



STRATFORD-UPON-AVON TOWN COUNCIL

Climate Change and Biodiversity Initiatives

Guidance Notes

This Council seeks to support small local initiatives that contribute to tackling climate change and enhancing biodiversity within the town. To facilitate this, the Council operates a small initiatives scheme which is overseen by the Community, Wellbeing and Place Committee (CW&P).

The Climate Change and Biodiversity Initiative Fund aims to:

- Support projects that improve biodiversity and reduce the town's carbon footprint.
- Provide financial assistance from £25 up to £500 for town-based activities that address climate change and biodiversity. These can be revenue or capital projects or a mixture of both.
- The grant can fund up to 100% of eligible project costs, subject to a maximum grant of £500 (any money not used must be returned to the Council).
- If your project cost is higher than the maximum grant amount, you must be able to evidence the ability to match fund the remaining expenditure.
- Encourage collaboration between residents, community groups, and local organisations to promote environmental sustainability.

Eligibility Criteria

The initiative is available to the following if located within the town boundary:

- Individual residents/Groups of residents/Constituted community groups.
- The project must support the aim of the fund, encouraging collaboration within local communities.
- The grant is not to be used for the benefit of any one individual for their own personal financial gain.

Application Process

- Applications are submitted through the Climate Change Working Group (CCG), which will assess and recommend proposals to the (CW&P). Application assessment will be conducted in open session with outcomes published.
- Applications can be made at any time. However, funding decisions will be made by the (CW&P), which meets five times a year.
- In cases of urgent need, an emergency funding mechanism is available via the Town Clerk.

Conditions

- Successful applicants must acknowledge the Town Council's support in any publicity or materials related to the project where appropriate.
- Any support awarded from the Town Council may be rescinded if knowledge of other grant applications is withheld from the Town Council.
- A brief report on the impact of the initiative must be submitted upon completion of the funded activity.
- Payment from the Town Council will be made via BACS in arrears unless advanced payment is specifically agreed in advance. This would be subject to conditions in relation to defrayal evidence. All invoices must be paid by a monetary transaction. All transactions must be evidenced by an official receipt as these may be requested.
- Any unused money must be returned to the Council.
- The Town Council reserves the right to verify any information provided within this application. Knowingly providing false or misleading information may result in the application being rejected, repayment of any grant awarded, and, where appropriate, referral to the relevant authorities.

For further details and to apply, please contact

Stratford-upon-Avon Town Council
Town Hall, Sheep Street
Stratford-upon-Avon CV37 6EF

Phone: 01789 269332

Email: info@stratford-tc.gov.uk

A copy of the Town Council's [Privacy Policy – Stratford-upon-Avon Town Council](#) should be provided with the initiatives application form. Please read the

Notice and complete the following section, to be returned along with the completed application form.



I agree that I have read and understand Stratford-upon-Avon Town Council's Privacy Notice. I agree by signing the consent box below that the Council may process my personal information for providing information and corresponding with me.

Signed:

Please Print Name:

Date: