

Please note: **The staff costs criterion has been clarified since the fund opened, to specify that we can fund staff costs towards your new project.**



GreenLight

ECCAN's community climate action
seedgrant fund for 2024-25

Open now at www.eccan.scot
Apply by Mon 9th September 2024

Application Guide

Introduction

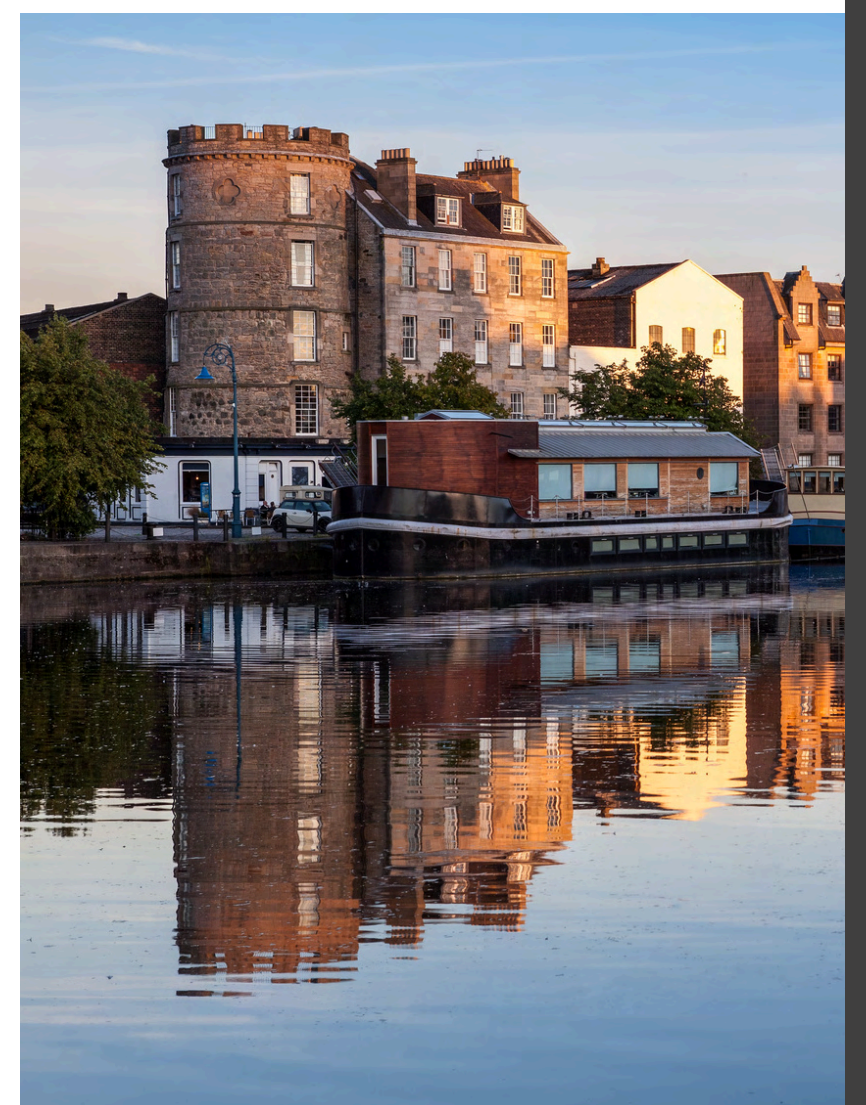
Greenlight is ECCAN's new £90k pot of community grants for climate action projects by community groups within the City of Edinburgh.

Greenlight is designed for small and medium community projects focussed on climate action.

Greenlight will fund local not-for-profit community-led organisations. We can accept applications from individuals on behalf of informal groups. This will apply to micro-grants and have an upper limit of funding. Please refer to the FAQs below.

You can apply for a grant in one of the following categories.

- Grants of up to £20,000 each (large grants for co-designed projects with partner working) – nominally two awards.
- Grants of up to £10,000 each (large grants – can be co-designed) – nominally two awards.
- Grants of up to £5,000 each (medium grants) – nominally 4 awards.
- Microgrants up to a value of £1,000 each. For individuals or informal groups the limit is £350.



