STAFFORDSHIRE MOORLANDS
COMMUNITY CLIMATE CHANGE AND NATURE ACTION FUND
Guidance for Applicants

What is this fund?

Staffordshire Moorlands District Council is keen to support activities and initiatives by the communities and groups across the district that contribute to the aims and objectives of its Climate and Nature Delivery Plan. To view the plan, go to: https://www.staffsmoorlands.gov.uk/ClimateChange

This guide provides details about the grants in terms of who is eligible to apply, priorities for the fund, what can be funded, any restrictions and what you need to provide with your application form.

This guide gives additional information to that contained within the application form. All applications must be made on the application form and a number of supporting documents are required.

There are two rounds to apply for funds:

- **Round One runs 1 April 2026 -31 May 2026**
- **Round Two runs 1 September 2026 –31 October 2026**

Due to the success of the first round this year, the September – October round will be focused on smaller grants up to a value of £400.

This grant scheme is administered by Support Staffordshire/ who can answer any questions and give assistance and/or advice to potential applicants to ensure the best possible outcome. Your application will be considered by a grant panel, which is made up of representatives including Staffordshire Moorlands District Council, Alliance Environmental Services and Staffordshire Wildlife Trust.

Who can and cannot apply?

You **can** apply to the scheme if you are:

- An Unincorporated Association (a group set up with a constitution)
- A Registered Charity
- A CIC
- A CIO
- A new group (not yet constituted)

AND if you are operating in, or benefiting, people or places within the local authority district of the Staffordshire Moorlands.

The following **cannot** apply for a community grant:

- Individuals
- Private Businesses
- Parish or Town Councils
- Any organisation that has political activity as one of its stated purposes i.e., as defined by the Charity Commission for England and Wales: any purpose directed at furthering the interests of any political party; or securing, or opposing, any change in the law or in the policy or decisions of central government, local authorities, or other public bodies, whether in this country or abroad.

If you are unsure whether you are eligible to apply, please contact us for further advice.

What are the priorities of the fund?

Projects must focus on one or more of the following:

1) **Mitigation, which focusses on the mitigation of greenhouse gases/emissions.** Emissions primarily come from using fossil fuels in heating buildings and transport, along with agriculture.
2) **Adaptation, which focusses on the need to adapt from the impacts of climate change.** Adapting will help to support and build resilience in our communities, infrastructure and support systems to still function when the climate changes. This includes overheating, drought, flooding and their impact on health, infrastructure, crops and agriculture and all aspects of life.
3) **Plan for Nature, which focusses on improving quality and access to nature, as well as improving biodiversity.**
4) **Change, which focusses on the improvement of awareness and action taken on climate and nature.**

What will we fund?

Items that we can fund:

- Capital costs such as building work; buying and installing new equipment; materials including plants and trees.
- Revenue costs for projects rather than ongoing costs e.g., marketing and promotion of a new activity; training; room hire; refreshments; hiring of a marque; minibus hire; feasibility study or business planning.

Projects must be focused on achieving one or more of the following results:

- **Mitigation**
  - A more energy efficient building *e.g. through the installation of renewable technology*
  - A contribution to active travel *e.g. a new walking or cycling group*
  - A new renewable energy project
  - A contribution to improving air quality *e.g. an air quality campaign*
  - A contribution to preventing wildfires and damage to moorlands
- **Adaptation**
  - Great awareness of risk and susceptibility of flooding
- **Plan and Nature**
  - More trees or a community orchard
  - Definable nature improvement including new conservation measures and/ or enhanced biodiversity and or/nature-based solutions to reduce the impacts of climate change.
  - Citizen science or engagement projects for nature and climate change
  - Biodiversity features on a building
- **Change**
  - Greater awareness of energy efficiency measures and/or how to reduce energy costs
  - Greater awareness of climate change and biodiversity
  - Greater reduction, reuse, or recycling of products that would otherwise go to waste.

Items we cannot fund:

- Recoverable VAT (if you are not VAT registered, then VAT can be included in the eligible costs)
- Retrospective costs (costs incurred or committed to before receiving a Grant Offer Letter)
- Costs for activities that are entirely or mainly set up to promote religious or political beliefs.
- Projects involving activities that are a statutory responsibility.
- Projects that are not benefiting the Staffordshire Moorlands community
- Projects that are deemed not to contribute towards the Climate and Nature Delivery Plan
- An applicant can only apply once in each round.

