



CAMBRIDGESHIRE  
& PETERBOROUGH  
COMBINED AUTHORITY

# Cambridge & Peterborough Combined Authority Climate Change Opportunity Fund 2024/25

## Application Form Guidance

This document replicates the application form and includes guidance notes to help you complete the form with the required information. If there is anything at all that you are not sure about, please contact us at [environment@cambridgeshirepeterborough-ca.gov.uk](mailto:environment@cambridgeshirepeterborough-ca.gov.uk)

We want you to put together the strongest possible application so we would welcome a conversation with you if there is anything that is not entirely clear.

The text in **green** is the guidance, the black text is as the application form.

### 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.

**IMPORTANT** - if there is anything at all that you are unsure about, please contact the team at [environment@cambridgeshirepeterborough-ca.gov.uk](mailto: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	Please provide the name of the lead person for this project. They must be authorised by your organisation to be able to apply for this funding
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	Please state if you are collaborating with other organisations or not. If you are please simply list these organisations
Organisation website	Please provide the address of your website
Organisations social media platforms	Please provide your social media address for e.g., Instagram; LinkedIn; Facebook; X; etc



## 2. PROJECT DESCRIPTION

Please tell us about the project that you are looking to fund

### 2.1 Please describe the project's aims including

- The need or issue you are addressing
- your solution to this need or issue
- what will change

700 words

Demonstrate here the need for the project.

- The need for a project refers to the underlying problem or gap that the project aims to address, identifying all sources of information that you used to establish this e.g., data, research, reports, gaps in provision, customer surveys etc
- What the project is going to do
- Please describe the issue or challenge that your project seeks to address.
- Demonstrate your solution for this issue.
- Describe what you expect to change as a result of your project should it receive support from this programme.

### 2.2 Please describe how the project will be managed and governed 100 words

Please describe how the project is going to be managed, by whom and describe the team involved, their roles.

### 2.3 Please identify where the project outcomes will take place

Please provide details of where the project will take place, if it is across multiple sites, please explain this and describe the rationale; All outcomes must be within the CPCA area.

### 2.4 Please describe how the project will align to the [Climate Action Plan](#) objectives 200 words

Please demonstrate any area of your project that aligns with the CAP objectives and how it contributes to these

Projects need to be capital projects (typically that means a physical asset).

Examples of projects to receive funding could include:

- Projects that significantly cut carbon emissions with high value for money
- Community energy initiatives, including renewable energy
- Supporting the use of low carbon fuels
- Projects delivering tangible adaptation benefits
- Using nature to address climate impacts such as natural flood resilience
- Projects that unlock significant additional funding
- Projects that change market behaviour
- Unlocking crucial 'building blocks' needed for a low carbon future
- Collaborative or innovative projects that can be replicated or scaled in the area
- Initiatives that establish or unlock crucial 'building blocks' to support the key objectives of the Climate Action Plan delivery



<b>2.5 Please tell us about any collaborations that you have in place for the project, including roles and responsibilities of collaborating organisations 200 words</b>	<p>Please outline any collaborations involved in the delivery of the project, who you are collaborating with, their role, any resource input, expertise, funding contribution etc.</p> <p>Please tell us why any collaboration is key to the project and its success.</p>
<b>2.6 Please list the project's outputs 200 words</b>	<p>Please demonstrate the outputs of the project - ooutputs being the tangible things that are produced during a project, and the foundation of the outcomes e.g.</p> <ul style="list-style-type: none"><li>• Usually, they will be quantifiable, tangible, measurable</li><li>• Often revolve around the number of activities; attendees; number of 'widgets' produced; additionality etc</li><li>• Be timebound, show what is happening during the time the project is live</li></ul> <p>You will be asked for evidence of these.</p> <p>These must be relevant to the objectives of the CAP.</p> <p>e.g. 10 solar panels, 1 HA of wildflower meadow etc.</p>
<b>2.7 Carbon reduction and Biodiversity outcomes – please outline these using the supplied template (Appendix 1) only</b>	<p>Please <b>only</b> use the template below (Appendix 1) to outline the projects carbon reduction and biodiversity outcomes. Complete each column of the template that applies.</p> <p>Remember these are the outcomes from the project, i.e., the impact or change the project brings about.</p> <p>e.g., carbon savings resulting from the project, biodiversity gains etc</p>
<b>2.8 Please describe how your project contributes to the wider economic, social and environmental situation 200 words</b>	<p>This should be a high-level summary outlining if and how your project contributes to the wider economic, social and environmental situation.</p> <p>This could be things like volunteering opportunities, skills development, developing an exemplar project, does the project feed into other regional or national Programmes/ambitions?</p>
<b>2.9 Please list the project's risks using the provided risk register template (Appendix 2) only</b>	<p>Please <b>only</b> use the risk template below (Appendix 2) to outline the top five project risks and how you have mitigated these. We have outlined key categories on the register however, the list isn't exhaustive, and you may have other risks e.g., specific to the project or your delivery set up. Where appropriate please rescore the risks post mitigation.</p>