OPENS: Monday 19 Aug 2024

**CLOSES: For grants above
£1,000: Monday 9th September
2024**

Please note that all awards monies must be spent and project delivery complete by end of March 2025

If you need more time to put your application in, please note your Expression of Interest by emailing greenlight@eccan.scot. A brief synopsis of the project should be included in the email, along with a budget cost and timeline.

For grants up to £1,000, the scheme will remain open until funding runs out – but please note a Scottish Government requirement is that funds are spent by March 2025.

Grants are allocated to eligible project whilst funds remain. Where larger projects require development time we have an Expression of Interest criteria that will bring the applicants to a renewed round of funding later in the year, should funds still be available.

You can apply online at www.eccan.scot/seedgrant or by making a paper application and posting it to ECCAn, Top floor, 14 Foirth St, Edinburgh EH1 3LH.

You can download the paper form at www.eccan.scot/seedgrant/seedgrantform.pdf or call us on 07554 439980 and we will post one put to you.



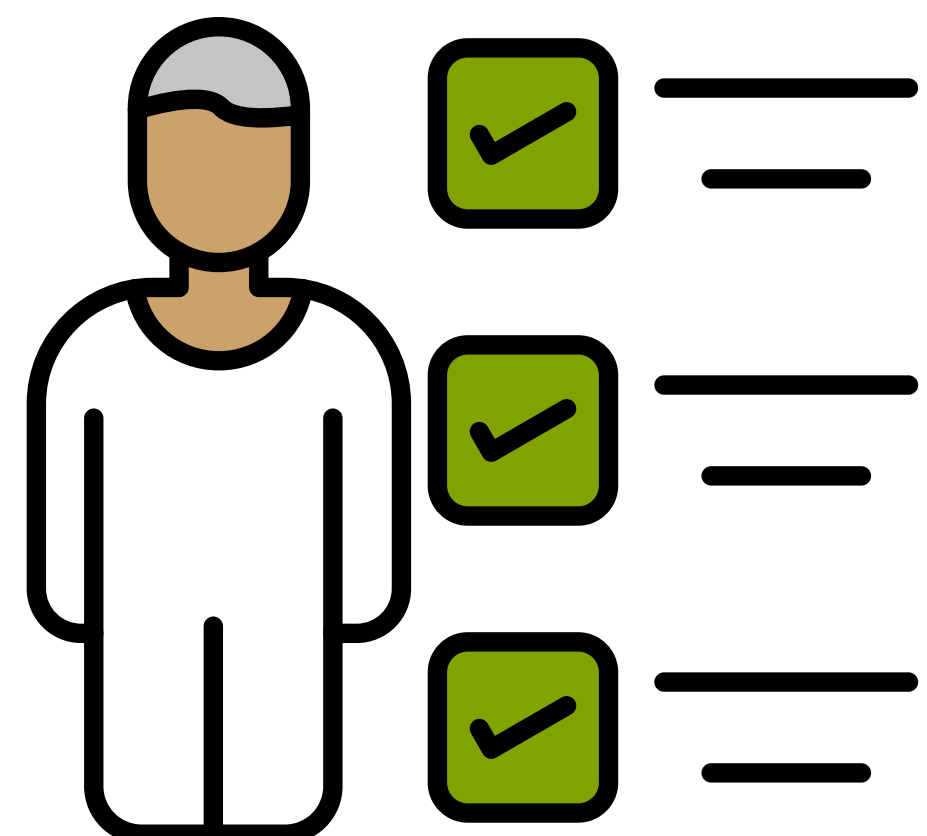
Who can apply?

Eligibility for application and the assessment process

You can make your application online or through a paper application form. You will need to be a member of ECCAN to apply.

A six-person panel including local environmental experts and community leaders will assess applications based on:

- Alignment with the outcomes, outputs listed below
- Project feasibility, including a clear timeline and budget.
- Capacity and experience of the applicant.



