



Climate Emergency Fund 2020-21 Guidance notes

Contents:

1: Introduction

2: What the CEF will support.

3: Investment available

4: Submission and assessment

5: Pre-development funding

6: Further Details

Appendix 1: Outline submission document

Appendix 2: Submission form for pre-development funding

Appendix 3: Terms and conditions

1. Introduction

1.1 About this document

This document requests submissions for investment from the Climate Emergency Fund (CEF). It describes what the CEF will fund, the levels of funding available, and who is eligible to apply. It also provides headline guidance on the submission process, the appraisal and approval process together with the criteria that will be used to assess projects.

1.2 The Climate Emergency Fund

The Council has established the CEF to support low carbon¹ projects and programmes.

This dedicated capital funding will be used to support a range of priorities linked to reducing carbon emissions. In addition to traditional value for money considerations,

¹ "Carbon" is used as a proxy, widely understood term for carbon-dioxide equivalent emissions. "Carbon" therefore should be read as including other greenhouse gases.

these investments will also be considered in terms of which offer the best carbon return on investment, to ensure that activities are appropriately prioritised. Furthermore, there is not a requirement that this expenditure should only be used to fund 'invest to save' projects; funded projects may exclusively deliver carbon benefits.

The indicative capital programme funding allocations are set out in the table below. The CEF will fund activities that meet the priorities identified in the emerging Climate Emergency Response Plan. The table and bullet points below provide further information on the Investment Call and place it in the context of an estimate of known funding available in the next three years.

- 2020-21: £500,000
- 2021-2022: £2,500,000
- 2022-2023: £2,500,000
- 2023-2024: £2,000,000

The table above takes no account of potential but unconfirmed sources of funding or further funding from central government or other bodies. Confirmation of these sources could increase the funds available through the CEF.

In addition to the specific climate change allocations set out above, the Council's capital programme also includes a Feasibility and Scheme Development allocation. This is available to support the development of all capital projects to ensure they are appropriately scheduled and costed and are supported by robust business cases. This allocation may also be considered to fund pre-development works, where appropriate.

This first request for projects will remain open until 30 September 2020 or all available funding has been allocated, whichever is sooner. The Council may choose at any time to withdraw, modify or extend the call and will periodically publish the progress it has made in allocating the funding. If all funding has been allocated, as far as possible, applications will be considered against subsequent calls

The Council will release further amounts for investment on a regular basis. We anticipate a further investment call at the start of the 2021-22 financial year following the approval of the Council's Climate Emergency Response Plan.

The aim is to provide regular funding opportunities to give confidence to sponsors that projects can be submitted for consideration when ready; once they can demonstrate the deliverability of the proposed project.

It is always preferable to make a single submission based on complete information than to have the submission returned for further elaboration. Complete does not mean certain; it means that the sponsor is aware of the options/variables/future choices and is able to describe them. The CEF Investment team will provide advice and support to sponsors in respect of the readiness of any submission.

The Investment team is keen to engage with sponsors early and welcomes a discussion about projects that may meet its investment objectives but are not ready

to submit a funding request under this call. The Investment team will help identify future funding schemes.

1.3 Eligibility criteria

You can apply if you represent a Council-run service, a Council Company, a Town or Parish Council, a voluntary organisation, community group, small charity or other not-for-profit-organisation. Examples of eligible recipients include:

- ✓ Voluntary groups
- ✓ Community groups
- ✓ Charities and not-for-profit organisations
- ✓ Faith and belief groups for the benefit of the wider community
- ✓ Schools and education units for the benefit of the wider community
- ✓ “Friends of...” organisations
- ✓ Parish or town councils

Applicants that are external to Cheshire West and Chester Council must send the following supporting documents with their applications:

- A constitution, standing orders, articles of association or similar
- Bank account details and statements (*payments cannot be made to individuals*)

Where appropriate additional supporting documentation will be required to be submitted with your application before it is accepted, the Investment Team will let you know if this is the case:

- Equal opportunities policy and/or equality and diversity policy
- A user protection policy if working with children and / or vulnerable adults

The Council will engage with the LEP and SMEs to review the support available to small businesses to decarbonise and may include this in future funding tranches. Existing programmes to support SMEs include:

1. Blue Orchid SME programme: If you have less than 250 employees, you may be eligible to access grants of up to £20,000 for energy efficiency investments.

Support includes:

- expert energy efficiency advice including a free on-site energy audit, analysis of historical energy use, advice report and energy reduction action plan.
- Grants of £2,000 - £20,000 available for businesses that identify capital & equipment investments that can reduce energy use and increase efficiency
Grants can be used to install LED Lighting - Heating/Cooling Systems - Replacement Boilers - Heat Recovery Systems - Photovoltaic Systems - etc.

For more information and to apply, visit: <https://blueorchid.co.uk/cheshire-and-warrington-growth-hub/>

2. Eco-Innovation Cheshire and Warrington at Chester University.

For SMEs with less than 250 employees looking to:

- innovate and commercialise new low carbon technologies, products and services
- build and improve efficiencies of existing technologies
- be part of exciting up and coming developments

Access is available to the following support:

- Structured programmes of collaborative one-year and five-week R&D projects
- Academics or a dedicated researcher, analytical and testing resources, and one to one business support

For more information and to register your interest, visit:

<https://www1.chester.ac.uk/departments/eco-innovation-cheshire-and-warrington>

The Council will not seek to duplicate existing support.

1.4 Funding available within this round

There is £300,000 of capital funding available to bid for in 2020-21. It is anticipated that around £240,000 will be allocated to Council, or Council-company led schemes, with approximately £60,000 allocated to community projects, to act as a pilot for an expanded provision of community funding in 2021-22. All bids will be evaluated on their merits, and the allocation above is indicative in nature.

1.5 How to apply

Step 1:

Pre-application check – **all applicants:**

- Does your project provide a response to the Climate Emergency and can the carbon benefits be quantified? This could include a measurable reduction in energy usage, or to enable a switch to low carbon energy sources.

If you are applying on behalf of a voluntary or community sector organisation:

- Does your group have a constitution?
- Does your group have a bank account?

If the answer is **yes** to the questions relevant to your organisation, **then please move to step 2**

Step 2:

Applicants are required to complete the submission form set out in Appendix 1 of this document. Completed submissions with any supporting documentation should be emailed to:

Climatechange@cheshirewestandchester.gov.uk

Applications for pre-development funding should use the alternative application form set out in Appendix 2.

Step 3:

Bids will be evaluated via the process set out in section 4. Once evaluated against the Climate Emergency metrics, all capital schemes will need to follow the Council's usual capital governance process for inclusion in the Capital Programme, as set out in the Capital Strategy. Capital projects must be supported by robust business cases and require sign off by the Director of Finance and Cabinet Member for Finance and Legal before they have approval to incur expenditure. This process will be complete by 30 October 2020.

1.6 Deadline for responses

The deadline for responses is the close of the Investment Call on 30 September 2020. The Investment Team requests that sponsors only submit submissions when such submissions are suitably developed to allow for outline assessment and can demonstrate deliverability. The Investment Team will be happy to advise potential sponsors on the readiness of submissions.

1.7 Deadline for development

The Investment team requires projects to be capable of launching development (whether physical or operational) by January 2021. Projects unable to meet this deadline should engage with the Investment team to understand the likely availability of future funding sources and the Investment Team may consider at its sole discretion an extension in the expected start date.

2. What the CEF will support

2.1 What we can fund:

Projects that tackle the climate emergency by delivering quantifiable carbon benefits. Examples include but are not limited to:

- Renewable energy projects
- Energy efficiency projects
- Heat pump projects
- Zero or low carbon transport
- Waste reduction
- Natural capital/natural environment projects

2.2 What we cannot fund:

- Anything that does not respond to the Climate Emergency
- Ongoing revenue or maintenance costs
- Any costs incurred when putting together an application unless specifically authorised and funded via pre-development funding
- Loans or interest payments
- Anything party political, including supporting political organisations
- Anything solely for religious purposes
- Lobbying against Council policy
- Anything that will bring the Council into disrepute
- Anything contrary to the Council's financial regulations or Council policies
- Anything illegal
- Anything which is met by a Schools Pupil Premium Strategy
- Any organisations planning to use funding to hand out separate grants to other people or organisations

2.3 Fund objectives:

The Investment team's objective with the CEF is to:

- Deliver a high carbon return on investment.
- Deliver carbon benefits as quickly as possible, recognising that the longer we wait, the more challenging this issue becomes.
- Use a proportion of the funding to provide community-level schemes, recognising that these schemes may not offer equivalent carbon return on investment when compared to larger schemes.
- Where possible, seek to increase the longevity of the fund by supporting projects which deliver income to the fund and/or the wider Council, though this is not a requirement for funding.

The objective is to prioritise and fund those projects that best meet our objectives. There is no funding target or limit by theme and those projects that pass through the investment process with the highest impact will be supported.

Avoidance of duplication

The LEP has an active programme of Investment Funds. The Investment team will engage with project sponsors to prevent overlapping or competing projects from proceeding under CEF. The Investment team may direct projects towards other funding and/or identify opportunities to combine programmes. Project sponsors whose scheme may relate to another program or opportunity are encouraged to engage early with the Investment team to understand how best to proceed.

2.5 Pre-development

The provision of funding for pre-development costs required for a sponsor to develop a high-quality project for CEF investment will be considered. This is intended to cover a proportion, with appropriate match funding, of a sponsor's external costs of developing a project. Further details are provided in Section 5 of this document.

3. Investment available

3.1 Investment structures

The Investment team is open to making investment in various forms appropriate to the project. For internal Council projects this will be direct funding and for those lead by external organisations/partners this could be in the form of non-repayable grants or interest-bearing loans as appropriate. Allocations will be at the minimum level necessary to secure the desired outcomes.

Where projects generate value which can be captured (such as an ongoing revenue income stream or a reduction in revenue costs) consideration will be given to the element of the benefit that should be returned to the CEF and the element that will be retained to support the Council's wider revenue budget and capital programme

Following initial approval of a submission for further consideration, the Investment team will discuss and agree with sponsors the proposed investment structure.

3.2 Nature of sponsors

This call is open to submissions from 14 August 2020.

3.3 Proportion of funding

The Investment team is not setting any specific requirement for match funding (except in respect of pre-development funding). However, sponsors should note:

- submissions will be evaluated on the basis, among other things, of the amount of overall investment the CEF contribution achieves (leverage);
- any funding granted to external organisations will need to be compliant with EU State Aid regulations, where applicable.

3.4 Minimum level of investment

The minimum level of capital investment which will be considered under this call is £50,000 for Council-led bids and £20,000 for community-led bids.

3.5 Maximum level of investment

The Investment team has not set a specific maximum investment for a single project beyond the available funding envelope set out earlier.

3.6 Costs

Sponsors will be required to meet their own costs in developing submissions to the CEF except where pre-development grant funding has been awarded, as set out in section 5.

3.7 Inclusive growth and social value

The Investment team expects all projects to consider their potential to generate social impact and inclusive growth (the idea that local people should benefit to the extent reasonably achievable). The Investment team will engage with each project sponsor to understand, at the outline and concept stages, their current position and work with them to develop an inclusive growth action plan as their project progresses to towards final submission. All else being equal, projects with better inclusive growth and social impact credentials are more likely to receive funding.

4. Submission and assessment

4.1 Investment process

This section describes the CEF investment process. Project sponsors may refer to this section, and to accompanying appendices, to understand the Investment Team's process in greater detail.