<b>2.10 Please confirm that you have and provide evidence of all planning permissions; landowner permissions; landlord permissions etc that are required for this project (or details of any application in process)</b>	<p>Where you are able, <i>(we understand that some permissions etc may not be available at this point, if so please explain this)</i> please provide evidence that you have any/all of the required permissions that you will need to deliver your project.</p>
<b>2.11 Please give details of the project's scalability 100 words</b>	<p>Please demonstrate that the project is scalable, by this we mean the projects ability to grow and expand effectively without compromising performance or quality.</p> <p>How you can adapt resources, processes, and infrastructure to accommodate increased demand while maintaining efficiency, sustainability, and impact.</p> <p>A scalable project can replicate its success across different contexts or larger populations.</p>
<b>2.12 Please give details of the innovation demonstrated by the project 100 words</b>	<p>Please demonstrate that your project is new and that it isn't replicating or competing with a similar project in the same location. At least your project should demonstrate something different to what has been done before, or demonstrate the next steps from previous activity.</p>
<b>2.13 Please provide any additional information that adds value to the project 300 words</b>	<p>Use this space to tell us about any other information that helps support your project that hasn't been explained in the answers above. This could be anything e.g., testimonials; case studies from other locations; delivery track record; etc</p>
<b>3. Grant Amount &amp; Match funding</b>	
<b>3.1 How much will the project cost to deliver in full?</b>	<p>This is the <b>Total Cost</b> of delivering your project</p>
<b>3.2 How much capital grant funding are you applying for?</b>	<p>This is the amount of capital <b>funding</b> you are <b>seeking from this grant programme</b></p>
<b>3.3 Please use the template provided (Appendix 3) to outline all the costs of your project</b>	<p>Precise pricing and costing of projects is key, it demonstrates financial responsibility, project feasibility, and efficient resource management. It ensures that you have assessed adequate funding for project implementation</p> <p>Please provide a comprehensive breakdown of your project budget, clearly indicating the funding source for each element.</p>



	<p>Include all costs associated with your project and specify how each component will be funded, whether through the requested grant or other funding sources.</p> <p>You must ensure that your budget demonstrates full funding coverage for all aspects of the project, leaving no elements unaccounted for</p> <p><b>Please include</b> evidence of prices, i.e. quotes, are <b>required</b>. Please <b>only</b> use the template below (Appendix 3) to show planned procurement of individual project items.</p>															
<b>3.4 Please indicate if and how much match funding you are contributing.</b>	<p><b>NB - This is a Pass/Fail question you must be able to contribute a minimum of 10% of the total project cost as match funding.</b></p> <p>Tell us in here if you are able to contribute any match funding and how much this match funding is. You can show match in kind here this is a calculation of gross salary cost x hours of your staff that work on the project. Please show the calculations for this.</p>															
<b>3.5 How will you source the match funding including any 'in kind' match?</b>	<p>Please simply list here where, what sources, your match funding comes from.</p> <p>You may have more than one source which is fine, but remember that you will have to provide evidence that the funding is available, this is mandatory!</p> <p>You can show 'match in kind' here this is a calculation of gross salary cost x hours of your staff that work on the project. Please show the calculations for this.</p> <table border="1"> <thead> <tr> <th>Match amount</th><th>Source</th><th>Secured or awaiting approval</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table>	Match amount	Source	Secured or awaiting approval												
Match amount	Source	Secured or awaiting approval														
<b>3.6 Would the project go ahead without support from the Opportunity fund? 100 words</b>	<p>Please explain here what would happen if you do not receive any funding or the amount of funding you were hoping from this programme. Describe what would happen to the project if you were unsuccessful i.e., would it go ahead anyway; would it go ahead but in a reduce format etc</p>															
<b>4. Procurement</b>																
<p><b>To comply with public procurement regulations, you are required to adhere to the process shown below or follow your own procurement guidelines.</b></p> <p><b>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.</b></p>																



**NB – this is a Pass/Fail section – you must be able to adhere to the requirements outlined in points 1, 2, and 3 below to pass.**

This section outlines the values at which you are required to obtain

- a single quote or price
- multiple quotes
- run a procurement process for suppliers

We will provide support for all aspects of this if there is anything that you are unsure of. Please see additional notes below

**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.

You must provide a quote or price for all items in this price range, it can be from a website, or a formal quote and it must be in date at the time of award as any increase in price will not be reflected in the grant, it is your responsibility to make sure this is the case. Without these prices the application will not be put forward for evaluation!

