

**HARINGEY COMMUNITY CARBON FUND**

**APPLICATION FORM**

**Round 4 for 2025/26**

***BIDS FOR MEDIUM, LARGE GRANTS***

***For Grants between £1,001 and £50,000***

Thank you for considering a community project to deliver carbon reduction in Haringey. Community-based projects are a key part of the borough’s Net Zero Carbon ambition. They show local leadership, projects will promote and increase awareness, and also help the borough reduce its carbon footprint.

To secure funding, all applications for funding need to demonstrate a clear benefit to the local community and deliver carbon reduction. Please review the Community Carbon Fund Brochure on the [Haringey Council website](https://new.haringey.gov.uk/environment/reducing-carbon-emissions/haringey-community-carbon-fund) before completing your application. The Brochure sets out information on how to apply and what kind of projects can qualify. Guidance on how to estimate your carbon/energy savings is included in the Frequently Asked Questions on the website. Please complete this application form in full. Any questions marked with an asterisk (\*) must be answered. Please keep all descriptions as brief as possible. List all supporting information you are including with your application and proposal**.**

**You must apply by** **Sunday 5th January 2025** (23:59)

Please note that decisions to grant funding (if any) are subject to a formal approval process.
You must not rely on Haringey Community Carbon Fund support until we have notified you in writing that your application has been successful. Your authorised signatories must then sign and return the funding agreement to us. After that, you will be provided with funding. Please see the Brochure for further information.

Haringey Council is committed to ensuring that individuals or groups of individuals which share protected characteristics (defined under the Equality Act 2010) can benefit from the Community Carbon Fund grants. At all times, the council aims to take an inclusive approach, and ensure that any individual or group that wants to, can fully participate in applying and benefit from the grants. The council welcomes bids from groups that explicitly aim to advance equality of opportunity, and foster good relations, between people that share a protected characteristic and those that do not that. We ask that all bids demonstrate this wider inclusivity within their proposals.

If you would like to discuss your proposal before sending it to us, please contact us via email (CarbonManagementTeam@haringey.gov.uk).

# Key documents to submit

Your application will not be considered if you do not submit the essential documents to help demonstrate you meet the grant’s eligibility criteria.

Other documents may be required depending on the type of project or how your organisation or business is set up. Please consider if these are relevant and submit as necessary. If not provided, these will be requested in January 2025.

Please clearly label and list the supporting information (drawings, photographs, etc.) you are including with your application. Attach a separate document if necessary. Email attachments should not exceed file size of 20 MB.

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| **ESSENTIAL** | **Attached** | **Not applicable** |
| Latest signed Constitution, Certificate of Incorporation of a Community Interest Company, Articles of Association, Memorandum (whichever is applicable) \* |[ ] [ ]
| March 2024 Version of the Annual Audited Accounts or Accounts signed by Chair or Treasurer \* |[ ] [ ]
| Six months of most recent Bank Statements \* |[ ] [ ]
| Copy of Insurance Documents \*Public Liability Insurance (min £5 million), Employers Liability Insurance (min. £10 million) and Professional Indemnity Insurance (if applicable)\* |[ ] [ ]
| Equal Opportunities Policy \* |[ ] [ ]
| Quotes – need 3 quotes per item or service over £5,000 \**NB: Quotes must be comparable in their scope.* |[ ] [ ]
| **Other supporting documents** | **Attached** | **Not applicable** |
| Data Protection Policy |[ ] [ ]
| Any other relevant policy documents, e.g. Safeguarding Policy (if working with vulnerable groups) |[ ] [ ]
| Feasibility or pre-feasibility surveys that informed the project scope |[ ] [ ]
| Other evidence supporting the cost breakdown for items under £5,000 which will help demonstrate value for money |[ ] [ ]
| Evidence of building ownership and length of lease |[ ] [ ]
| Permission of landlord to deliver project (e.g., signed letter, email) |[ ] [ ]
| Evidence of Building Control approval and/or planning permission, or any pre-application advice sought |[ ] [ ]
| Example of reinvestment of profit within local community (businesses only) |[ ] [ ]
| Maps, designs or photographs to help illustrate your project |[ ] [ ]

# Overview of bid application

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| **Overview of bid application** |
| 1. Project name\* |  |
| 2. Project location, including postcode *(must be in Haringey)*\* |  |
| 4. Project ward  |  |
| 5. How much funding are you applying for? *(cap at £50,000)*\* |  £ |