4.2 Outline submission form

Outline submissions should be completed using the submission form set out in Appendix 1. Applications for pre-development funding should alternatively use the form set out in Appendix 2.

Completed submissions together with any supporting information should be emailed to: climatechange@cheshirewestandchester.gov.uk

Sponsors are reminded that a key element of the assessment will be the deliverability of the project. Whilst it is recognised that at initial submission stage, further work is likely to be required – sponsors are requested not to make a submission until they are ready to do so. Support from the Investment team is available to assist in this regard.

Sponsors are invited to identify in any application the information which they consider to be commercially confidential and the Investment team will treat such information accordingly. However, this cannot override the Council's statutory obligations.

4.3 How submissions will be evaluated

Outline submissions are evaluated against the criteria established in the emerging Response Plan, prioritising deliverability (overall and within investment call timescales), strategic fit, public value and market investment opportunity.

When recommending an application progress to formal capital governance, there are a number of considerations the Investment team will take into account:

- Delivering greenhouse gas reduction benefits
- Compliance with financial regulations - The Council has a set of financial and contract procedure rules that explain how all goods, works and services must be procured
- Compliance with all legal requirements
- Achieving best value
- Ensuring transparency, openness, non-discrimination and fair competition
- Demonstrating probity, consistency, accountability and integrity
- Supporting the council's corporate vision and Play Your Part outcomes framework
- Capital projects - When considering support for capital projects (fixed items) or equipment, applicants are advised to check whether any planning

permission or other authority is required for the project with the appropriate Service

All applications will be assessed against the following weightings using the scoring criteria detailed below. The total prioritisation score for the project is simply the sum of the scores of the different criteria. All scores are out of 100. The higher the prioritisation score, the higher priority the project is for investment via CEF.

Area:

- Strategic fit – 25 per cent
- Outputs – 25 per cent
- Value for money – 15 per cent
- Deliverability – 35 per cent

Score:

- **0:** Failure to respond or irrelevant information which fails to meet the requirement
- **2:** Response is unsatisfactory and partially meets the requirement
- **3:** Response is acceptable and meets the minimum requirement
- **4:** Response is good - better than merely acceptable
- **5:** Response is excellent, exceeds the requirement and gives added value

Please note that we may use the investment process to compare competing submissions and select those that best meet our objectives. Competing submissions are those that offer comparable benefits across the same sector and/or geography. For example, should we receive multiple bids to support development in a geographical area, we may use the process to generate the best offer for a project and in so doing progress the one that offers best value for money.

Once evaluated against the considerations set out above, all capital schemes will need to follow the Council's usual capital governance process for inclusion in the Capital Programme, as set out in the Capital Strategy. Capital projects must be supported by robust business cases and require sign off by the Director of Finance and Cabinet Member for Finance and Legal before they have approval to incur expenditure. Such approval will be sought at regular intervals throughout the financial year, in line with the timing of successful applications.

5. Pre-development funding

As set out earlier, the Council's capital programme includes provision to support project development prior to a full CEF submission. Further details of projects and activities which may be eligible are set out below.

5.1 Eligible projects

Pre-development funds are intended to improve the strength and depth of the CEF pipeline, and to facilitate the orderly commitment of funds.

Projects submitting applications for funding under this call are unlikely to require early stage funding since they will need to be already advanced to meet the call timescales. The current focus of pre-development funding is to establish high-quality medium term projects.

Projects which are eligible ('Eligible Projects') for pre-development are:

1. a project which, sufficiently elaborated, has a high probability of meeting the objectives, priorities and requirements established by the CEF Investment Strategy and therefore receiving support; or
2. a study which seeks to establish the market and key parameters for a project which, sufficiently elaborated, has a high probability of meeting the objectives, priorities and requirements established by the CEF Investment Strategy and therefore receiving support.

For the avoidance of doubt, these requirements include the ability to meet the CEF's carbon benefit criteria and expectations.

5.2 Eligible activities

The following activities (in respect of an Eligible Project) may be eligible for pre-development funding.

