

Community Environmental Action Fund

TERMS & CONDITIONS

Memorandum of Understanding (July 2011 – July 2012)

Our vision for Suffolk Coastal is for all communities to be thriving and active in enjoying and protecting the environment. But we recognise the need to start small and work towards this ambitious vision and that communities need help to do so:

The Community Environmental Action Fund Service is one way in which we are providing help to community groups to build resilience and tackle climate change and fuel security.

This service is provided by Groundwork East of England on behalf of the Greenprint Steering Group with funding from the Local Strategic Partnership (LSP) and The Environment Agency.

As part of this service Groundwork East of England in partnership with Suffolk Coastal District Council **will**:

- Provide support and advice, through our Community Environmental Energy Advisor to help your community fulfil the conditions of the fund.
- Provide support and advice on how to carry out an initial project/community assessment.
- Help assess the carbon savings for the groups actions.
- Organise at least one community training event for the District which the community will be invited to.
- Provide a critical friend role to assessing any bids produced by the community group which are directly related to the agreed project outcomes.
- Signpost to other relevant help and advice.
- Help your group facilitate 'bulk buy' schemes.

Your community **must**, with the help of the Suffolk Coastal Community Environmental Action Advisor:

- Become a constituted group, by setting up a bank account for which at least 2 members are signatories. To assist smaller groups you can reach an agreement with your parish council to hold the money on behalf of your group. This will need to be done before the fund money will be released. In exceptional circumstances Suffolk Coastal District Council may be able to pay for specific items on your behalf.
- Fill in the application form and produce a plan outlining actions, key doers and estimated expenditure needed to complete the projects identified in your application. Please contact the advisor for a useful time planner spreadsheet.
- Carry out an assessment at the start and end of the project to determine what your community group needs and the change it has made. Use existing community plans, emergency plans, community carbon footprints, surveys and questionnaires. Anecdotal evidence useful here too e.g. waiting lists, ticket sales, numbers at an event, minutes from parish meetings etc. (*Within the first 3 months*).
- Host/organise a few activities/events to raise awareness of climate change, fossil fuels, and community resilience. These could include open days, celebrations or hosting visits.

- Set up relevant bulk buy schemes which have associated carbon and financial savings for example: insulation, solar PV and/or purchasing equipment that is not otherwise available but which promotes low carbon energy generation or other low carbon/reliant living.

Ideally your community will also, again with the help of the Suffolk Coastal community Environmental Action Advisor:

- Host or send representatives to attend relevant training organised by the Community Environmental Action Advisor, Suffolk Climate Change Partnership, Greenprint Forum, or Local Strategic Partnership.
- Keep The Council and Groundwork East of England (project delivery partners) up to date with planned activities and where requested give a brief write up of them (with photos where possible) for our reporting purposes each quarter.
- Acknowledge the support of Suffolk Coastal Local Strategic Partnership (LSP) and the Greenprint Steering Group as part of the Community Environmental Action Advisor Service in all appropriate publicity material (e.g. website, newsletters, newspaper articles, brochures, reports, programmes, plaques etc.) and provide copies of these to the Council.
- To work in partnership with Suffolk Coastal District Council and Groundwork East of England to publicise any agreed progress and outcomes of your community.
- Spend support funding within two years from receipt of monies, only spend it on activities that have been agreed in writing with the Council and return any unused money to the Council. Receipts should be kept for all fund monies spent.
- Submit funding bids to organisations to help further the project or raise money by other means. The advisor will help with this.
- Encourage wider participation within your community and share your experiences with neighbouring communities and the Greenprint Forum or LSP.
- Promote the free SME Business Energy Advisor Service to any business contacts within your community. (Please this service is subject to availability).

Please note the following:

- Suffolk Coastal LSP, The Council, Greenprint Steering Group and Groundwork East of England accept no additional financial responsibility arising from the approval support funding. The successful group is responsible for all costs associated with the project, in excess of the agreed fund and for entering into any necessary contracts or agreements, and for compliance with any relevant law in relation to the purpose for which the grant has been awarded.
- Suffolk Coastal LSP, The Council, Greenprint Steering Group and Groundwork East of England does not have and must not be held to have any relationship of principle and agent, or employer and employee with successful applicant and has no liability for any of the successful groups actions or omissions. Nor do the afore mentioned have any legal liability or responsibility for any claim or loss, damage or expense, which may arise directly, or indirectly from the work supported by the grant.
- Suffolk Coastal LSP, The Council and the Greenprint Steering Group may amend, cancel or suspend any grant approval or require the repayment of any support funding already paid, either in whole or in part, if:

- there has been a breach of any of the terms and conditions of the support funding;
 - the organisation ceases to exist prior to completion of the project;
 - the project for which funding has been secured does not take place;
 - The Greenprint Steering Group has been induced to issue the grant approval as a result of incorrect or false information provided by the successful group;
- Equipment purchased with grant aid may not be removed, loaned or otherwise disposed of without prior permission in writing from The Council and it must be insured.
 - If the successful group ceases to exist, all equipment purchased with grant aid will be returned to The Greenprint Steering Group.
 - If the successful group works in unsupervised conditions with children and/or young people under the age of 18 years and/or vulnerable adults, it will be required to demonstrate that it has a written Child Protection and/or Vulnerable Adults Policy in place and that the organisation adheres to it.
 - In certain circumstances additional conditions may be attached to a grant awarded and will be detailed in the offer letter. If this applies to your group you will be asked to sign this again to confirm acceptance of additional conditions.
 - The successful group should indicate acceptance of the grant by returning one copy of the signed conditions declaration prior to the release of the support grant.
 - The acceptance should be signed by the signatories of the group bank account or if the Parish Council is holding the money one Parish Council bank holder signatory and one Community Group representative.
 - By signing this form, the signatory expressly confirms that the grant conditions above have been considered and approved by a duly convened meeting of the Group.

Please send us an original signed copy and keep one copy safe with you.

DECLARATION

Name of Group:

I understand and accept the terms and conditions under which the organisation has awarded grant aid and accept that if we are in breach of these terms and conditions part or whole of the grant may be repayable.

Please re-read the last two points relating to the signing of this document before signing.

2 signatories are needed from your community group: the chair and treasurer.

Signature: _____ Date _____

Name: _____ Position: _____

Signature _____ Date _____

Name: _____ Position _____

Please return both copies to:

Dan Wheals, Community Environmental Action Advisor for Groundwork East of England in partnership with Suffolk Coastal District Council, Melton Hill, Woodbridge, IP12 1AU.

Community Environmental Action Fund Web Page :

www.suffolkcoastal.gov.uk/yourdistrict/greenissues/ecoaction/

Greenprint Task Group Web Page:

www.suffolkcoastal.gov.uk/yourdistrict/greenissues/greenprint/

www.onesuffolk.co.uk/suffolkcoastallsp/

www.eastofengland.groundwork.org.uk/

www.environment-agency.gov.uk/