Note: Panel members cannot be a member of, or affiliated to, any group making an application to the fund, to eliminate conflict of interest concerns.

What does our project need to achieve to be eligible for Greenlight?

Projects should aim to achieve at least one of the following outcomes:

1. Mitigate climate change by reducing greenhouse gas emissions and damaging environmental impacts.
2. Protect, enhance or increase local biodiversity.
3. Help communities adapt to and build resilience to climate change.
4. Raise awareness of, and prompt, action on climate.
5. Communities, organisations and residents work together collaboratively to address the climate emergency



To help achieve ECCAN's vision and objectives, we will prioritise projects that:

- Aim to create long-term change to combat the climate emergency.
- Build the skills and capacity of groups or organisations and communities.
- Support and encourage collaborative working across groups or organisations, communities, and areas.
- Encourage sustainability through reusing, recycling, and upcycling goods and products.
- Encourage climate action and a just transition at a community level
- Mitigate climate change, reduce greenhouse gas emissions, and reduce environmental impact
- Help communities adapt to and build resilience to climate change

(CONTINUES OVER)

What does our project need to achieve to be eligible for Greenlight?

- Protect or enhance local biodiversity through conservation and promotion
- Demonstrate equality, diversity and inclusivity values (NCVO have a guide to DEI for charities and community groups [here](#))

Projects should broadly align with ECCAN's stated outcomes;

- **Raise awareness.** Build awareness, skills and capacities in the community to tackle the climate emergency.
- **Deliver climate action.** More communities and people are taking climate action that is local, visible and promotes long-term change.
- **Diversity, Equity and Inclusion.** Community environmental action is inclusive, normalised and mainstreamed. Both awareness and action initiatives include diverse communities and participants.
- **Working together.** Communities, organisations and residents are empowered to work together to reduce emissions, improve the environment and adapt to the effects of climate change.



Other things to consider when making your application

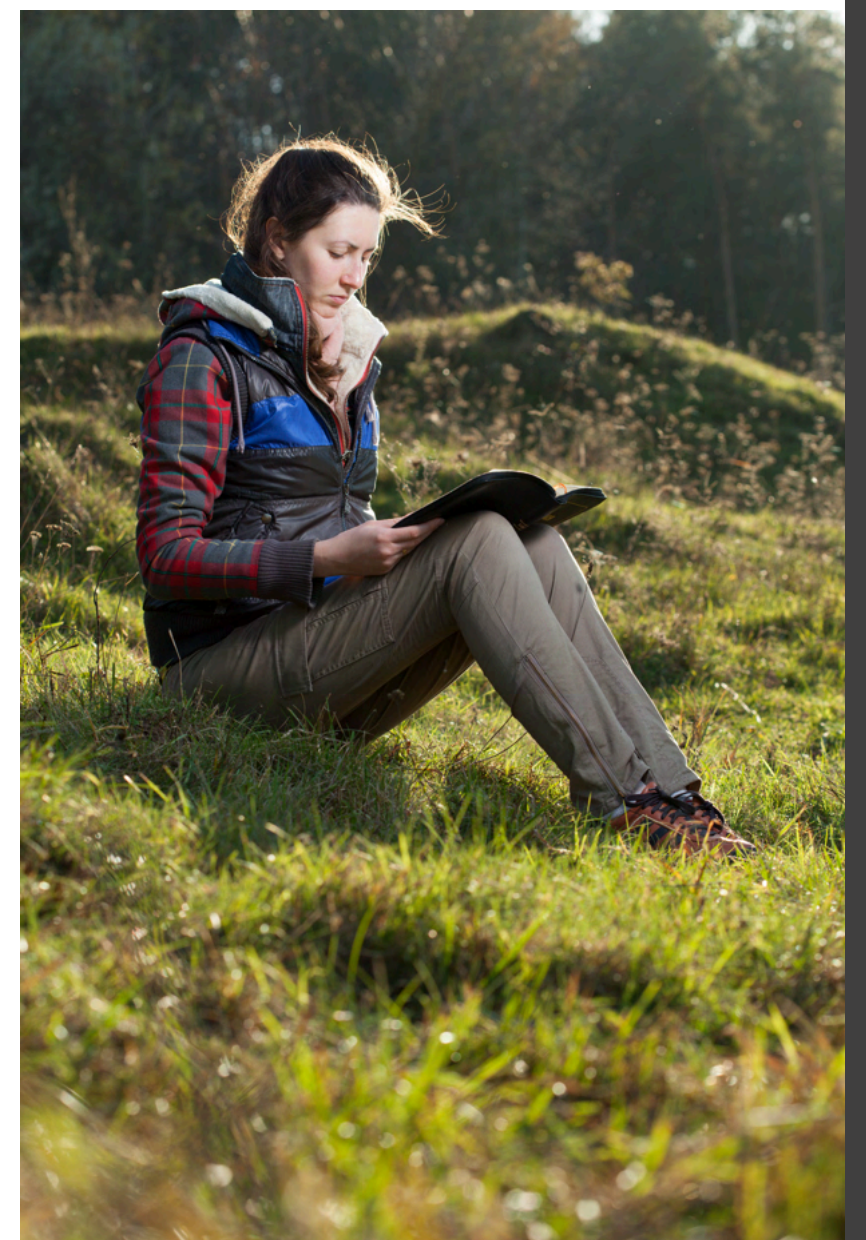
- ECCAN's mission statement and values are here ([link](#)) - please consider these when designing your projects.
- We encourage applications that are led by young people or disadvantaged or minority groups.
- We value a collaborative approach to a project including a clear indication of how the project is meeting community needs and will have a positive impact across all groups.
- We encourage collaborative applications that embed the artistic voice and vision in the project.
- We support applications that consider a sustainable approach to procurement including localism, community wealth building, recycling and re-use.
- We prefer that any travel expenses would be for active travel (walking/biking/wheeling) or sustainable travel such as public or shared transport.
- Trees, plants and seeds should be native, responsibly and locally sourced where possible. Tree planting as a standalone project will not be funded.

