



Cambridgeshire & Peterborough Combined Authority Climate Change Opportunity Fund 2024/25

Application Form

Please answer all the questions in boxes below. Please respond accurately and clearly.

Any supporting evidence or documents can be submitted separately. Please reference any supporting material clearly. Please submit your application by 5:00 p.m. on Friday 17th January 2025 at the latest.

IMPORTANT - if there is anything at all that you are unsure about, please contact the team at environment@cambridgeshirepeterborough-ca.gov.uk, we would welcome a conversation with you to ensure clarity in order to help you complete as strong an application as possible.

1. ORGANISATION DETAILS

Organisation Name	
Address incl. Postcode	
Contact Name - <i>must be a person authorised to make this application</i>	
Contact Position	
Contact Email Address	
Contact Telephone	
Organisation type	Choose an item.
Please indicate if you are bidding independently or as part of a collaboration and if so, list the collaborating organisations	
Organisation website	
Organisation social media platforms	



2. PROJECT DESCRIPTION	
Please tell us about the project that you are looking to fund	
2.1 Please describe the project's aims including - <ul style="list-style-type: none">• The need and issue you are addressing• your solution• what will change as a result of the project <i>700 words max</i>	
2.2 Please describe how the project will be managed and governed <i>100 words max</i>	
2.3 Please identify where the project will be located	
2.4 Please describe how the project will align to the Climate Action Plan objectives <i>300 words max</i>	
2.5 Please tell us about any collaborations that you have in place for the project, including roles and responsibilities of collaborating organisations <i>200 words max</i>	
2.6 Please list the project's outputs <i>200 words max</i>	
2.7 Carbon reduction and Biodiversity outcomes – please outline these using the supplied template (Appendix 1) only	



2.8	Please describe how your project contributes to the wider economic and social and environmental situation <i>200 words max</i>	
2.9	Please list the project's top five risks using the provided risk register template (Appendix 2) only	
2.10	Please confirm that you have and provide evidence of any planning permissions; landowner/landlord permissions etc that are required for this project (or details of any application in process)	
2.11	Please give details of the project's scalability <i>100 words max</i>	
2.12	Please give details of the innovation demonstrated by the project <i>100 words max</i>	
2.13	Please provide any additional information that adds value to the project <i>300 words max</i>	
3. Grant Amount & Match funding		
3.1	How much will the project cost to deliver in full?	
3.2	How much capital grant funding are you applying for?	
3.3	Please use the template provided (Appendix 3) to outline all the costs of your project	



3.4	Please indicate if and how much match funding you are contributing.			
3.5	How will you source the match funding, including any 'in kind' match?			
		Match amount	Source	Secured or awaiting approval
3.6	Would the project go ahead without support from the Opportunity Fund? <i>100 words max</i>			

4. Procurement

To comply with public procurement regulations, you are required to adhere to the process shown below or follow your own procurement guidelines.

If you are not required so to comply, you must confirm with CPCA the procedures that you will implement for procurement and you must comply with these.

1. For single items up to the value of £2,499.99 (incl. VAT)

A quote or website print out of the item showing its full cost **must** accompany the application.

2. For single items of £2,500.00 up to £24,999.99 (incl. VAT)

Three (3) comparable written and valid (in date at the time of application submission) quotations per individual item to be purchased **must** accompany the application.

You are not obliged to accept the lowest quotation received, but an explanation of the rationale for any decision will be required to demonstrate the chosen supplier's experience and/or value for money.

3. For single items or items from a single supplier of £25,000.00 and over (incl. VAT)

You must also provide a full procurement brief/specification/process

You are not obliged to accept the lowest quotation received, but an explanation of the rationale for any decision will be required to demonstrate the chosen supplier's experience and/or value for money.



