



## **BERKHAMSTED TOWN COUNCIL**

### **Environmental and Biodiversity Grant Policy (up to £5000)**

#### **1. Introduction**

Berkhamsted must work with the rest of the UK to address greenhouse gas emissions and mitigate the impacts of climate change by improving the environment and biodiversity. Becoming carbon neutral will improve quality of life and build new green, clean growth opportunities for our economy.

Berkhamsted Town Council declared a Climate Emergency in July 2019 and are currently adopting greener practices to reduce its impact on the environment. Following the declaration, the Town Council set-up a Climate Action Steering Group who set the following environmental objectives:

- To provide leadership in order to achieve carbon neutrality in the community by 2030;
- To undertake practical measures within our powers to reduce the impact of the Council's activities on the environment;
- To work with all sectors of our community to publicise this declaration and develop initiatives and practical measures that will help our community towards achieving carbon neutrality;
- To call upon the Borough and Hertfordshire County Council systematically to review their services, planning regulations and Local Plans and implement measures to reduce their impact on the environment and climate breakdown; and
- To call upon the Government to provide regulations and resources that will enable communities to meet the goal of carbon neutrality by 2030.

Further information can be found on the Town Council's website [here](#)

The following policy sets out how Berkhamsted Town Council considers and makes grant awards specifically for Environmental and Biodiversity projects and activities.

#### **2. Purpose**

The purpose of the Environmental and Biodiversity Grant is to help local community groups implement projects or activities which specifically support the Town Council's environmental objectives and which deliver actions towards carbon neutrality within our community.

The project or service must benefit the local community and we would expect applicants to work with other funders, community organisations and/or agencies to maximise the benefit of the proposed project or service.

Environmental and Biodiversity Grants will be considered for projects or activities which fit into one or more of the following themes:

- Those that create, restore or enhance local biodiversity;
- Those that support and encourage the local community to adopt cleaner renewable sources of energy, environmentally friendly technologies and which achieve a reduction of GHG/CO<sub>2</sub> emissions;
- Those that encourage the reduction in energy use and greenhouse gas emissions in homes, businesses, modes of travel and elsewhere; and
- Those that promote and deliver behaviour change towards cleaner, greener ways of living that support the reduction of GHG/CO<sub>2</sub> emissions.



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#### **3. The Grant**

Depending on the project or activity, grants awarded will be a maximum of £5,000.

Grant applications will be considered from local charities, community interest companies, voluntary groups and other not for profit organisations in Berkhamsted.

Applications will also be considered from:

- religious groups where a clear benefit to the wider community can be demonstrated, irrespective of their religious beliefs;
- health, education or social services where there are benefits to the wider community and the project is in addition to statutory services;
- branches of regional or national organisations which clearly demonstrate how the funding is to be used to specifically benefit the people of Berkhamsted.

Generally, one grant will be made to an organisation in any financial year.

The Town Council distributes grants to a variety of organisations, which may mean that a smaller amount is awarded than that applied for.

The Town Council will normally only fund up to a maximum of 50% of a project cost and will not give grants to cover costs that have already been incurred.

Applications will not be considered from:

- Individuals;
- Commercial organisations which aim to generate a profit;
- Those that rely on professional support.

Grants will not be awarded for projects or activities that:

- should be met from statutory responsibilities;
- could reasonably be expected to be funded from other sources, such as unallocated reserves members' subscriptions, etc.,
- seek to promote or oppose a party political or religious viewpoint or activity;
- seek to fund professional services, salary, routine or other administrative costs.

#### **4. Applications**

Applications for Environmental and Biodiversity Grants will generally be first reviewed by either the Transport and Environment Committee or an Officer of the Council, whichever is timelier. Applications will be measured against the Themes in section 2 of this Policy and referred to the Finance and Policy Committee for final decision and in accordance with this Policy.

Applications can be submitted at any time throughout the year and will be decided by the Finance and Policy Committee meeting at its next relevant meeting.

Grant applications will only be considered if submitted on an Environmental and Biodiversity Grant Application Form with all supporting documentation. All questions on the application form should be answered fully.



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Applicants will be informed of the decision on their grant application within two weeks of the relevant Finance and Policy Committee meeting.

Grant awards will be paid by cheque or to the bank account of the organisation. Grant awards will not be made payable to individuals.

The grant award cannot be increased after the decision to award has been made.

The Town Council may recognise successful groups in its publicity and reports to the Town.

#### **5. Conditions**

Grant awards must:

- be used for the purpose for which the application was made;
- be used within one year;
- be returned if the project or activity does not proceed as planned or if the organisation ceases to exist. This includes moveable equipment which may have been purchased using grant monies if the conditions of the grant are not complied with.

Applicants will:

- provide proof of purpose if required by the Town Council if the grant was for a specific item;
- provide such assistance as is reasonably necessary to enable the Council to comply with its requirements under the Freedom of Information Act;
- provide regular updates when requested by the Town Council on project progress and delivery;
- demonstrate a reduction in GHG/CO<sub>2</sub> emissions or improvements in biodiversity achieved by the project; and
- acknowledge the contribution made by the Town Council when arranging promotional activity or literature including press releases relating to the application.

#### **6. Data Protection**

In signing the Grant Application Form, you give permission for Berkhamsted Town Council to use the information that you provide:

- for establishing your entitlement to a grant; and
- for inclusion on a computerised register maintained by the Town Council; and, during the life of a grant, if awarded, to administer and analyse applications and grants.

The information in this policy could change from time to time. Policy and regulations on distributing funds may also change. We reserve the right to amend any policy, procedures and assessment criteria and will aim to inform actual or possible beneficiaries.

#### **7. Contact Details**

Please submit all enquiries and completed application forms to the Town Clerk, who you can contact by telephone, email, or in writing.



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Address: Town Clerk, Berkhamsted Town Council, Civic Centre, 161 High Street, Berkhamsted, HP4 3HD

Telephone: 01442 800 146

Email: [enquiries@berkhamstedtowncouncil.gov.uk](mailto:enquiries@berkhamstedtowncouncil.gov.uk)