- Project preparatory work includes:
 - selection of a preferred option for detailed design;
 - ability of the sponsor to capitalise costs associated with preparation; and
 - approval of CEF funding commitment.
- Specifically, such work may include:
 - Feasibility Studies
 - Options Appraisals
 - Market Studies
 - Business Plan Development
 - Outline design work
 - Master Planning

Pre-submission planning activities / scoping studies, transport impact analysis, environmental impact.

Such development work must be required for the sponsor to submit a later submission for CEF funding.

5.3 Prioritising projects

The Investment team will prioritise submissions by the proposal's:

- fit with Climate Emergency Response Plan and Council Plan;
- quantum of potential CEF commitment;
- deliverability and potential value for money; and
- ability of pre-development funding to be catalytic to project formation (additionality and facilitation).

5.4 Submission for pre-development funding

You may request pre-development funding by completing and submitting the set out in Appendix 2. It is strongly recommended that any organisation seeking predevelopment funding from the CEF, first consults with a member of the Investment team.

6. Further details

6.1 Pre-submission consultation

The Investment team is happy to undertake early consultation with potential sponsors regarding their potential submissions.

Such consultation shall be on an informal basis only and any support and advice given shall not commit the Investment team to any specific course of action. Information provided during consultation will be considered by the Investment team as commercially confidential, although such consideration cannot override its statutory obligations.

6.2 Contact details

Sponsors seeking informal discussions in respect of their sponsors can contact any member of the Investment team:

Contact details are provided below:

Sean Traynor, Senior Manager, Transport, Highways and Infrastructure:
Sean.traynor@cheshirewestandchester.gov.uk

Louise Davies, Corporate Finance Manager:
Louise.Davies@cheshirewestandchester.gov.uk

Will Pearson, Strategy and Innovation Manager:
Will.pearson@cheshirewestandchester.gov.uk

Appendix 1: Outline submission for support from the Climate Emergency Fund (“CEF”)

Please complete the Appendix 1 template with the information requested. The Investment team will use the information, and may request additional information, to prepare an outline submission for your project. You should demonstrate how your project is aligned to the Council Plan.

The Investment team welcomes concise submissions that use lists, tables and bullet points to relay key information. Dependent of the stage of project development, you may not have precise information; please provide the most accurate information you can, specifying the source and highlighting where you have made assumptions.

Please flag any commercially confidential information.

Applicants that are external to Cheshire West and Chester Council must send the following supporting documents with their applications:

- A constitution, standing orders, articles of association or similar
- Bank account details and statements (payments cannot be made to individuals)

Appendix 2: Submission Form for Pre-Development Funding

Please complete the Appendix 2 template with the information requested. The Investment team will use the information, and may request additional information, to determine whether the application can be supported. You should demonstrate how your proposed project is aligned to the Council Plan.

The Investment team welcomes concise submissions that use lists, tables and bullet points to relay key information. Dependent of the stage of project development, you may not have precise information and it is understood that the application may support such development.

Please flag any commercially confidential information.

Applicants that are external to Cheshire West and Chester Council must send the following supporting documents with their applications:

- A constitution, standing orders, articles of association or similar
- Bank account details and statements (payments cannot be made to individuals)

Appendix 3: Terms and conditions:

There are conditions which apply to all grant awards made under the Climate Emergency Fund.

What are the standard award conditions?

This section is important. It sets out our relationship with you for funding your activity and what accepting the award commits you to in the future. It also tells you how you accept the award. It also sets out some of your responsibilities once you have received the funding.

The standard conditions once accepted are legally binding and if you do not meet these responsibilities fully you may be breaking the agreement between you and us.

If you have any general questions about how this document applies to your activity, please contact your Investment team. However, if you need legal advice about this document, please contact your solicitor.

In all these conditions:

- 'you' means the group or organisation that we have given the award to, or anyone officially representing this individual or organisation; and
- 'we', 'us' and 'our' means Cheshire West and Chester Council.