5. Project timeline & milestones

Please use the template provided (Appendix 4) to show the key dates for delivery, milestones and completion of your project

6. Track Record & Deliverability

6.1 Please give at least one example of a funded project that you have successfully delivered
150 words max

7. Please give details of any additional private sector funding and income generation that will be gained as a result of this funding being made available

1. Source of private sector funding	Value of funding	Date funding available
2. Income generated from the project	Value of funding	Date funding available



CHECKLIST OF SUPPORTING EVIDENCE ATTACHED AT SUBMISSION, IT IS CRITICAL THAT YOU SUPPLY ALL OF THE INFORMATION AND COMPLETED APPENDICES TO SUPPORT YOUR APPLICATION, WITHOUT THESE THE APPLICATION CANNOT BE PROCESSED AND MAY FAIL DUE DILIGENCE TESTS.

A fully completed application form including all required appendices i.e., <ul style="list-style-type: none">• Project outcomes• Risk register• Project costs• Timeline	<input type="checkbox"/>
Evidence of Match Funding being in place (if appropriate)	<input type="checkbox"/>
Full quotes/prices for items of expenditure (in line with our procurement rules)	<input type="checkbox"/>
Evidence of any required permissions (if applicable) that are available at time of submission	<input type="checkbox"/>
Organisation governance documents	<input type="checkbox"/>
A copy of your organisation's most recent accounts	<input type="checkbox"/>
A full 12-month cash flow forecast	<input type="checkbox"/>
Copies of relevant insurances (Public Liability up to £5m)	<input type="checkbox"/>
Policies - please provide a copy of your organisations Equality & Diversity policy	<input type="checkbox"/>

PLEASE DO NOT SUBMIT YOUR APPLICATION WITHOUT ALL THE RELEVANT DOCUMENTS.

IF THESE DOCUMENTS ARE NOT ENCLOSED, IT WILL DELAY YOUR APPLICATION BEING PASSED FOR EVALUATION, IF YOU ARE UNABLE TO PROVIDE THESE DOCUMENTS, PLEASE EMAIL US AT environment@cambridgeshirepeterborough-ca.gov.uk TO DISCUSS.

DECLARATIONS



Procurement

I confirm that items for the project will be procured in line with the guidance given in Section 4.

CPCA also ask that in all procurement you are mindful of using local CPCA based supply chains.

MONITORING AND EVALUATION

Please confirm that you will comply with CPCA’s requirements to ensure regular progress monitoring, and that any final evaluation of the project can be carried out.

Subsidy Control

We are required to comply with the Subsidy Control Act 2022 (the Act). Please confirm whether or not you have received less than £315,000 of subsidy control under minimal financial assistance over the last 3 years? This includes any aid you received under both de minimis and Trade and Co-operation Agreements in the last 3 years.

If we consider that the Minimal Financial Assistance exemption does not apply to the proposed grant, we may require you to provide to us independent legal advice which sets out either that the grant will not be a subsidy or how the grant may be a lawful subsidy.

We may require you to provide a draft assessment (in line with the DBT template) showing how the subsidy is consistent with the Act Principles and/or require you to provide such evidence as we request to assist us in completing the assessment that must be made under section 12 of the Act.

You may need to provide Subsidy Control advice from a solicitor to confirm your analysis with your application.

Please list below any aid you have received under both de minimis and Trade and Co-operation Agreements in the last 3 years

Date of assistance	Value of assistance	Organisation providing the assistance and description of aid received

I confirm that the business has received the following amounts of aid and/or financial assistance (in aggregate) under (a) the De Minimis Regulation under the Commission Regulation 1407/2013 of 18 December 2013, (b) the Small Amounts of Funding Allowance under the UK-EU Trade and Co-operation Agreement, and (c) Minimal Financial Assistance under the Act, in the current financial year and the previous two financial years (starting from 1st April in each case).



I confirm that I understand the requirements of subsidy control rules and I acknowledge that if the business fails to meet the eligibility requirements or exceeds the subsidy control ceiling, my undertaking may become liable to repay the full value of the assistance provided.

Privacy Notice

The Climate Change Opportunity Fund is funded by the CPCA, using its core funding from government, this requires CPCA to collect and process a range of personal data about the project's beneficiaries.

Why We Need Your Information?

CPCA will use the information collected on this form to assess your application. We may use this information to contact you about your project and application, including contacting you for further information and with grant process updates.

