



Ealing's Community Climate Grants

October 2024



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1. Introduction

Ealing's Community Climate Grants will help community organisations contribute to the borough's net zero 2030 target by reducing their carbon emissions.

Ealing Council declared a climate emergency in April 2019 and as part of tackling the climate emergency is aiming to become net zero by 2030. The Climate and Ecological Emergency Strategy (CEES) sets out a plan to reduce the council's produced emissions and outlines a commitment to use our influence to reduce emissions emitted across the borough. The intended outcome of these actions is to mitigate climate change and to reduce the loss of plants and wildlife on which human life depends. The council's approach to the strategy has been to focus on five themes, where the organisation has the most control and direct influence, based on policies, procurement, projects, and relationships.



The council recognises the immense value community organisations bring to its residents, especially in tackling the climate crisis and becoming carbon neutral by 2030 and created Ealing Community Climate Grants to support organisations in their journey to net zero.

The climate grants aim to encourage and facilitate community organisations to become more energy efficient. It is funded by Ealing's Carbon Offset Fund. The grants will be awarded to community organisations based and operating in the London borough of Ealing (LBE).

Community organisations could benefit from taking part in the programme with co-benefits such as:

- increasing the comfort of those using the space
- reducing carbon footprint and improving environmental performance specifically regarding energy consumption
- protecting against energy cost increases and improve the community organisations bottom line.

2. Ealing's Community Climate Grants

2.1 Who can apply?

You must be a community organisation who is seeking to reduce your carbon emissions. You will need to be able to demonstrate that you work for public benefit and are a not-for-profit organisation. You will need to be based or predominantly active in the London borough of Ealing.

All eligible groups must have financial systems in place to allow for accurate management and transparency of auditing funds. For example, a community group bank account with accountable sign-off procedures and a treasurer or equivalent. You must obtain permission to carry out the proposed improvements from the landlord if the organisations premises are leased (if applicable).

Applications are encouraged by the following groups:

- registered charities
- community and voluntary groups
- co-operatives
- faith and equalities groups
- community interest companies
- social enterprises
- tenant management organisations
- community benefit societies



If your group or organisation does not fit any of the above categories, please get in touch with us to discuss at: climateaction@ealing.gov.uk

2.2 Warm spaces

The council will be prioritising Community Climate Grants for community organisations that are offering cooling and warm spaces.

[Interested in becoming a Warm Space?](#)

A 'warm space' is a place where people can come and get warm and connect with the local community.

2.3 What will the grants be used for?

Submitted projects must be able to show a measurable carbon saving, you must be able to demonstrate where the carbon will be saved and how it will be saved.

Successful community organisations must be engaging the wider community with climate action. You should be promoting the benefits of the improvements made using the grant and encouraging residents to make climate positive behavioural changes.

Project ideas:

Energy:

- double glazing
- LED lighting
- light sensors
- insulation
- energy advice surgeries
- solar panels

Transport:

- cargo bike delivery instead of motor vehicles
- enabling low-carbon transport
- bicycle parking

Waste:

- waste minimisation
- reduction in food waste
- repair and reuse
- Library of Things

2.4 Exclusions

The grants will not cover a community organisation's day-to-day organisational overhead. This can be, but is not limited to:

- rent
- bills
- administration costs
- staffing costs

2.5 How much funding will be available?

The council has £100k to award in the first round of Community Climate Grants. If successful, a community organisation could access between £1,000 and £10,000 of funding.

The grant will be offered for a limited time only.

2.6 Key dates

Grant applications open on **Monday 28 October 2024** and applications will close on **Friday 31 January 2025**.

The projects must be completed by **Friday 22 May 2026**, and you must submit proof to receive the grant by 5pm on **Monday 22 June 2026**.