1. The purpose of the award

You must use the award only for the purpose for which it was made as detailed on the Award Request Form. Any changes must be approved by us in writing.

We may grant an award for only part(s) of the activity you have asked us to fund and not all of it; and if you agree to our request, we will ask you to make changes to your original bid.

If we decide to do either or both of these things, we will tell you in writing and you must then only use the award in this way.

After receiving our offer, you must tell us if you want to make any significant changes to the activity we agreed to fund. We know that circumstances may change during the course of your activity which are outside of your control, please inform us of any changes as soon as possible so we can assist you. Depending on the nature of the change we may alter or withdraw the award if we do not consider the changes in planned activity to be reasonable in relation to the funding we offered. You should not go ahead with any changed activity until you have received our written approval for the changes.

2. Our agreement with you

The agreement we have with you for funding is contained in this document and based on the evidence you provide in the award request form. You should make sure you read the entire document as it can include responsibilities you will have to meet. This document includes:

- standard conditions for awards;

- any payment conditions or other special conditions we agree with you in writing;
- any detailed plan of your activity or budget, and financial information about your organisation you give us that we accept; and
- changes to anything you are responsible for doing that we agree with you in writing.

3. Considerations

When making an award there are a number of issues the Investment team will consider. These include:

- Delivery of carbon benefits
- Compliance with financial regulations - The Council has a set of financial and contract procedure rules that explain how all goods, works and services must be procured
- Compliance with all legal requirements
- Achieving best value
- Ensuring transparency, openness, non-discrimination and fair competition
- Demonstrating probity, consistency, accountability and integrity
- Supporting the Council's corporate vision and Play Your Part outcomes framework
- Capital projects - When considering support for capital projects (fixed items) or equipment, applicants are advised to check whether any planning permission or other authority is required for the project with the appropriate service

Unless we have agreed otherwise in writing, we may choose not to fund goods or services you buy or order before your award was approved.

All applications will be assessed against the following weightings using the scoring criteria detailed below. The total prioritisation score for the project is simply the sum of the scores of the different criteria. All scores are out of 100. The higher the prioritisation score, the higher priority the project is for investment via CEF.

Area

- Strategic fit - 25 per cent
- Outputs – 25 per cent
- Value for money – 15 per cent
- Deliverability – 35 per cent

Score:

- **0:** Failure to respond or irrelevant information which fails to meet the requirement
- **2:** Response is unsatisfactory and partially meets the requirement
- **3:** Response is acceptable and meets the minimum requirement
- **4:** Response is good - better than merely acceptable

- **5:** Response is excellent, exceeds the requirement and gives added value

4. Accepting the offer

You must accept the award in the way we ask you to. This will normally involve you accepting all your responsibilities for the award by 'ticking' the terms and conditions box on the award request application form. If you are an organisation, the acceptance must be made by an officer authorised to sign for the organisation.

The amount of the award stated on the Award Request Form is the most we will pay.

5. Breaking these conditions, and suspending or repaying the award

If you break any of these conditions, one or more of the following may apply:

- You may have to pay back all or part of the funding
- We may end this agreement immediately

We will decide what to do and the amount you will have to pay back (if any). When we are deciding, we may think about whether, in our opinion, the conditions were broken because of factors outside your control.

Unless exceptions (8a) or (8b) apply, we may also take the actions set out in condition 8 if any of the following happens.

- You close your business (unless it joins with, or is replaced by, another business that can carry out the purposes of the award to our satisfaction).
- You significantly change the activity you received funding for without getting our written approval first.
- You do not use the award for the purpose for which we gave it.
- The activity for which you were funded does not take place
- You do not follow our reasonable instructions.
- You do not perform the purpose of the award or funded activity with reasonable care, thoroughness, competence and to a standard that would be expected for your level of experience in your area of work.
- You do not complete the funded activity (unless, in our opinion, this was because of factors outside your control).
- You are declared bankrupt or become insolvent, any order is made, or resolution is passed, for you to go into administration, be wound up or dissolved; an administrator or other receiver, manager, liquidator, trustee or similar officer is appointed over all or a considerable amount of your assets; or you enter into or propose any arrangement with the people you owe money to.
- You act illegally or negligently at any time during the funded activity, and we believe it has significantly affected the funded activity or is likely to harm our or your reputation.
- Without first getting our approval in writing, you sell or in some other way transfer the award, your business or the activity the award is funding to someone else.

