

Three Rivers District Council Sustainability Fund Guidance Notes

- **What is the Three Rivers Sustainability Fund?**

In 2019, Three Rivers District Council passed a motion declaring a climate emergency and subsequently published a Climate Change Strategy and Action Plan that seeks to make Three Rivers District Council carbon neutral for its own operations by 2030. In May 2021 the Council adopted a strategy which commits to eradicating emissions in the district by 2045.

This fund has been created to enable Voluntary Sector Organisations to apply for funding for projects that seek to reduce, mitigate or help us adapt to the impact of climate change and / or enhance sustainability in the District. A copy of the Council's strategy can be found here. <https://www.threerivers.gov.uk/download?id=49884>

- **What are the Key Themes in the Climate Change Strategy?**

- Energy and Low Carbon,
- Natural Environment & Biodiversity,
- Water and Flooding,
- Waste and Recycling,
- Sustainable Transport,
- Sustainable Procurement,
- Education, Communication and Community.
- Climate Adaption and Resilience

- **Who can Apply for Funding?**

- Registered charities
- Community Interest Companies (CICs)
- Informal Groups

- **What are the Criteria for Funding?**

Applications to the Sustainability Fund must address at least one of these issues:-

- a) The promotion of *Reduce, Reuse, Recycle* within the district. (Reduce means to minimise the amount of waste we create. Reuse refers to using items more than once. Recycle means putting a product to a new use instead of throwing it away) or;
- b) Promote sustainability
- c) Address the impact of climate change on our communities
- d) Increase biodiversity/rewilding in the district.
- e) Seek to reduce energy use within the district.
- f) Measure carbon emissions to inform a climate change action plans and/or to enable organisations to carry out a climate change action plan.
- g) Reduce littering and the use of single use plastics.
- h) Reduce water consumption

- i) Assist in preventing pollution of waterways

- **How much can we apply for?**

£1,500

- **How do we apply?**

Please visit https://www.w3rt.org/community_funds and scroll down to the Three Rivers Community Fund section where a link to the online application form can be accessed.

- **What documents do we need to submit with our application?**

- Constitution, governing document or equivalent (signed and dated)
- Equality & Diversity Policy (constituted organisations)
- Safeguarding Policy (constituted organisations) – if applicable
- Latest set of organisation accounts (constituted organisations)
- Letter of Endorsement (informal groups)
- Public Liability Insurance - if applicable (Minimum cover of £5m)
- 3 x quotes for equipment purchases

- **Information for Informal Groups**

We welcome and accept applications from informal groups. An informal group or non-constituted group is a group of people who have a similar interest and want to work together for the benefit of the local community. Examples include:

- A group of neighbours
- A playgroup
- A senior citizens club

You must provide a letter of endorsement when you submit your application. This can be from a constituted organisation, a local Councillor, your local Police Community Support Officer or other similar representative. The endorsement must be provided on the organisation's headed paper.

We can only pay grant awards into an organisation bank account. Therefore, informal groups who are successful with their application will have their award paid to the intermediary organisation Watford & Three Rivers Trust (W3RT), and must sign up to their Volunteer Partnership Agreement. This agreement will provide a legal framework within which W3RT can support the informal group to deliver their activities.

There are 2 criteria that must be met:

- Activities provided by the informal group must be entirely charitable.
- Funding cannot be used to pay group members a salary.

If your group cannot sign up to W3RT's Volunteer Partnership Agreement, we will not be able to support your project. Therefore, the agreement must be signed before any funding is released. For further information on W3RT including the services they provide, please visit their website at www.w3rt.org

- **When will we know if we have been successful?**

Applications are considered on a regular basis once they are received by W3RT and organisations are informed of the decision by email. We advise that the average time for an application to be reviewed and approved is 20 working days.

- **Reporting/Monitoring**

Organisations will be required to complete a monitoring form provided by W3RT CVS as well as a short summary of the support provided by their organisation and the impact the funding has had within **30 days** of the proposed project concluding.

Additionally, any publicity of the project will include both Watford and Three Rivers Trust's and Three Rivers District Council's logos and please notify both organisations of launch events or press releases.