# Contact details and your organisation

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| **Contact details** |
| 6. Name of organisation\* |   |
| 7. Main contact person for application\* |  |
| 8. Secondary contact person for application |  |
| 9. Position in organisation *(if applicable)* |  |
| 10. Organisation’s registered address |  |
| 11. Telephone\* |  |
| 12. Email address\* |  |
| 13. Website *(if available)* |  |
| 14. Who will manage the development/implementation of your project?\*  |  |
| 15. Are you being sponsored by a constituted community group? If so, which group? | Yes [ ]  No [ ]  Group:  |
| 16. Do you intend to work in partnership or collaboration with any other community groups or organisations for this project? If yes, please name the organisation(s) and what they will contribute. (Max. 100 words) |
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| **Your Organisation / Community Group** |
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| 17. What is the main purpose of your organisation? (Max. 50 words)\*  |
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| 18. To which category does your organisation belong?\* | Registered Charity [ ] Community and Voluntary Group [ ] Co-operative [ ] Faith and Religious Group [ ] Social Enterprise [ ] Community Interest Company [ ] School [ ] Local business [ ] Other:   |
| 19. Charity, society, registered company, VAT registration number *(Please add all that are applicable).\** |  |
| 20. For how many years has your organisation been constituted? *Minimum one year (medium) and minimum three years (large grants).* |  Years |
| 21. If your organisation makes a profit, how are profits retained within the borough? *Please provide evidence of how this has been reinvested in the* *community over a period of 1 year (medium) or 3 years (large grants).* |  |
| 22. Do you have a shared bank account with at least two signatories? \* | Yes [ ]  No [ ]   |
| 23. Do you have accountable sign off procedures for financial transactions within the community group?\* | Yes [ ]  No [ ]  Not applicable [ ]  |
| 24. Does your organisation currently receive any Haringey Council funding? \*If yes, please provide details. | Amount of funding:When:Issued by: |
| 25. Has your organisation worked, or are you currently working, with any Haringey Council service areas? If more than one, please list all. | Service/department(s):Contact name(s): |
| 26. Are there any Haringey councillors connected to your organisation? *(e.g. trustee/ board member, employee or volunteer)\** If so, please provide the name(s) of the councillor(s) and their connection(s). | Yes [ ]  No [ ] Name:Connection: |

# Details of your Carbon Reduction Project

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| **Project overview and objectives** |
| 27.Please write a short description of the project. (Max. 50 words)\* |
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| 28. Main project aims and objectives\* | 1. 2. 3.  |
| **Energy/Carbon savings of the project** |
| 29. What outputs, including carbon savings, do you expect the final project to achieve? (Max. 200 words) [[1]](#footnote-2)*This can include energy generation/storage capacity (in kWp/kWh); estimated heat/energy to be generated per annum (kWh); greenhouse gas emission savings per year (in tonne of CO2 saved); number of community members engaged and how; any (in)direct job creation; etc.* *Please include units where applicable. You will use the outputs as a basis for the required monitoring report.* |
|  |
| 30. Please explain how you’ve calculated or estimated any estimated future carbon savings / energy reduction over the project’s lifespan (in number of years). Please reference your sources. (Max. 100 words)\* |
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| 31. Once you are delivering your project, how will you monitor or validate your reduction in emissions or predicted renewable energy generation? *(add/remove lines)\** |
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| Monitoring method | Data source | How often will you collect this data? |
|  |  |  |
|  |  |  |

*Example evidence: meter readings, energy bills, vehicle mileage, energy generation readings, quantity of goods repaired/upcycled.* |

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| **Engagement Plan** |
| 32. How will you promote the project and engage the wider community on climate change?\**This could include social media campaigns, use of types of media or materials, events, workshops, etc.* |
| Engagement method |  |
| Indicative dates/time periods of engagement |  |
| Target groups / individuals |  |
| Topic(s) of engagement |  |
| 33. How do you aim to change people’s behaviour to reduce their emissions? |
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| 34. Once you are delivering your project, how will you monitor or capture the impacts of your community engagement and expected behaviour change?*This could include photographs of events, screenshots of media campaigns, surveys to capture how people have changed their behaviour.* |
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| 35. How does the project ensure the benefits are accessible to minority and/or disadvantaged groups? |
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| 36. How will the project reduce inequalities, and support community cohesion? (Max. 100 words)*You might want to discuss how it promotes good relations between people who share a protected characteristic and those who do not, or how it advances equality of opportunity between people who share a protected characteristic and those who do not. How will you work to ensure your project is accessible and inclusive?* |
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| 37. Will the community benefit from any creation/retention of local jobs or upskilling opportunities as a result of this project? (Max. 100 words)\* |
|  |
| 38. How will the project contribute to one or more themes in the [Corporate Delivery Plan](https://new.haringey.gov.uk/council-elections/council-policies-plans/corporate-delivery-plan)? (Max. 100 words)\**Corporate Delivery Plan Themes: 1. Resident experience and enabling success; 2. Responding to the climate emergency; 3. Children and young people; 4. Adults, health and welfare; 5. Homes for the future; 6. Safer Haringey; 7. Culturally Rich Borough; 8. Place and economy* |
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# Delivery of your Carbon Reduction Project

