



# Brent Together Towards Zero Grant Guidance Notes

Please read these guidance notes carefully before completing your application.

## What is Brent Together Towards Zero?

### Background

Brent Council declared a Climate and Ecological Emergency in July 2019, pledging to do all in its gift to achieve carbon neutrality in the borough by 2030. Following on from this declaration, the council embarked on an engagement process with residents to feed into the development of a long-term [Climate and Ecological Emergency Strategy \(2021-2030\)](#). This strategy was approved by the Council's Cabinet in April 2021 and sets out the council's pathway and key areas of focus for achieving its aim of making Brent a carbon neutral borough over the course of the next decade.

One of the five key themes within the Strategy is 'Supporting Communities' with the overarching objective of ensuring that everyone who lives, works or studies in Brent will have improved access to clear and understandable information on the need to tackle the climate and ecological emergency. One of the 23 actions relating to the 'Supporting Communities' theme is to launch a small grants programme to enable as many people as possible to be actively engaged in taking action to help the borough become carbon neutral by 2030.

### Purpose of the Grant

We know that there is growing interest from residents who want to get involved in tackling the climate and ecological emergency in Brent. There are residents and groups that have ideas for potential environmental projects within the borough that we want to support.

The aim is to make the grant as simple and accessible as possible. We encourage applications from all residents, whether you apply as an individual on behalf of your community, or as a constituted group/organisation. All ideas can contribute to improving our local environment and spreading awareness about climate change.

## How to apply

To apply for the Together Towards Zero grant, you must submit an application form which can be [found on our webpage](#). Once you have submitted your application, we will be in touch with you regarding a number of supporting documents you will need to submit.

Applicants must be over the age of 18 and the project **must be based in Brent**.

Applicants must have the permission of the landowner to deliver the project. If you are not sure who owns the land, or require permission to run a project on a council-owned piece of land, you should state this in your application.



The funding will be for a **one-off activity**, ideally contributing to a project with a clear beginning and end. Please consider how the community will maintain and manage the lasting effects of the project once it has completed.

## Examples of the types of schemes we will fund

These are examples of the types of schemes we will fund, but ideas are not limited to this list. Applicants are encouraged to think as creatively and innovatively as possible:

- Re-use and repair projects
- Local recycling / waste reduction initiatives
- Community gardens
- Environmental education programmes or resources
- Community environmental challenges

## Examples of the types of schemes we will not fund

- Projects which include funding to support political purposes, individual causes or the purchase of alcohol
- Requests for on-going commitment such as salaries, rent and annual running costs
- Projects which do not demonstrably meet the funding criteria or are not related to improving the environment in Brent
- Projects where the applicant does not supply the required supporting documents
- Exclusively tree planting projects

## Application form guidance

### About you and your organisation or business

Funding allocations will be limited to one application per individual, group/organisation or business in each financial year. To be eligible for funding, you must be one of the following:

- Resident of Brent applying on behalf of your community
- Constituted community group
- Established tenant/ resident association
- Faith group
- Housing association
- Social enterprise
- Local business (for schemes which benefit the community)

Please check that the email address and telephone number you provide are correct. We will use these details to contact you about your application. The telephone number must be a UK number.



You must apply as either an individual on behalf of your community or as an existing, constituted group/ organisation. Whichever option you tick, you will be asked to submit evidence of at least 10 people in your community that are in support of your project.

### About your project

The description of your project should give an outline of what you want to achieve with your project, who will be involved and why this will have a beneficial impact for the community.

When asked to give the location of your project, you should be as specific as possible. If you are making a proposal for a project on council-owned land, you should state this in your application.

When asked to describe how your project will reach out into the community, please give details of how you will spread the word with the surrounding community about what you are hoping to achieve and encourage participation from as broad an audience as possible. How will you bring new people into the climate emergency conversation? We encourage applications for projects that would involve young people (from age 5-25); older people (65+); Black, ethnic and minority backgrounds and those with mental or physical disabilities.

For Together Towards Zero, the maximum grant you can apply for is £5,000. Please give a breakdown of how you would spend this grant. You should give estimated costs for the items, activities, resources etc. you would need. Your cost breakdown should total the grant amount you are applying for.

When asked to describe how you will monitor the success of your project, think about how you could evidence the beneficial impact on the community. This could be in the form of before and after photos, collecting information on attendance, feedback forms, testimonials, videos etc. If you are successfully awarded funding, we will ask you to submit your evidence of monitoring upon completion of your project.

### Supporting documents

Depending on whether you are an individual applying on behalf of people in your community, or an existing, established group/organisation/business, we will require certain supporting documents from you in order to assess your grant application. You will be expected to supply these documents within 2 weeks of being contacted by a member of our team.