Who do we share your information with?

We do not share this information with anyone other than the companies that help us provide these services to you. They are only allowed to use it to provide these services.

How the law allows us to use your personal information

CPCA will process your information on the basis that it is necessary for us to fulfil our statutory duties.

We do not normally ask for 'Special category data' (information which reveals your racial or ethnic origin, political opinions, trade union membership, religious or philosophical beliefs, health or sexual orientation or genetic or biometric data) however if any such information is included this will be processed on the basis that is necessary for statutory and government purposes.

How long will the information be kept?

We only keep information for as long as it is needed. This will be based on either a legal requirement (where a law says we must keep information for a specific period of time) or accepted business practice. This is set out in our retention schedule.

For further details about this data processing and your rights please read our [Privacy Notice](#).

I confirm that the information provided herein is correct to the best of my knowledge. I understand that my data is protected under the terms of the Data Protection Act 2018.

I understand that CPCA reserve the right to monitor delivery of the project's expenditure, outputs & outcomes in line with the Grant Funding Agreement up to the end of March 2027.

I understand that my company's name and the amount of the grant awarded will be published on the CPCA website.

I confirm that my project has not yet commenced, and that no expenditure has been incurred to date.

I understand that any grant offer will be invalid if the project commences prior to the date of a grant offer from CPCA.



I have read and understood the grants Terms and Conditions, including awareness of the evidence that must be provided to obtain a grant.

I confirm that the project will be delivered as described and achieving the outputs listed.

- The person signing this form must be authorised by your organisation to do so
- In the case of local authorities this should be (or countersigned by) your Section 151 Officer or Executive Director

Name:	
Organisation:	
Position:	
Signature:	
Date:	



Appendix 1: Project Outcomes

			Target Outcomes/Impact				
Project	Actions	Benchmark	Carbon reduction	Clean energy production	Biodiversity gains	Other	Notes



Appendix 2: Risk Register

The headings under 'Risk Category' are the most common categories of risk, you may have others, feel free to add these.

It is likely that you will have a number of risks under each category, please list these together.

Risk Category	Issue	Owner	Likelihood	Severity	Score	Mitigation plan	Residual risk	Residual severity	Residual score
Strategic (example – please delete this row)	Delay to start of project	RS	5	8	40	Early inception meeting, agreement on project scope and adjustment to delivery timescales if appropriate. Ensure additional resources available to help shorten delivery timescales - we have additional resources that can be called upon if required	2	2	4
Strategic									
Operational									
Financial									

Performance									
Compliance									
Technology									
Environmental									
Human Resource									
External									
Reputational									



Appendix 3: Project Costs

Please list here all of the items, individually, that you will be purchasing/spending on.

Please make sure that you have appropriate quotes as set out in the Guidance.

Cost headings	Description	Supplier	Cost ex VAT	VAT	Total	Quote nos
Heat pump (example – please delete this row)	Heat pump for community building	Heat pumps inc	£2,000.00	£400.00	£2,400.00	1
					£0.00	
					£0.00	
					£0.00	
					£0.00	
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					£0.00	
					£0.00	
					£0.00	
					£0.00	
				£2,000.00	£400.00	£2,400.00

Total Project Spend	£0
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Appendix 4: Timeline

The ‘TASK’ column lists examples; before completion, please delete these and add your own. The same applies to the coloured (e.g.) cells.
Please adapt the form to suit your project, e.g., you may prefer to put weeks in instead of months.
If you are not sure in any way, please get in touch.

			Spend by														
			Q1 25			Q2 25			Q3 25			Q4 25		Q1 26			
			Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Stage	Task	Owner															
1	Inception meeting	All	e.g.														
2	Mapping		e.g.	e.g.													
2	Marketing			e.g.	e.g.	e.g.	e.g.										
3	Org recruitment																
2	Design prep																
2	Adapt prep																
2	Material sign off																
	Build/installation																
Task		Owner															
4	Workshops																
1	Project Team meet																
4	Support/guidance																

Task
4 Monthly report
4 Annual review

Owner

Task
5 Final report

Owner