3. Application process

1. Apply:
 - a. Registration of interest must be submitted online at www.ealing.gov.uk
 - b. Application forms will be sent out the week beginning **Monday 28 October 2024**. Application forms must be submitted by email to climateaction@ealing.gov.uk alongside relevant supporting documents (including constitution, insurance documents, equal opportunities policy, bank statement and audited accounts). **Deadline Friday 31 January 2025**.
 - c. Applications should outline how the long-term sustainability benefits of the project will be maintained after it has been delivered.
 - d. For further guidance on your application, please contact the sustainability team at climateaction@ealing.gov.uk
 - e. The council may require further detail on your plans and may contact you pre or post scoring and you will be given 2 weeks to respond to this request.
2. Applications are scored by a panel at Ealing Council from March to April 2025. The panel will consist of officers in the Ealing Sustainability and Climate Action Team and a panel of council representatives.
 - a. Successful applicants will hear back by **Wednesday 30 April 2025** and will be told how much funding they have been awarded. Final checks will then be carried out and they will be expected to sign a grant agreement. Please note that funding will not be given until the works have been carried out and proof has been submitted to Ealing Council.
 - b. Please note, that if successful and you require external consultants to carry out the improvements, you will need to provide 1 quote for the improvement works.
 - c. Unsuccessful applicants will receive feedback on the reasons why, this is so they will be able, if they so wish, to submit a revised application during the next funding round.
3. Grant offer issued and accepted, and grant agreement signed and returned.
4. Completion of energy efficiency improvements.
5. Payment of grant.

3.1 Grant conditions

1. Definitions

- 1.1 The Grantee means the person or community organisation that has applied for Grant assistance.
- 1.2 The council means the council of the London borough of Ealing.
- 1.3 Grant means a grant paid out of Ealing's Climate Fund.
- 1.4 Offer of Grant means the written offer of Grant and no other form of confirmation shall constitute a valid offer of Grant assistance.
- 1.5 The Project means the energy efficiency improvements in respect of which an offer of Grant has been made.

2. Offer of Grant

- 2.1 Offers must be accepted by the Grantee within three weeks of the offer being made by returning one signed copy of the acceptance letter.

3. Completion of Project

- 3.1 The Project must be completed within 12 months of grant acceptance.
- 3.2 The council may grant an extension of time where a Project has been delayed because of unforeseeable circumstances or those beyond the Grantee's control. Extensions will only be granted in writing.

4. Grantee's obligations

- 4.1 The Grantee shall ensure that any plans and/or designs relating to the Project are approved by the council in advance.
- 4.2 The Grantee shall ensure that the Project is completed to the satisfaction of the council.
- 4.3 The Grantee shall ensure that before the Project commences, all necessary planning and/or building consents are obtained and in relation to business premises that are leased, that consent of the freeholder has been obtained.
- 4.4 The Grantee shall notify the council in writing immediately if there are any significant changes within the Grantee's organisation, which may have a material effect on the provision of the Project.
- 4.5 The Grantee shall comply with any other conditions imposed by the council and deemed necessary in respect of the Grant and these Grant Conditions.

5. Change to project

- 5.1 The Grant monies shall only be applied to the agreed purpose of the Grant. The council must be informed in writing of any change whatsoever in the Project, its costs or estimated costs and its financing.
- 5.2 In the event of a change in the Project in respect of which the council has not given prior approval the council shall not be bound to pay any monies to the Grantee in respect of the amended Project.

6. Assignment

- 6.1 The whole of the Grant shall be utilised to finance the approved Project and for no other purpose whatsoever. The offer contained herein is for the benefit of the Grantee and the

Grantee shall not be entitled to assign the benefit of the offer of Grant in whole or in part or any of his rights hereunder without prior written consent of the council.

- 6.2 None of the Grant may be utilised to cover day-to-day organisational overhead of the community organisation. This can be, but is not limited to, rent, bills, administration costs and staffing costs.

7. Further Grants

- 7.1 Payment of a Grant towards a project shall not constitute a warranty that further Grants for the Project will be available for other parts or continuations of the Project.

8. State Aids

- 8.1 The Grantee shall ensure that any payments received from the grant scheme do not breach state aid rules. If it is discovered at a later date that state aid rules have been breached the council is entitled to demand full repayment of the award.