### Evidence of community support

We will ask you to submit evidence that at least 10 people in your community are in support of your project. This can be in the form of online or hard copy surveys, WhatsApp groups, emails, letters, texts, videos, photos, signatures. Whichever format you choose, you must include the **names** and **postcodes** of those in support of your project.



## **Landowner permission**

We will ask for written confirmation from the landowner that your project can take place. If your project would take place on council owned land, you should state this in Question 10.

## **Grant funding agreement**

You will be asked to sign a copy of the Together Towards Zero grant funding agreement. This is available [on our website](#) and will also be sent to you following submission of your application. No payment will be made without a signed funding agreement. The agreement will become binding if your application is successful.

## **Safeguarding and data protection**

The Council has a duty to ensure adequate safeguarding and data protection procedures are in

place for all projects. If you are an individual applying on behalf of your community,

you will be asked to sign the Brent Council Safeguarding and Data Protection Pack, which provides information on how to manage and process data fairly and how to deal with any safeguarding concerns that may arise. If you are a constituted organisation, you will be asked to supply a copy of your organisation's safeguarding policies.

## **Copy of bank statement**

You will be asked to supply a copy of your or your organisation's bank statement dated within the last 30 days. This is to verify that the bank details submitted as part of your application match those on the statement.

## **Proof of address**

The Together Towards Zero grant is specifically for projects based in Brent. If you are an individual applying on behalf of your community, you will be asked to provide proof of residential address. This may be any one of the following:

- Driving licence with your current address
- Utility bill from the last 12 weeks
- TV licence certificate from the last 12 months
- Council tax letter for 2021/2022
- HMRC/Benefit letter for 2021/2022

If you are a constituted organisation or business, you will be asked to supply either a copy of your organisation's Constitution, Memorandum & Article of Association, Trust Deed or business tax rates letter for 2021/2022 as proof that you are based in Brent.

## **Due diligence**

As part of the application process, you will be asked to confirm that no one associated with the project has any unspent convictions or cautions under the rehabilitation of offender's act 1974. You may also be asked to supply DBS checks if your project includes working with children and young people or vulnerable adults.



You will be asked if you or your organisation have received funding from the council before. For Together Towards Zero, we are particularly keen to give grants to local groups who have not received funding from the council before.

### Assessment Criteria

Please note that your application will be assessed against the criteria below:

The application is within the £5,000 maximum amount

The applicant meets the eligible individual, organisation or business status and the project is based in Brent

The project supports the objectives of any of the five themes within the Brent climate and ecological emergency strategy (see below)

The project makes Brent's local environment greener and more biodiverse; or offers an opportunity for a tangible carbon saving in a community setting

The project reaches into the community, allowing as many local residents to participate or benefit as possible

The project is clearly deliverable and leaves a positive environmental impact

### Themes and Objectives of Brent's Climate and Ecological Emergency

#### **Theme 1 - Consumption, Resources and Waste**

By 2030, our communities will be living more sustainably: consuming less of the products and materials that accelerate climate change, whilst also wasting less of the world's natural resources. This behaviour shift will have helped to cut Brent's consumption emissions by two-thirds, and drive a substantive reduction of household waste produced within the borough.

#### **Theme 2 – Transport**

By 2030, petrol and diesel road journeys will have at least halved in the borough, being driven as close as possible to zero, with an accompanying increase in journeys made by residents through cycling, walking or public transport.

#### **Theme 3 - Homes, Buildings and the Built Environment**

By 2030, as many homes and buildings in the borough as possible will be more energy efficient, be powered by renewable sources and be resilient to future adverse weather events caused by climate change – and we will do all in our gift to achieve an average rating of Energy Performance Certificate B in directly owned council stock.

#### **Theme 4 - Nature and Green Space**

By 2030, Brent will be one of the greenest, most biodiverse and climate-resilient boroughs in London with our residents better connected to nature.



## **Theme 5 - Supporting Communities**

Everyone who lives, works or studies in Brent will have improved access to clear and understandable information on the need to tackle the climate and ecological emergency, and as many people as possible will be actively engaged in taking action to help the borough become carbon neutral by 2030.

### **How we use your personal data**

The personal information you share with us will only be used within the council and our partners. This information will be retained for a period of up to 7 years and shall be processed in adherence to your legal rights, including but not limited to the right to withdraw consent, right to copies of your information and right to be forgotten. If you are dissatisfied with the processing of your information, you can raise your concern with the council's data protection officer. You have a right to lodge a complaint with the [Information Commissioner's Office](#). Read [Brent's privacy policy](#).

For any further information, please email [ecogrants@brent.gov.uk](mailto:ecogrants@brent.gov.uk)