

East Lothian Climate Hub



About the Community Climate and Nature Action Grants (the Guidance Document)

The East Lothian Climate Hub is being hosted by Lil CIC on behalf of the East Lothian Climate Action Network (ELCAN) and is funded by the Scottish Government. The Hub is designed to support local communities in East Lothian to take action to address the climate and nature emergency and to make a just transition toward net zero.

The Hub is distributing community funding in the form of small grants to help community groups in East Lothian to deliver action for climate and nature in their local area. The total funding available is £10,000.

Who can apply?

If you are reading this as an un-constituted group, please get in touch as soon as possible with the organisation that will be able to submit this application on your behalf. For example, if you are a group of school students, you should speak to a member of a formal organisation like a local climate action charity, a teacher, or a school administrator that will be able to assist you in completing the application and submit it on your behalf. Please do not leave this step too late, as the organisation submitting on your behalf (like your school) will need to ensure that they have time to read the guidance document, have the proper considerations in place, and have time to assist you in submitting the application.

Applications must be submitted by an organisation that meets the below criteria. This will ensure that there is proper governance set up to ensure that health & safety considerations are made, and that any relevant risk assessments have been carried out, and any necessary insurance for the project is in place.

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This constituted group or organisation must:

- be able to have its own bank account
- have clear governance, e.g. by a constitution or other governing document
- is in a position to ensure that any appropriate risk assessments and insurance considerations are in place for the project

This could include, but is not limited to:

- a Scottish Charity (SCO)
- Company limited by guarantee
- Community Interest Company
- Social Enterprise
- other type of organisation that has clear governance and is able to have its own bank account, like a School

If your group is not constituted and without a bank account, it could ask another group/organisation which is constituted if it could submit an application on your group's behalf (for example an un-constituted group could ask its local Community Council or Community Development Trust, or a school eco-group could ask their eco-group teaching lead and submit with the permission of the school administration).

Projects must be delivered within the East Lothian Local Authority area, by groups based within East Lothian.

Do we need to be ELCAN members?

Yes, the organisation or community group that is undertaking the project activities must be an ELCAN member organisation.

If you are submitting as a constituted organisation, and this organisation will itself be undertaking the project activities yourself, your organisation will need to be an ELCAN member.

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ELCAN membership is also open to un-constituted groups, so if you are a constituted organisation applying on behalf of a group, ONLY the un-constituted group would need to apply for ELCAN membership (which involves agreeing to the ELCAN manifesto and mission statement).

Therefore, if you are a constituted organisation that is submitting this application on behalf of an un-constituted group, it is not necessary for your organisation to become an ELCAN member. It is only necessary for the un-constituted group to become an ELCAN member.

There is an easy online form to become an ELCAN member. It is free and it enables us to keep you informed of the Hub and Networks activities & opportunities, including further funding.

<https://eastlothianclimatehub.org/elcan/>

How much can we apply for?

There is a total of £10,000 available, divided between three categories:

Category 1: Seed and Continuance Climate and Nature Action

Total of £7000 available. Applications to this category will be accepted for amounts between £200 - £1000

This grant is intended for existing ELCAN organisations which are dedicated mostly or completely to community-driven climate or nature action. The fund could be used to kick-start new ideas or add benefit to on-going projects. Community climate action takes many different forms and you know best what is needed in your community. It might be raising awareness, planting a biodiverse habitat highway, or consolidating a new umbrella organisation.

We may also consider funding projects which are not new, but are simply facing a gap in funding. We understand that sometimes great projects don't need to be altered or have new work added to them, they are

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successful as is and just need to be kept going while more funding is secured.

Category 2: Youth-Driven Action

Total of £1000 available. Applications to this category will be accepted for amounts between £50 - £200

Initiatives, campaigns or projects designed and driven by young people (mostly or all aged 18 or younger). You might create a competition, make a climate action or awareness raising video, take action with your friends, run a re:fashion show, plant trees, host a climate relevant film screening - whatever you think is needed. The application itself will need to be completed by an adult who can access the bank account of an ELCAN member organisation, as outlined in the criteria.

However, these applications can also include an attachment or link for the young people to represent their idea in whatever format they think best, for example a drawing or a video.

Category 3: Inclusivity-Driven Climate and Nature Action

Total of £2000 available. Applications to this category will be accepted for amounts between £100 - £500

This is open to both new ELCAN members which are dedicated mostly or completely to community-driven climate or nature action, or existing ELCAN members who consider themselves and their activity/core work as non-climate action, e.g. groups like sports clubs, freelancers, and small businesses.

[How do we apply?](#)

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You will find a link that includes the Google Form to submit the application and blank documents to draft the application on our website: eastlothianclimatehub.org. **Look under the subheading 'Action'**

Usage of the drafting document is optional. You may wish to use it to brainstorm with your group and work collaboratively to offer comments and suggestions. The application itself will need to be submitted as a Google Form.