9. Right to inspect

- 9.1 Any person authorised by the council shall have the right to inspect any part of the Project, its records or financial records at any reasonable time and the Grantee shall ensure that any person so authorised by the council shall be afforded unrestricted access to the Project for this purpose.

10. Political and religious restrictions

- 10.1 We won't fund projects or activities that are targeted towards political or religious agendas that create barriers to equal access and wider public benefit.

11. Use of Property

- 11.1 In the event of a Grant being paid to facilitate the use of any property for a specified purpose, the Grantee shall ensure that for a period of at least 2 years from the date of the Grant application the property shall only be used for the purpose specified in the offer.

12. Repair and Maintenance

- 12.1 The Grantee shall ensure that the property shall be kept in a good and proper state of repair and in working order.

13. Design

Projects must be designed to make a carbon emission reduction and/or encourage residents to make a measurable climate positive behavioural changes.

14. Statutory Requirements

- 14.1 The Grantee shall ensure in advance of payment of the Grant that all relevant statutory and other legal requirements are complied with for example planning permission, leases.

15. Payment of Grant

- 15.1 The Grantee must submit the claim for funding within 6 months of the Project completion date.
- 15.2 Payment of the Grant will be claimed as one payment upon final completion. Received invoices/proof of payment will need to be provided for the claim.

- 15.3 The council may inspect the works that have been approved for grant aid during the time that work is being undertaken and will inspect at completion.
- 15.4 Grants are discretionary, and the council reserves the right to withhold payment of the Grant in whole or part if any condition of the offer letter has been breached or if the work has not been carried out to a satisfactory standard.
- 15.5 The Grantee must inform the council upon completion of the works. As a result of this, the council will arrange a final site visit to inspect the works. Following satisfactory completion, the Grantee shall submit claims for payment of the Grant on the forms provided, accompanied by all financial or other information required to verify the claim. Payment of the Grant will not be released until a satisfactory final inspection has taken place.
- 15.6 If the actual costs of the work are less than those outlined in the application and agreed in the offer letter, payment will be restricted to the percentage of grant agreed i.e., up to 50% as stated in the offer letter.
- 15.7 If the cost of the works exceeds the costs as agreed in the offer letter, the council will not increase the Grant amount.

16. Repayment of Grant

- 16.1 In the event of a breach of any of the above conditions or any misrepresentation by the Grantee in connection with the application, the Grantee shall repay to the council within 14 days of demand the whole or such proportion of the Grant as shall be determined by the council. The Grantee shall immediately notify the council in writing of the occurrence of any of the above events.
- 16.2 Any assets funded by the Grant that are either disposed of, demolished and/or structurally altered within 3 (three) years of the payment of the Grant, will require the Grantee to pay back the Grant to the council for the value of the assets lost. The value of the assets will be based on the estimated fair market value of similar assets of like age and condition.

17. Accounting

- 17.1 The Grantee shall keep proper accounting records in accordance with the requirements set out in the Offer of Grant. Notwithstanding such requirements, all accounting records will be maintained in such a way as to ensure that all monies received and paid through the Grant shall be identifiable and traceable.

18. Non-waiver

- 18.1 No failure by the Council to exercise and no delay by the council in exercising any right, power or privilege hereunder shall operate as a waiver of any of the terms and conditions hereof.

19. Sale of Interest

- 19.1 If the Grantee moves to another business premises or sells the business up to 3 (three) years after the payment of the Grant, the Grantee shall notify the council in writing of the new owner.

20. Publicity

- 20.1 The council shall be entitled to make public in such a manner as the council may require, details of the Grant offered / paid to the Grantee hereunder for the purposes of publicity should it so require. The Grantee shall be expected to give publicity to the council's contribution to the Project in any publicity given to the Project.

21. Warrant

- 21.1 In accepting this offer of Grant the signatories of the acceptance confirm that they are authorised to sign on behalf of the Grantee.

22. Equal Opportunities

- 22.1 The Grantee shall work with due consideration of equal opportunities and equal opportunities legislation.