(CONTINUES OVER)



Other things to consider when making your application

- Our fund will cover staff costs to deliver new projects but not new posts to deliver existing projects. *Please note: This criterion has been clarified since the fund opened, to specify that we **can** fund staff costs towards your new project. If you have any queries please contact us at greenlight@eccan.scot*
- Projects in public, open and green spaces, or residential amenity areas, should ensure that relevant permissions and agreements are in place to carry out the project.
- We may be able to provide funding for legal 'direct action'. However, no part of your project should prevent freedom of speech, incite or promote violence or aggression or promote or facilitate illegal activities.
- We welcome proposals that will help groups leverage wider funding, including match funding. We require applications to identify specific costs that the fund would cover in the context of match funding.
- We acknowledge that not all projects will be fully outcome based. Whilst we will not directly fund feasibility studies, we are happy to fund projects with short-term outcomes that have a longer term feasibility element built-in.
- We support the Living Wage and all paid staff working on GreenLight projects should be paid at least the real Living Wage, including sub-contractors and agency staff.
- There is a limit of <£5000 on nominal capital spend items – equipment such as laptops, machinery, tools etc.



We will not fund

- Projects which support market-based solutions to climate change such as carbon trading or carbon offsetting.
- Projects that extend dependence on carbon-intensive processes (increasing carbon “lock in”) for example, the purchase of equipment that uses fossil fuel.
- Projects which involve any environmentally damaging activities.
- Projects that involve any activities that directly or indirectly harm, threaten, or negatively affect biodiversity.
- Projects that prevent or restrict human rights, incite or promote violence/ aggression, or promote or facilitate illegal activities.
- Projects that do not sit within a community context.
- Commercial projects that seek to return a profit
- Projects of a contentious nature where we receive objections from members of the local community

IF IN DOUBT, PLEASE ASK ONE OF THE ECCAN STAFF MEMBERS.



FAQs

WHO CAN APPLY?

To apply, you **will need to become a member of ECCAN**, and to be one of the following:

community group (with or without a constitution), registered charity, social enterprise/non-profit, Community Interest Company, Community Benefit Society, or an individual.

