



Stratford-on-Avon District Council Community Climate Change Fund Grant Application Process

The Grant Application Process

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

STAGE ACTIVITY

- 1 Please read the Community Climate Change Fund **EOI Guidance Document** and complete the Expression of Interest form. Submit the form via email to climate.emergency@stratford-dc.gov.uk

- 2 The Expression of Interest form will undergo a **Technical Assessment** to determine the eligibility of your project and to establish overall programme demand.

- 3 Applicants who submit an **Expression of Interest** will receive notice if they are successful or not. Successful applicants will be invited and supported to complete and return a Full Application.

- 4 **Full Applications** will be appraised by a panel of officers and members. Applicants will be advised of the outcome.
Any issues or queries including requests for missing / additional information will be raised with you.

- 5 Successful Full Applications will receive an **offer letter and grant agreement**.
The offer letter will confirm if your grant is subject to any subsidy control measures and the grant agreement will outline the terms and conditions of the grant.

Any award will be made based on the terms and conditions outlined within the offer letter and grant agreement. Each document will need to be signed and returned to climate.emergency@stratford-dc.gov.uk confirming your acceptance.

- 6 Once the grant agreement has been returned to Stratford-on-Avon District Council and dated, applicants can commence their project.

- 7 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.
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- 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.