- If you obtain funding from elsewhere for the same project or activities, we will suspend payments while we investigate.

6. Exceptions to condition 7

(a) We can decide whether to ask for repayment. When deciding these things, we will consider whether the problem can be fixed in a way that we are happy with and within a reasonable time.

(b) When we want you to pay us back, we will consider how much of the funded activity has been successfully completed before deciding the amount of money you should repay.

If you break this agreement and we do not enforce one or more of our rights straight away, this does not mean that we will not do so in the future. We will give up our right to enforce this agreement only if we tell you in writing.

7. Publicity

You must acknowledge Cheshire West's support and funding in any publicity material relating to the activities and/or services supported by the award. You must acknowledge the award in your annual report and any published reports and accounts relating to the period of the award.

8. Monitoring

In the 2020-2021 Financial Year a representative random sample of all applications will be monitored. This sample will be chosen at random by Financial services.

The Investment Team may issue you with a monitoring form to be completed by you as the award recipient at any point in the project cycle. The monitoring form is intended to enable recipients to demonstrate appropriate use or planned spend of the award in accordance with the Award Request Form. As part of the monitoring process award recipients will be expected to provide all receipts as evidence.

If your award is selected for monitoring at one of the quarterly review periods; **completion of the form and returning it within the stated timescales with all associated receipts is mandatory.** If you fail to complete the monitoring when requested Cheshire West Council reserve the right to request the return of the full grant allocation. You may also not be eligible for future Climate Emergency Fund funding.

9. Inspections and record keeping (including keeping original receipts)

You must give the Council or our agent access to any premises where the activity is carried out and access to financial records relating to this award and allow us to take copies of documents. **You must keep all records for three years from the date of our last payment to you. Records include original invoices, receipts, accounts and legal documents.** You must give us accounts that cover the period of the funded activity, in the way that we ask you. These accounts must follow any relevant legal requirements for accounts, audit or examination of accounts, annual reports or annual returns.

10. Your legal and other responsibilities

In carrying out your business and the funded activity you must keep to any relevant laws or government requirements. You must consider any possible risks involved in your funded activities and take appropriate action to protect everyone involved. For example, you are responsible for getting any licences, permissions and insurances that are necessary by law for the activity to be undertaken.

Health and safety

You must make sure that you understand and meet all the legal obligations which apply when you carry out your activities including health and safety and fire safety.

Data Protection

If you keep personal information about individuals, you must make sure you fully comply with your responsibilities under the General Data Protection Regulations

Equality and diversity

You should provide your activity in a way which is fair, equal and accessible to all. This means:

- You must not unlawfully discriminate against any person on grounds of protected characteristics age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.
- You must have an equality policy which ensures your services are carried out in a way which is consistent with the principles and commitments set out in our equality and diversity policy. You can access it by contacting the Awards officer at Cheshire West and Chester Council, HQ Building, 2nd Floor, 58 Nicholas Street, Chester, CH1 2NP.

Freedom of information

The Freedom of Information Act 2000 ('The Act') applies to us all. This means that any information you give us could be released to any person who asks for it under the act. You must tell us if you think that any of the information should be confidential under any of the exemptions of the act. Please visit www.foi.gov.uk for information on the exemptions.

Complaints procedure

You must have a written complaints procedure which any user of your services or officer of the Council may ask to see. You must keep a record of complaints you receive about your activities and allow the Council to see it.

