

Bedford Borough Council

**The Mayor’s Climate Change Fund (CCF): Terms and conditions**

* Applicants must have legal status, terms of reference, and a bank account.
* Community buildings for proposed improvements must be within Bedford Borough and a valid building energy survey must be provided.
* The Council has pledged to become Carbon Neutral by 2030. Applicants will be expected to detail their targets to reducing carbon and how this funding will help to achieve these. Funding will not be approved where technologies have already been purchased or installed.
* The Council will only fund projects that they feel are likely to deliver the most impact and can demonstrate an estimated payback time of under twenty years, from the resultant energy savings. Priority will be given to projects that score highest against the criteria.
* Applicants must provide copies of energy bills for the previous twelve months, or one energy bill showing the annual cost and usage. These will be used to calculate the expected carbon and financial savings of the project (using accepted assumptions) where this information is not included in the EPC or DEC or included in the quotes provided).
* Applicants that are VAT registered should include only non-recoverable VAT in their project costs. Applicants that are not VAT registered should include the full amount of VAT in their project costs.
* The minimum grant application is £5,000 and the maximum grant is £20,000, multiple improvement technologies can be combined up to the maximum grant available. Grants are not available for routine maintenance; e.g. staff costs or ongoing revenue support.
* Provide three valid quotes for each improvement technology being applied for. These should be attached with the application form.
* The Council reserves the right to request further information to assist with the assessment of applications, and to recommend amendments to projects where appropriate.
* If you will need any permissions to carry out your project, e.g. planning permission or permission from a building owner include this information in your application. Permissions should be gained before applying.
* Applicants will need to provide evidence that they have 50% of the funding of the total project cost in place before funding is made available.
* Applicants must provide audited accounts for the last annual accounting year and bank statements for the past three months
* Allocations for grant funding and the making of any payments under the scheme are entirely at the Council’s discretion. If conditions for payment of grant are not complied with, the Council can require the repayment of all or, part of payments made under the scheme.
* All monies must be spent and all works should be completed within 12 months of the funding offer being made. In exceptional circumstances it may be possible to offer modest extensions to this time allowance.
* The Council may withhold payments until it receives copies of all invoices, receipts etc. as proof of payment.
* Following approval there is a requirement to sign the Council’s Grant Funding Agreement prior to commencement. Additional information will be required, in particular, a detailed work programme and phasing programme for payment which will need to be agreed.
* Successful applicants will be required to submit monthly monitoring reports to enable tracking of progress and expenditure until the project completion date.
* Successful applicants will be required to submit monitoring reports to the Council at 12, 24, and 36 months from the project completion date.
* Successful applicants must agree to support the council in promotional activity to support the aims of the Mayor’s Climate Change Fund.
* Applicants must give permission for the project to be inspected at all reasonable times, prior to, during, and upon completion of the grant-aided works.
* Consideration will be given to what a proposed project will do to improve understanding of climate change, promote environmentally sustainable behaviour, and increase community involvement. Please include any letters of support from the local community.

|  |  |  |  |
| --- | --- | --- | --- |
| **DECLARATION:** | | | |
| On behalf of the organisation submitting the application, I confirm that I have read and understand these terms and conditions. | | | |
| **Name:** |  | **Signature:** |  |
| **Position in organisation:** |  | **Date:** |  |

Please complete the declaration box and then email to [climatechangefund@bedford.gov.uk](mailto:climatechangefund@bedford.gov.uk)