**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.*

You must provide three (3) quotes for all items in this price range, it should be a formal quote, and it must be in date at the time of award as any increase in price will not be reflected in the grant; it is your responsibility to make sure this is the case. Without these quotes the application will not be put forward for evaluation!

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

**You must 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.*

You must run a procurement process for items of this value, it is your responsibility to make sure this is carried out, we will provide adaptable templates, and we will guide you with process, completion etc.

Without this process being complete the application will not be put forward for evaluation!



## 5. Project timeline & milestones

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

**NB – This is a Pass/Fail question, you must be able to complete all spend on the project by 31 March 2026**

Please **only** use the template provided. The template should outline, tasks; progress; milestones; completion dates; key dates; ownership of tasks. This document must be submitted to help us understand how you have planned the project. Remember the funding has to be spent by 31 March 2026.

## 6. Track Record & Deliverability

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

This is to allow you to give examples of previous successful projects that your organisation has delivered. If your organisation hasn't delivered any funded projects previously you can use your own experience from previous roles to demonstrate this. Please provide a brief overview of the project, timescales achieved i.e., on time, outputs and outcomes achieved

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

Please list here details of all the private sector funding that will be gained, or you hope to gain, as a result of an investment from the CCOF.

Explain, briefly, how you plan to use these monies and the impact/advantages they bring.

1. Source of private sector funding	Value of funding	Date funding available
ACME Bank loan	£30,000	24/01/2025





<b>2. Income generated from the project</b>	<b>Value of funding</b>	<b>Date funding available</b>
Sales/rental etc	£5000	24/05/2025



**CHECKLIST OF SUPPORTING EVIDENCE ATTACHED AT SUBMISSION , PLEASE ENSURE THAT YOU HAVE SUPPLIED ALL OF THE INFORMATION AND TEMPLATES THAT 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"><li>• Project outcomes</li><li>• Risk register</li><li>• Project costs</li><li>• Timeline</li></ul>	<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 YOUR APPLICATION WILL NOT BE PASSED FOR EVALUATION, IF YOU ARE UNABLE TO PROVIDE THESE DOCUMENTS, PLEASE EMAIL US AT [environment@cambridgeshirepeterborough-ca.gov.uk](mailto:environment@cambridgeshirepeterborough-ca.gov.uk) TO DISCUSS.**



In the table below we have explained how we score applications. You should make sure your answers comply with this guidance.

Score	Award Criteria Matrix
5	Response exceeds requirements with clear, detailed and verified evidence
4	Response meets requirements with clear and detailed evidence
3	Response meets requirements but lacks clear and detailed evidence
2	Response partially meets requirements, but little evidence provided
1	Irrelevant or no response provided

## 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 & 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. ☒**

**NB – this is a Pass/Fail section, you must confirm that you will comply with the monitoring requirements to pass this section.**

CPCA will conduct regular monitoring checks of project progress and may require evidence of outputs and outcomes achieved.

We will carry out end of project evaluations and will require access to ensure project expenditure has been compliant and capital expenditure appropriately used.

Full details of monitoring and evolution requirements will be provided in the Grant Funding Agreement relating to successful grant applications.

### 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**

Please list below any funding you have received in the last three fiscal years. If this an area that you are not familiar with please contact us and we can provide online, telephone support and additional guidance notes.

Date of assistance	Value of assistance	Organisation providing the assistance and description of aid received
24/10/2023	£5000	Local Council

**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 1<sup>st</sup> 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](#).**

## Freedom of Information

- 1. Information in relation to this application may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (The Act) and your organisation details will be disclosed and/or published where the grant is over £500, as per the Government Transparency agenda.**
- 2. Applicants must state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response to a request for information under The Act. Please use the table below to show any information that you believe should not be disclosed.**



3. Applicants must state why they consider the information to be confidential or commercially sensitive.
4. Note that inclusion below will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in The Act.
5. Note that agreement with this notice is confirmed by your signature on the Grant Application.

INFORMATION (APPLICATION FORM/APPENDIX)	REFERENCE/PAGE NO.	REASONS FOR NON-DISCLOSURE	DURATION OF CONFIDENTIALITY
1. Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
2. Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
3. Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
4. Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.

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

<b>Name:</b>	
<b>Organisation:</b>	
<b>Position:</b>	
<b>Signature:</b>	Electronic signature will be required here
<b>Date:</b>	