Compact

Together with our partners we have set up a 'compact' for Cheshire West and Chester. It sets at the way in which we work with the voluntary community and faith sectors. We will expect you to work with us to the principals set at the compact. A copy of the compact can be provided by contacting the Awards officer at Cheshire West and Chester Council, HQ Building, 2nd Floor, 58 Nicholas Street, Chester, CH1 2NP.

Fraud

You must safeguard our funding against fraud. You must tell us straight away if you know or suspect that funding is being used improperly or fraudulently. If the award is for a specific activity and you manage to complete the activity without using all the funds provided by us and other funders, you must tell us the amount of any funds left over. You must also tell us how you intend to use this amount. If we do not agree with the way you intend to use it, we may ask you for an appropriate share of the amount left over and you must give us that share.

Professional advice

You are responsible for getting your own management and business advice. This includes considering whether you need to get financial, accounting, tax, solvency, legal, insurance or other types of professional advice. You must not assume that your business is financially stable or solvent (this means your business is able to meet its financial responsibilities), even if we continue to support you. You must tell us immediately if your organisation changes in a way that may threaten its solvency.

11. Value for money

Our funding comes from public money, so if you are planning to buy goods or services with our funding, you should always buy them in a way that will give value for money. This means getting the best price for the goods or services you need. Wherever possible, you should go through a 'competitive process' to choose the goods or services you are buying. This involves getting at least three formal quotes when spending smaller amounts and going to tender when spending larger amounts. There may be some limited reasons where a competitive process may not be appropriate. These reasons might include when there is only one business who can sell you the goods or services, technical reasons, or times when the cost and time to go to tender is too much compared to the value of what you are buying. If you are a public body, you must keep to the European procurement rules (if they apply to you and what you are buying).

12. Assets and goods

You must not sell any assets or goods that have been totally or partly bought, restored, conserved (maintained or protected from damage) or improved with our awards within three years of the date of our payment to you, unless we have given you permission in writing beforehand. The same applies upon dissolution of the organisation or cancellation of the activity.

If we have contributed (or will contribute) more than £25,000 to help with buying, restoring, conserving or improving land, buildings or any other assets, you must not apply for a mortgage over that asset or use it as security without our approval.

If you sell or give away assets or goods bought, restored, conserved or improved with our awards, we will receive an appropriate share of the 'net' proceeds (the proceeds after tax and so on) of this for as long as these assets or the improvements have a useful economic life. This share will usually be the same as the percentage of the costs we paid. However, after we have considered all the circumstances, we may

not ask for this if we think it would be inappropriate. We may decide this before you sell or get rid of the assets if:

- you use the money you gained from the sale to benefit the project the award was for; and
- there are arrangements in place for dealing with the proceeds of sale if these are either higher or lower than we had expected.

13. Council's responsibilities

Accessibility

Council information is also available in audio, Braille and large print formats. If you would like a copy in any of these formats, please email us at equalities@cheshirewestandchester.gov.uk. We are also able to provide a BSL interpreter to support customers with accessing council services.

Audit

All councils are now required to make all spend above £500 publicly available. Under these new arrangements, details of all financial transactions above this amount will be made available on the Council website.

Our staff, Council members and advisers cannot give you professional advice and will not take part in carrying out your business. We cannot be held responsible for any action you take, any action you fail to take, or for your debts or liabilities. Even though we may give you funding and talk to you about your activities, you are still fully responsible for every part of your business and the decisions about it. We will not be responsible to anyone else who may take, or threaten to take, proceedings against you.

14. Data Protection

We require the information requested in Climate Emergency Fund form to allow us to process your application. All information provided in support of an application, including personal details, will be held in a database. CW&C complies with strict security procedures in the storage and disclosure of your information. These procedures are in accordance with the principles of the General Data Protection Regs. 2018.

Information is stored electronically on a secured server within Cheshire West and Chester Council.

15. Application deadline 2020/2021

The funds allocated in the first Investment Call must be spent within the financial year.