Your project should be run by local people under their direction and for the benefit of their community and the environment. If you are applying as an individual, you need a partner organisation with a bank account who is willing to receive the funds on your behalf. This organisation should be a local community organisation. If you need help to find a partner, please contact greenlight@eccan.scot.

WHEN CAN I APPLY?

The application process opens on Monday 19th August 2024 and applications for more than £1,000 should be submitted by Mon 9th September. Microgrants (up to £1,000) will be open until the funding pot runs out and no later than March 2025.

We will ensure this is well publicised through our newsletter and social media but if you are applying after November 2024 please email greenlight@eccan.scot beforehand to confirm that the fund is still active.



FAQs

We need to get the funds out to groups as a matter of urgency for spend within the financial year. We acknowledge that you may need more time to develop your project. For that reason you can post an Expression of interest and we will look at a second round of award in December 2024. We will contact groups who have lodged an EoI by email to confirm the process.

HOW DO WE APPLY?

Applying couldn't be easier! Simply click the link and fill out the application form highlighted on this page. Or download the PDF application form from the website and return it to us in person or by post. If you wish us to post out a paper application form give us a call on 07554 439980 .

WHAT HAPPENS AFTER MY APPLICATION HAS BEEN SUBMITTED?

You will receive an automated email acknowledging receipt of your application form, with a reference number.

We will notify successful applicants w/c Mon 23rd September (Climate Week – link required) by email. The email will contain a formal grant acceptance proforma, including bank details. This proforma should be signed, dated and returned to ECCAN within 10 working days.

Please note that all funding must be spent and projects are substantially delivered by end of March 2024. Your project programme submitted with the application should reflect this clearly. We will NOT accept applications that show delivery beyond this date.



FAQs

WHAT HAPPENS IF WE ARE SUCCESSFUL?

ECCAN will contact you by email to confirm the amount and your bank details. Payment is usually made within 7-10 days after we receive the bank details and grant acceptance form.

Successful projects will be shared on our website with the organisation or group's name, project description and link to their website (funding amounts will not be publicised).



CAN I APPLY FOR MORE THAN ONE PROJECT?

Yes up to a maximum of two successful microgrants and/or one large/medium scale project. We wish to fund as many diverse organisations and projects as possible.

If Greenlight funds remain later in the year, we may increase the funding limit to ensure that all funds are allocated by the end of financial year 24-25.

HOW DO I GET HELP WITH MY APPLICATION?

ECCAN will be running surgeries to help groups with the application process. Please contact greenlight@eccan.scot for further information on surgery dates and locations.

If any information on this page is difficult to understand we are happy to provide it in other formats, including larger print upon request.

FAQs

WILL WE NEED TO REPORT ON OUR PROJECT?

Yes learning from your project is part of the ECCAN process. We are interested in hearing about any challenges you faced with your project, and anything that worked well.

Please do take lots of photos of your project for knowledge sharing and publicity purposes. Please be aware that if you don't provide feedback and evidence of how you have spent the grant, we won't be able to consider you for grants in the future.

For medium and large scale projects we ask that participants engage in a bi-monthly sharing workshop with a short written report. The online workshop will comprise a 5 slide PowerPoint (format to be confirmed) – that will be drawn directly from your report. The bi-monthly reports will then be collated into a project end-report by you, looking at challenges, risks, outputs and outcomes. Please refer to the full guidance document for additional information.

For microgrants, we will ask for a two page PDF report with photos. Broadly speaking this will look at challenges, risks, outputs and outcomes. We love to hear stories as to how the project has made a positive impact on the environment, the community and people's lives.



FAQs

We will issue you with a short form to complete to document how you have spent the money and the impact it has made. Please return this form within 6 months of your funds being allocated. Please send us photographs or photocopies of receipts showing what you have spent the money on.

WHAT HAPPENS IF I AM UNSUCCESSFUL?

Please contact us to get feedback as to why the previous project didn't meet the criteria – we hope you will be more successful second time round, if you wish to re-apply. We will work with unsuccessful applicants to increase the viability of projects with merit.