Additionally, you will need to email us at hello@eastlothianclimatehub.org. Please **do not** include a copy of the application in this email (which should be submitted via the Google Form). Your email should include:

- a copy of your organisation's constitution
- **if relevant**, evidence of land ownership or landowner permission
- **if submitting** a 'Youth-Driven Action' application on behalf of a majority-youth group, include an attachment of the young people representing their idea (this could be a drawing, video, etc.)
- **if needed**, you may include your project costs in another format e.g. spreadsheet

Is there a closing date?

Yes. Grant applications will be considered in two batches, one in late August 2024 and the 2nd in late November 2024.

Please submit your applications by 15th of August (at 11:59pm) or 15th November (at 11:59pm).

The budget will be approximately £5k per batch.

What kinds of projects will you fund?

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The grant could be used to kick-start new ideas or add benefit to on-going projects. Community climate action takes many different forms and you know best what is needed in your community. It might be raising awareness, creating something physical, or covering support & advice costs. We will consider all ideas on their merits! If you're unsure if your project would meet the criteria below, please get in touch to discuss your idea at hello@eastlothianclimatehub.org

How will you assess projects?

Projects will be initially scored against the following criteria:

- Does the project represent community-driven climate and/or nature action?
- Does the project represent an empowerment of communities to drive climate and/or nature action?
- Does the project embody principles of social equity and a just transition?
- Does the project build the skills and capacity of groups or organisations and communities?
- How well does the project promote sustainability, both in its objectives and its execution?
- Does it reach new audiences or deliver new info/skills to an existing audience?
- Does the project demonstrate value for money?
- Does the group have the ability and resources to effectively deliver the project within the timescale?
- If it's an existing project, how will the funding add benefit to what is already happening?

The applications will be scored by the Climate Hub Team. We aim to give you a decision within 10 days, sooner if we can.

When would we receive the funds?

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Funds will be paid in advance to successful projects once we receive a signed copy of the grant award letter and your bank details (these will be sent to you if your application is successful). At the end of the project, you will need to provide receipts to demonstrate how the funds were spent. Any unevicenced spend will need to be returned to the Hub.

When do projects need to finish?

Projects should be completed, and evaluation forms submitted by 15th March 2025. This is to give us time to build the information into our reporting to the Scottish Government. We will send you the evaluation form with your grant award letter by email.

What information is needed for an evaluation form?

Keep track of the expenditure and impact throughout your project to make reporting easier. Think about how you can evidence what you set out to achieve, and what information you should collect along the way.

This could include:

- Keep all your receipts
- Number of people engaged with the project
- Types of people involved
- Groups you have worked with
- The successes
- Challenges faced & lessons learnt
- Quotes and pictures that show the difference your project made

Successful applications may be asked to share their experiences through case studies and/or attendance at Climate Hub events. Please ensure you have permission to share any photographs submitted along with your report.

Other things to consider:

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- Physical goods and products should be locally sourced, locally made, recycled, second hand or reusable where possible. Do you need to buy or can you borrow from another group or organisation or on loan from a library? Ask us, we might know where you can borrow something, e.g. the Climate Hub has AV kit that ELCAN members can borrow to screen films/ host events etc, or Lil has coffee cups & hot water flasks for events.
- Please consider the manufacture, materials, and lifespan of products, how they will be disposed of after their use and that you have sourced the best price for these before making your application.
- It is the responsibility of the organisation submitting the application to ensure you have suitable risk assessment and insurance policies in place.
- If the project includes practical work on land, please provide evidence of ownership or the land owner's written permission.
- The cost of sustainable travel can be included, for example, train and bus tickets. We will not fund flights, but in exceptional circumstances we may consider the cost of taxis or petrol for private vehicles.
- This fund is unlikely to cover salaries or staff wages unless you can clearly show how the role will deliver the above criteria.

What we don't fund

- statutory activities and activities that replace government funding
- loans, endowments, or interest
- paying someone else to write your application
- political activities, including lobbying
- activities where a profit will be distributed for private gain
- VAT you can reclaim
- Alcohol or excessive expenses

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- things you've already spent money on in the past
- items which will only benefit an individual, rather than the wider community
- religious activities (but we can fund religious organisations to carry out climate related activities that benefit the wider community and do not promote religious content).

We won't fund projects that:

- Promote or support negative attitudes, inequality, discrimination, racism, prejudice, oppression, harassment, violence or victimisation of people or groups.
- Coerce or force others to change their beliefs or prevent freedom of speech.
- Promote or support any illegal activities.
- Involve the cruelty, subjugation, captivity or destruction/culling of animals (including farming, captive breeding, testing or research)
- Directly or indirectly harms, threatens, or negatively affects biodiversity.

Thank you, and good luck!

East Lothian Climate Hub Team