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| **Delivery Plan and Timeframe for Delivery** |
| 39. What is the start date?\* *Planned start should be prior to summer 2024.* |  | What is the estimated end date?\**Planned end should be a year after start, if two years explain why.* |  |
| 40. Outline the project plan including the timescales and key milestones.\* |
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|  | Timeframe | Objective aim | Key stakeholders |
| Milestone 1 |  |  |  |
| Milestone 2 |  |  |  |
| Etc. |  |  |  |

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| 41. What are the three main risks associated with the project development and how do you propose to manage these risks? (Max. 200 words)\* |
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|  | Risk | Mitigation |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

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| 42. How will your organisation ensure that this project can be resourced from start to finish? (Max. 100 words)\**Please ensure you have the day-to-day resources available to manage this project.* |
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| 43. What work has already been undertaken for this project? (Max. 100 words)*This could include feasibility studies, structural surveys, retrofit plan, community engagement, etc.* |
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| 44. What skills or experience do you have within your organisation to plan and implement this project? Please consider both the carbon reduction and community engagement elements of your project. (Max. 100 words) |
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| 45. What extra skills, advice or expertise are required to deliver this project? (Max. 100 words)*Please set out in the Project Costs section how this grant might assist to get this external support. Consider gaps in the community group's capacity to develop the project proposal including engaging key stakeholders*.  |
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| **Permissions to proceed** |
| 46. If relevant, who owns the building in which your project will take place? |  |
| 47. How long will you remain being leaseholders/tenants if your proposed measures are permanent? |  |
| 48. Do you have permission in principle from the landlord to undertake this project?\*  | Yes [ ]  No [ ]  Not applicable [ ]  |
| 49. Do you need planning permission to start this project? |  |
| 50. What other permissions or consents do you require to start works? *This could include, building regulations approval, licensing. Please attach any information relating to the permissions granted or in progress (emails, etc).* |
| Type of approval:Obtained/in progress:If in progress, what engagement has been done: |

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| **Project Costs and Best Value for Money** |
| 51. Please provide a detailed breakdown of what the Community Carbon Fund will pay for below.\**NB: Please exclude any match funding (this will be declared in the next question). Funding cannot be given retrospectively for any items omitted.**Capital costs should form the majority of your grant application. Project costs may include for example: equipment costs, staffing costs, engagement material, staff reimbursement/travel and/or installation costs which are all directly related to the project. Please ensure that you show how you have calculated the costs for each item, e.g. equipment costs £20 x 5 = £100. (add/remove lines as appropriate)* |
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| **Haringey Community Carbon Fund** |
| **Item** | **Amount** |
|  | £ |
|  | £ |
|  | £ |
| **TOTAL amount requested from the Community Carbon Fund**  | **£** |

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| 52. **Income/Match Funding Source** *This should include what resources you might use to deliver the project (please add/remove lines as appropriate).* |
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| **Match funding** |
| **Funding source** | **Amount** | **Secured?** |
|  | £ | Yes / No |
|  | £ | Yes / No |
|  | £ | Yes / No |
| **TOTAL amount of match funding**  | **£** |

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| 53. Total amount required to deliver the project: CCF grant funding + match funding. | **£** |
| 54. Please provide more detail about the expected match funding. If the match funding is not confirmed, please explain how you will mitigate this to allow for the project to be delivered. (Max. 100 words)\* |
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| 55. What is the plan to fund the on-going maintenance of the project? (Max. 100 words)\* |
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| 56. Please set out what quotes you received for this work, the amount and which quote you would like to progress. Each item must have 3 quotes.*NB: Please use a table for any items listed above of over £5,000. The Council are aiming to issue grant funding in March/April 2025, please ensure that quotes will still be valid for this period. We may ask for evidence of costs under £5,000 on a case-by-case basis.* |
| Item 1: *[Please add description]*

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| --- | --- | --- | --- | --- |
|  | Company  | Scope | Amount | Progressing? |
| Quote 1 |  |  | £ | Yes/No |
| Quote 2 |  |  | £ | Yes/No |
| Quote 3 |  |  | £ | Yes/No |

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| 57. Are there any conflicts of interest between your trustees and proposed contractors?\*  | Yes [ ]  No [ ]  Not applicable [ ]  |

# Other matters

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| **Post-project evaluation and advertisement of your project** |
| 58. Please confirm that upon completion of the project that you will deliver a report (including photos) on the project that will be shared with the wider community. This report will share learnings on project delivery, and the benefits that have been secured by the project for Haringey. Support in delivering this report will be offered by the Council and the final report will be published for others to follow.  |
| Yes, I agree [ ]  |

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| **How did you hear about the fund?** |
| 59. Please tell us how you found about Community Carbon Fund funding: |
| Website | [ ]  | Poster in a public place | [ ]  |
| Newsletter | [ ]  | Word of Mouth | [ ]  |
| Other (please explain) |  |

1. If you need help with calculating the carbon emissions, please find guidance on this in the Support and Frequently Asked Questions document available on the [website](https://new.haringey.gov.uk/environment/reducing-carbon-emissions/haringey-community-carbon-fund). [↑](#footnote-ref-2)