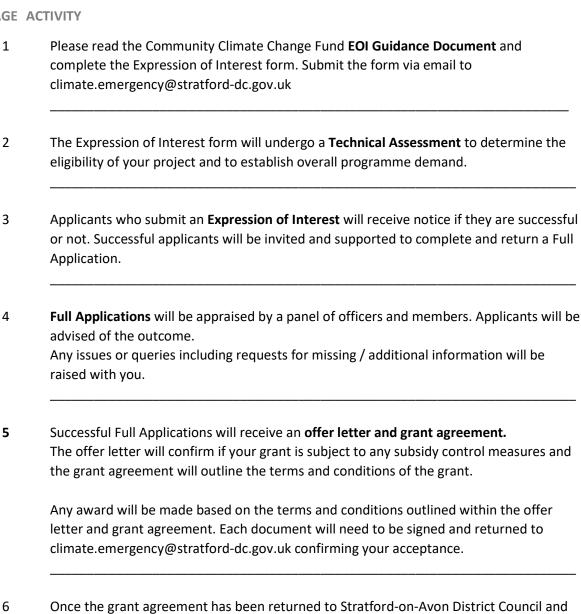


Community Climate Change Fund

The Grant Application Process

Should you wish to discuss your project prior to completing the application forms, please contact Ellie Warren Project Manager via email on climate.emergency@stratford-dc.gov.uk.

STAGE ACTIVITY



dated, applicants can commence their project.

Applicants will submit their grant claim in accordance with the terms and conditions set out within the grant agreement and any subsequent approved changes. Grant payments will be made available in advance.

- 8 Evidence of project payments will be made available to Stratford-on-Avon District Council including any appropriate supporting evidence, which includes:
 - A copy of original invoice(s) signed and dated. Originals will be made available upon request.
 - A copy of the applicant's bank statement evidencing expenditure defrayal, identifying the payment(s) made by the applicant to the service provider(s). Note, transaction reports will not be accepted.
 - **Output Form** and supporting evidence if applicable.
 - Any **expenditure** above the agreed grant amount must be met by the applicant.
 - All grant **unspent** as evidenced by bank statements and invoices must be returned to Stratford-on-Avon District Council, even if below the amount of grant awarded.

NB You must not enter into any financial or contractual arrangement with any supplier prior to the project being approved, and not before the date that the Grant Agreement is signed by Stratford-on-Avon District Council. For the purpose of clarity, any expenditure prior to the date of the Grant Agreement cannot be claimed. Stratford-on-Avon District Council reserves the right to withhold, vary or reclaim funding if any information supplied through the application and approval process proves to be inaccurate, misleading, or incomplete.