

Environment Grant 2023/2024



Guidance on applying to the Environment Grant Scheme

Before completing an application form please read this document carefully.

Swale Borough Council has allocated £15,000 in grant funding to support community projects and organisations help tackle litter and waste related issues in the borough. The fund is sourced from littering and fly tipping fixed penalties, which we are re-investing into the community and the environment making Swale a borough to be proud of. The maximum grant for any one project is £3,000 and only one application can be submitted by an organisation in each financial year.

Once you have completed the application the form should be submitted to Swale Borough Council for assessment. Applicants can then check the progress of their application using the Project Summary on the grant's website: www.swale.gov.uk/environment-grants

Successful applicants will be notified 3 weeks after submission, (subject to meeting all grant conditions), and payment will be made within 30 days from receipt of the completed grant acceptance form.

Who can apply for funding? (refers to Status of your organisation)

- Unincorporated associations such as community groups;
- Incorporated organisations such as registered charities;
- Companies limited by guarantee and
- Social enterprises.
- Other (a full explanation needs to be given on the application form)

Voluntary and community groups can apply if they have:

- A governing document that has as a minimum the name, aim/purpose, objects, a dissolution clause, for the organisation, a list of Trustee/committee members and Trustee/committee member signatures. This can be known as a Constitution or Terms of Reference, please contact the office if you are unsure;
- A bank or building society account in the organisation's name;
- Up-to-date annual accounts (for groups over 12 months old), or a 12 month cash-flow forecast for new organisations.

What can the grant be used for? (refers to Project and Activity)

The fund is to support local, small scale community projects such as those which bring environmental improvements and stability to the local community. The fund cannot be used to support items which should be funded by mainstream public expenditure such as highways or footways. Grants should also not support political or directly religious activity.

What are the Criteria?

Applications for projects should demonstrate how they contribute to removing and/ or tackling litter and other waste related issues such as fly tipping within the borough.

As the funds have been sourced from litter and fly tipping fixed penalty notices that have been issued to offenders, the application must contribute to creating a cleaner borough.

Making the application

Applications are made by filling out the Environment Grants Application Form. Forms can be downloaded from our website (www.swale.gov.uk/member-grants), or acquired through Swale Borough Council Offices. Applications are made by filling out the Environment Grant Application Form. Forms can be completed on our website: swale.gov.uk/environment-grant. Please contact the Community Development Team if you require assistance in completing the form at communitygrants@swale.gov.uk

Who will assess the bids?

The bids are assessed by the Environment Services Manager and approved by Head of Environment and Leisure.

Required Information

Please be aware that before the offer of a grant, further information may be required about your project. **If working with vulnerable adults or children please ensure that the relevant and current (annually reviewed), Safeguarding/Equality & Diversity policies are held and that you are able to produce current documentation.**

Please also note that the grant award must and can only be spent on the project as you have outlined in your application form.

Grant Payment

Successful applicants will be notified by the Community Grants Team 3 weeks after submission, and a grant acceptance letter or email will be sent to you to finalise payment. Once the acceptance letter has been returned, we will arrange for the payment of the grant, which takes approximately 30 days from receipt of the completed acceptance letter.

Monitoring and Grant Evaluation

A monitoring form must be completed and sent back no later than 3 months after the grant has been paid or following project completion. Swale Borough Council will also require evidence, through relevant invoices or accounts, of how the grant has been spent. If monitoring information is not provided to a sufficient standard, Swale Borough Council reserves the right to request the full repayment of the grant or will be unable to process any future applications, until the information is received.

Exceptions to funding

- Individuals (or where the benefit of the grant will only benefit an individual)
- Party political groups or political activities. This includes any Parish Council (or group of), District Councils, or the Kent County Council where any grant would challenge or oppose the democratic functions of that Local Government. Or where such grants would be deemed to risk the reputational standing of Kent County Council.
- Church or Faith groups who are using the grant to promote religious activity.
- Schools and Academies cannot apply for funds towards capital costs; teaching materials; or curriculum delivery (although they may apply for funding towards projects that support wider community benefit).
- Business/ companies which do not reinvest surpluses for community benefit.
- The funding of new litter bins, as these have ongoing maintenance and servicing costs.
- The fund cannot be used to support items which should be funded by mainstream public expenditure such as highways or footways.

This Council agrees to ban the use and release of sky lanterns and balloons and the misuse of drones from land owned or managed by Swale Borough Council and at all events organised, supported, funded by (fully or partially) and/or licensed by this authority. This is in the interest of public safety, protection of agricultural land and property, prevention of harm to wildlife, livestock and other animals and protection of the environment.

This Council will not fund any project or organisation that does not act responsibly, in line with the relevant laws and regulations.

For further information please contact either:

Community Grants Team, communitygrants@swale.gov.uk, 01795 417155