If we believe there are good synergies between your proposal and others we receive (collaborative opportunities that would enhance the impact of both projects), we will contact you with feedback and the next steps you could follow to achieve a successful application.



Reporting criteria

CHALLENGES, RISKS AND OUTCOMES

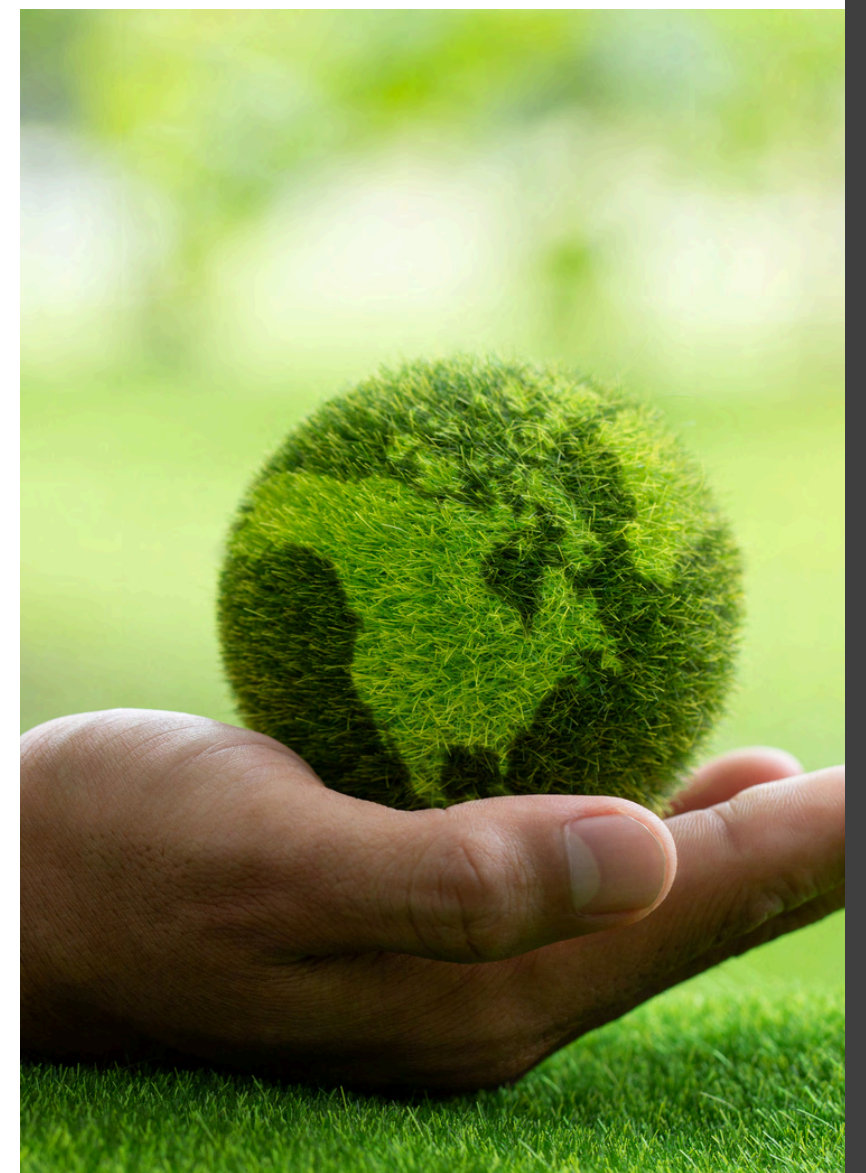
We would like to hear how your project developed. It is important at the start of the project to establish a baseline for challenges, risks and outcomes at the start of the project. This information should be scoped in your application.

What are the challenges that you might expect the project to face i.e. do you already have volunteer capacity issues?

Risks should be defined at the start of the project usually through a short risk register – is the project time critical, for example?

Outcomes are what the project seeks to achieve including such things as engagement levels and stories of participation as well as delivery parameters such as delivery dates.

