

## Helpful tips when applying to the Climate Action Fund

### General project tips

#### Reduce waste

Design out waste from the very beginning of your project. Consider if you need to buy everything new for your project, or is there an option to borrow or lease, or buy second-hand? You can also minimise landfill waste by using suppliers who can remove and recycle your old equipment and materials. Try to incorporate recycled materials where possible and think about the longevity of your project.

#### Sustainable purchasing

When going to the market for quotes or approaching contractors, consider where materials and people involved with the delivery of your project come from – locally sourced will mean lower mileage and a smaller carbon footprint. If you are using wood for example, look out for sources of reclaimed wood, and ensure any virgin timber comes from local, sustainably managed forests.

#### Transport and travel

Consider the transport needs of your project - how will volunteers, residents or contractors travel to the project, are there opportunities to come by bike, public transport, walk or lift share?

#### Community need

Can you evidence a community need for your project – is it filling a current gap, or enhancing an existing resource? Think about how you can get other local groups involved, for example sports or youth groups. Detail the multitude of benefits of your project in your application – as well as for climate and nature, think about other benefits such as economic, health and social.

#### Sharing successes and inspiring change

How will you tell people about your climate goals and celebrate your success? Think about different ways you can communicate to others about your project. How you could encourage people to get involved or share your learnings with others. For example, if you're changing the LEDs or installing solar in the village hall, how will you use this project to lead by example and inspire others?

### Specific projects

#### Energy efficiency of community buildings

When identifying opportunities to create an energy efficient building, follow the energy hierarchy:

1. **Reduce energy use** – for example installing high levels of insulation and efficient glazing for your building. [An energy audit](#) will help you create a step-by-step plan.
2. **Use energy efficiently** – such as LED lighting, or heating and lighting controls to ensure these systems are only used when needed
3. **Use renewable energy sources** – such as solar energy, air source heat pumps or other low carbon energy sources. **Projects looking for funding for installing renewable energy sources should submit an energy audit with their application.**

Please also see our online guide for [improving the energy efficiency of community buildings](#) on the council website for further information.