant bids that are solely seeking funding for community engagement on climate change or carbon reduction, and/or promote behaviour change.

The community carbon fund is financed through section 106 payments. The requirements of this are that the funds are used to provide grants for projects that deliver direct carbon savings. So while engagement/outreach activities are important and will be supported as a secondary part of projects - we cannot support projects which are purely engagement/outreach focused for the larger grants.

**17. Can we include larger promotional programs with e.g. local schools and businesses in our project?**

Larger promotional programs which work with local businesses and/or schools to educate and promote carbon reduction are not required but would be encouraged and supported, as long as they do not detract from the primary aim of direct carbon reduction.

*If you have questions not answered by this document or need further support with your application, please contact us at [carbonmanagementteam@haringey.gov.uk](mailto:carbonmanagementteam@haringey.gov.uk).*

*This document will be updated periodically. Last update: November 2023.*