The main difference between challenges and risks is that a risk is an event that could possibly occur in the future, while a challenge (also referred to as an issue) is an event that has already occurred or will occur.



Scoring criteria and the review process

The GreenLight assessment panel of six experts will assess each application based on the following criteria;

Has the application submittal criteria been met? Pass / Fail

How many of the outcomes does the application meet (Max score 5)

Scoring the outcomes (max score 5)

5 – Outstanding – the outcome is exceeded by the project and

4 - Good

3 - Average

2 – Below Average

1 – Poor

The scoring process is cumulative – a project with more than one outcome will have opportunity to score higher than a project with a single outcome.

Please note: you will be asked to attribute outcomes to your project in the application form.

The panel will fully review each application to establish if any additional outcomes should be considered, or if any outcomes should be discounted through lack of evidence or for being inapplicable.

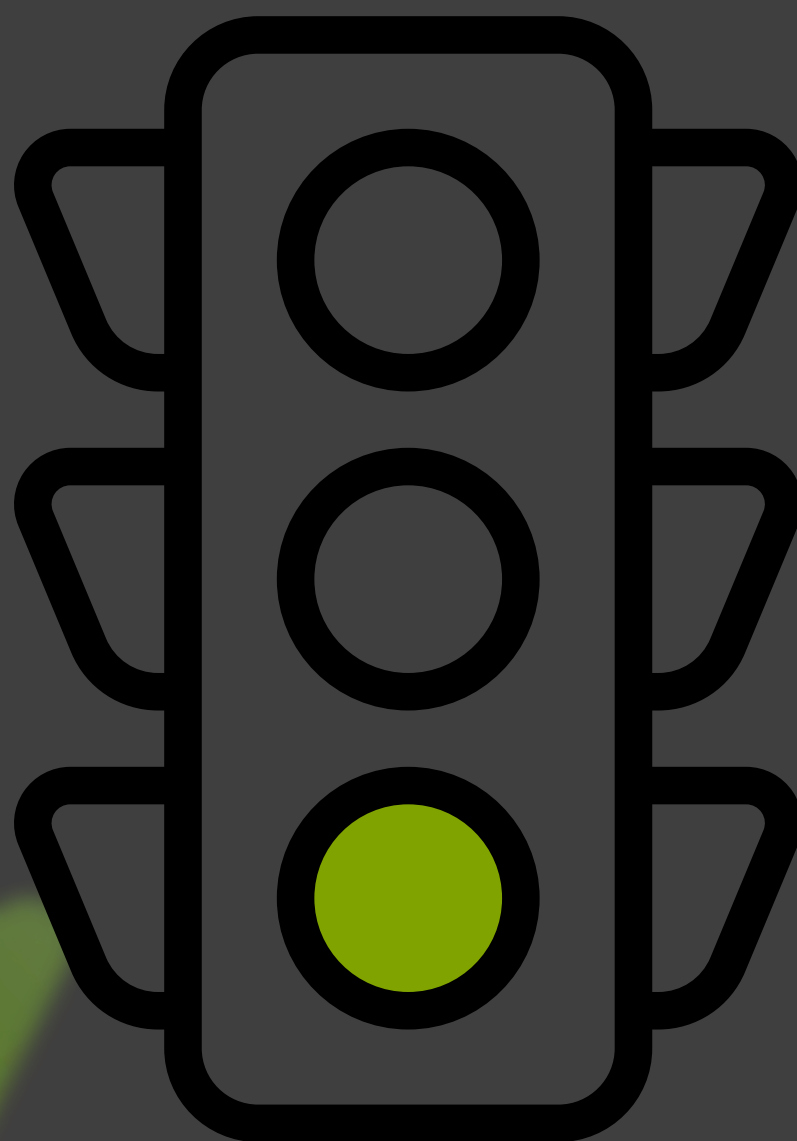


Our feedback process

ECCAN will publish a data-driven report on the application process for the purposes of transparency.

Individual organisations can request a feedback report relating to their application only comprising the scoring sheet and a short summary of the positives and negatives reported by the assessment panel in making their decision.

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Thank you and good luck

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