



## About the Community Climate & Nature Action Grants (the Guidance Document)

The East Lothian Climate Action Network Hub (ELCAN Hub) is being hosted by Lil CIC on behalf of the East Lothian Climate Action Network (ELCAN) and is funded by the Scottish Government. The Hub is designed to support local communities in East Lothian to take action to address the climate and nature emergency and to make a fair transition toward net zero.

**The Hub is distributing community funding in the form of small grants to help community groups in East Lothian to deliver action for climate and nature in their local area.**

### Who can apply?

Any constituted group or organisation who can meet the above criteria and have their own bank account. If your group is not constituted and without a bank account, it could ask another group/organisation which is constituted, for example your local Community Council or Community Development Trust, if it could apply on your group's behalf. You should complete the form but will need them to sign it and provide their constitution.

Projects must be delivered within East Lothian Local Authority area, by groups based within East Lothian.

### Do we need to be ELCAN members?

No, you don't need to be members to apply but we ask you to join before the end of the project. There is an easy online form, it's free and it enables us to keep you informed of the Hub and Network's activities & opportunities.

### How much can we apply for?

Applications for funds up to a maximum of £1000 per organisation. One application per organisation. You can apply for less than £1000. In very exceptional circumstances we will consider applications for additional



funds over £1000 – but we'd like to support as many groups as possible and recognise that the delivery period is short!

### How do we apply?

Please email [sarahbronsdon@sccan.scot](mailto:sarahbronsdon@sccan.scot) with your completed application form and a copy of your organisation's constitution (or a partner organisation's constitution and covering letter confirming their role in the project)

### Is there a closing date?

You can apply at any time from 26<sup>th</sup> January 2024. We will award the grants in batches on a first come first served basis until the fund is fully utilised or we reach noon on 21<sup>st</sup> Feb 2024 at which point the fund will close.

### What kinds of projects will you fund?

The grant could be used to kick-start new ideas or add benefit to on-going projects. Community climate action takes many different forms, and you know best what is needed in your community. We will consider all ideas on their merits! If you're unsure if your project would meet the criteria below, please get in touch to discuss your idea.

### How will you assess projects?

Projects will be initially scored against the following criteria:

- Does the project encourage local climate and/or nature action and a fair transition?
- Does the project build the skills and capacity of groups or organisations and communities?
- How well does the project promote sustainability both in its objectives and its execution?
- Is the project in an area where little climate action takes place already?
- Does it reach new audiences or deliver new info/skills to an existing audience?
- Does the project demonstrate value for money?
- If it's an existing project, how will the funding add benefit to what is already happening?
- Does the group have the ability and resources to effectively deliver the project within the timescale?



The score will be presented and the final decision rests with the ELCAN Steering Group. The Hub aims to give you a decision within 10 days, sooner if possible.

### When would we receive the funds?

Funds will be paid in advance to successful projects once we receive a signed copy of the grant award letter and your bank details. At the end of the project, you will need to provide receipts to demonstrate how the funds were spent. Any unevidenced spend or unspent grant funds will need to be returned to the Hub.

### When do projects need to finish?

Projects should be completed, and evaluation forms submitted by 15<sup>th</sup> March 2024. This is to give us time to build the information into our reporting to the Scottish Government. We will send you the evaluation form with your grant award letter by email.

### What information is needed for an evaluation form?

Keep track of the expenditure and impact throughout your project to make reporting easier. Think about how you can evidence what you set out to achieve, what information should you collect along the way? This could include:

- Keep all your receipts.
- Number of people engaged with the project.
- Types of people involved.
- Groups you have worked with.
- The successes, what worked, what impact did you have?
- Challenges faced & lessons learnt.
- Quotes and pictures that show the difference your project made.

Successful applications may be asked to share their experiences through case studies and/or attendance at Climate Hub events. Please ensure you have permission to share any photographs submitted along with your report.

### Other things to consider:

- Physical goods and products should be locally sourced, locally made, recycled, second hand or reusable where possible. Do you



need to buy, or can you borrow from another group or organisation or on loan from a library?

- Please consider the manufacture, materials and lifespan of products, how they will be disposed of after their use and that you have sourced the best price for these before making your application.
- It is your responsibility to ensure you have suitable risk assessment and insurance policies in place.
- If the project includes practical work on land, please provide evidence of ownership or the landowners written permission.
- The cost of sustainable travel can be included, for example, train and bus tickets. We will not fund flights, but in exceptional circumstances we may consider the cost of taxis or petrol for private vehicles.
- This fund is unlikely to cover salaries or staff wages unless you can clearly show how the additional staff costs are necessary to deliver the above criteria.

## What we don't fund

- statutory activities and activities that replace government funding (for example, we can only fund school activities that happen outside of normal teaching hours)
- loans, endowments or interest
- paying someone else to write your application.
- political activities, including lobbying (promoting particular changes to specific laws)
- activities where a profit will be distributed for private gain.
- VAT you can reclaim.
- Alcohol or excessive expenses
- Retrospective costs i.e. costs before the date of the grant award letter.
- items which will only benefit an individual, rather than the wider community.
- religious activities (but we can fund religious organisations if their project benefits the wider community and does not include religious content).



- The fund is designed for small community projects and should cover most of the costs. It is not intended to part-fund much larger projects.

We won't fund projects that:

- Promote or support negative attitudes, inequality, discrimination, racism, prejudice, oppression, harassment, violence or victimisation of people or groups.
- Coerce or force others to change their beliefs or prevent freedom of speech.
- Promote or support any illegal activities.
- Involve the cruelty, subjugation, captivity or destruction/culling of animals (including farming, captive breeding, testing or research)
- Directly or indirectly harms, threatens, or negatively affects biodiversity.

If you have questions about this guidance, how to apply or support in meeting our project requirements please email [sarahbronsdon@sccan.scot](mailto:sarahbronsdon@sccan.scot) explaining your enquiry and include your name and telephone number so we can get back to you quickly.

ENDS