23. Indemnity

- 23.1 The Grantee shall indemnify the council against all liability (whether statutory, directly effective or directly applicable European law or at common law), for death and personal injury, loss or damage to property (including property belonging to the council or for which it is responsible) and breach of statutory duty and actions, claims, demands, costs, charges and expenses which may arise out of the performance or non-performance of its obligations under these Grant Conditions except to the extent that the injury, loss or damage is caused by the wilful misconduct or breach of the council's obligations under these Grant Conditions.

24. Insurance

- 24.1 Pursuant to condition 24 of these Grant Conditions, the Grantee shall maintain a minimum public and employers' liability cover of £5million. If the council so demands the Grantee shall produce evidence of such insurance policy.

25. Insolvency

- 25.1 If the Grantee is wound up or goes into liquidation (including being subject to an administration order); receivership, bankruptcy; enters into any compromise or other arrangement of its debts with its creditors; or is likely, in the view of the council, to become unable to pay any of its debts, then the council shall be entitled to withhold payments to the Grantee or to anyone acting for or on its behalf or in its name, and reclaim payment already paid.

26. Termination

- 26.1 These Grant Conditions can be terminated by the Council with immediate effect if there is a material breach by the Grantee of the terms of the Grant Conditions and accordingly the Council shall withdraw the Offer of Grant and withhold payment of the Grant in whole.
- 26.2 These Grant Conditions can be terminated by the council upon providing written notice to the Grantee should funding for the Smart Business Grants Scheme no longer be available.

27. Data Protection

- 27.1 We will use the information you give us on the application form for the life of any grant awarded to administer and analyse grants. We may give copies of all or some of this information to the individuals we use to assess the applications. These individuals may include assessors or accountants.

28. Freedom of Information Act

- 28.1 The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as – but not limited to – grant applications, grant holders, contractors and people making a

complaint. If information is requested under the Freedom of Information Act 2000 we will release it, unless exemptions apply. However, we may choose to consult with you first.

29. Disclosure

29.1 The Grants Panel hereby reserves the right, at their sole discretion, to disclose to any third party and through any medium and at any time, full details of the financial support hereby offered by the Grant to the Grantee in connection with the grant scheme and the Grantee hereby consents to such disclosure and waives any right s/he/they may have to prevent or restrict disclosure on the grounds of commercial confidentiality or otherwise.

3.2 Payment timescales

Funding to be released when improvements have been made and proof has been submitted to Ealing Council, for example receipts.

3.3 Evaluation

Community organisations will need to write up a case study that can be used as part of our Climate and Ecological Emergency Strategy annual update report. This case study can be used by both the council and the community group.

4. Project implementation

Date(s)	Event	Description
Monday 28 October 2024	Applications open	Community groups who have registered their interest will be emailed application forms.
Friday 31 January 2025	Applications close	Applications for funding will no longer be accepted after this point.
February 2025	Clarification period	Following an initial review, applicants may be contacted for further details. Applicants will be given 2 weeks to respond to the requests for clarification.
March to April 2025	Review of applications	Bids will be reviewed from March to May 2025 by officers in the Ealing Sustainability and Climate Action Team and a panel of council representatives.
Wednesday 30 April 2025	Announcements made/awarding of funding	Applicants will be contacted to let them know if their bid was successful. Successful applicants will need to sign the legal agreement and funding plan before they commence project work.

Date(s)	Event	Description
May 2025 to May 2026	Mid-project monitoring and reporting	Community groups will have to formally monitor and report their progress against the aims and deadlines set out in their application, including whether they are on track to hit their stated carbon reduction goals.
Friday 22 May 2026	Expected delivery of project	Projects will have to evaluate and report against their aims, successes, and learnings, and provide a case study of their achievements. Projects must be completed within 1 year. Deadline Friday 22 May 2026.
Deadline 5pm, Monday 22 June 2026	Grant payment	You must submit proof to receive the grant by 5pm on Monday 22 June 2026. Payments will usually be sent within 10 working days.



climateaction@ealing.gov.uk