How much is available?

Grants for the September - October 2026 grant round will be up to the value of £400.

Small grants can have a measurable impact, and could include but are not restricted to:

- Energy saving measures in community buildings - draught proofing, LED lighting, smart monitoring, reflective radiator panels
- Community growing – water butts, seeds and bulbs, equipment
- Encouraging active travel – cycle stands, Dr Bike sessions, bike repair station/kits at community buildings
- Encouraging wildlife – bat boxes, nest boxes. hedgehog highways, community engagement initiatives on local species
- Engaging the local community – walking or nature maps, community events, bike maintenance workshops

This can fund 100% of the costs identified or be used as match funding.

Planning your project

There are a number of issues that you may need to consider when you are planning your project:

- Do you need planning permission? *If you are unsure, fill in an enquiry form here:* https://www.highpeak.gov.uk/article/283/Check-if-you-need-planning-permission // https://www.staffsmoorlands.gov.uk/article/569/Check-if-you-need-planning-permission
- Do you need building regulation approval? *If you are unsure, follow the link:* https://www.staffsmoorlands.gov.uk/article/737/Building-regulations // https://www.highpeak.gov.uk/article/300/Building-regulations
- Does any equipment installation need to confirm to any statutory requirements, such as Gas Boiler Installation Regulations?
- Have you undertaken a risk assessment for the activity or task to ensure that health and safety requirements are fully met?
- If you are planting trees, are they the right trees in the right place and that you have all the necessary permissions in place?
- What care and maintenance will be required after the project has been completed and how will you ensure that this happens?

How to apply

Round One runs 1 April 2026 -31 May 2026

Round Two runs 1 September 2026 – 31 October 2026

All applications must be made on the Staffordshire Moorlands Community Climate Change and Nature Action Fund application form.

Please send completed applications to Emma.Ford@supportstaffordshire.org.uk (electronic copies preferred) or post it to:

Emma Ford
Locality Development Officer,
Support Staffordshire,
Leek Health Centre,
Fountain Street,
Leek
Staffordshire,
ST13 6JB

You must tick to confirm that you have the following documents/information alongside your application form:

- ☐ Signed and dated copy of your constitution / governing document (if applicable).
- ☐ Most recent set of accounts. (If you are a new organisation then a letter from your bank giving your organisation's name and account number, if you have a bank account).
- ☐ Safeguarding Children policy (if applicable)
- ☐ Safeguarding Adults at Risk policy (if applicable).
- ☐ Planning permission certificate (if applicable).
- ☐ Insurance details (if applicable to this project/application specifically).
- ☐ Any other information regarding the proposed project you feel will demonstrate what you have written in your application form.

If you are successful in your application

Successful applicants will be sent an offer letter detailing the grant awarded and a Conditions of Grant document, which must be signed within one month of receipt to indicate that the conditions have been accepted.

Conditions of the Grant will include:

- **Request for information**, so the SMDC can support with promotion of your project. The council would do communications: once you have signed your grant offer letter (along with the promotion of other groups), during your activity/event where relevant and following the completion of your project to celebrate success
- **Request for monitoring form**, following the completion of your project. Your project should be completed within 12 months of receiving the grant.

If successful, payments will be made by Support Staffordshire directly into your bank account.

Grant money can only be paid into a) a bank account in the name of the applying organisation or b) the bank account of a community group/organisation who agree to accept the money on your behalf. Support Staffordshire can provide advice and guidance prior to application.

Monitoring

You must complete your project within 12 months of receiving your grant. Following the completion of your project, you must submit an End of Project Monitoring Report detailing expenditure, objectives met, and the detail of differences made.

Please also send us any evidence you have that showed the project took place, e.g., photographs, publicity etc. The Council will use some of this evidence in local publicity - as outlined in your Conditions of Grant.

Data Protection

We will use the information you give us on the application form and during the life of any grant awarded to administer and analyse grants. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications and monitoring grants.

For further assistance and information

If you have any questions regarding the grant scheme or require any guidance in completing the application form, please contact Emma Ford at Emma.Ford@supportstaffordshire.org.uk or on 07484 413435.

Support Staffordshire can also help your organisation with a variety of things including how to find funding from other sources, help with organisational governance, policies and regular news relevant to the voluntary sector. For further info visit www.supportstaffordshire.org.uk