

Carbon Literacy **Community Pot**



The Carbon Literacy Project:

Community Pot Application Guidance

Version 2.1

The Carbon Literacy Project is owned for the public benefit by:

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Contents:

Key terms	3
What is the Community Pot?	4
Purpose of the Community Pot:	4
What the Community Pot covers:	4
Who can apply?	5
CL Initiatives we're expecting to fund:	5
Who we're expecting to fund:	5
In Global North countries, we intend to support:.....	5
In Global South countries, we intend to support:	5
We cannot fund:.....	6
Application Process	7
Decisions and Conditions	8

Key terms

Carbon Literacy (CL): is an awareness of the carbon costs and impacts of everyday activities and the ability and motivation to reduce emissions, on an individual, community and organisational basis. More information can be found [here](#).

A day's worth of peer-led training in which a CL course tailored to your audience is delivered to learners. We have a range of 'off the shelf' courses and materials available to support you in creating a CL course that is suited to your Community Group. In order to be accredited, your course will need to be **Criteria Checked** to ensure it meets all elements of our CL Standard. Once your course is approved, you can start to deliver Carbon Literacy training to your Community Group. After completing the course, each learner must complete a **Certificate Application** – a short submission of evidence based on which our team determine if they can be certified as 'Carbon Literate'. Please find further details [here](#).

Community Group: A collection of people, likely within the same geographical area, demographic or with the same interests, coming together to promote a common cause for public/community benefit.

Underrepresented groups: Historically marginalised communities that face a disproportionately high risk of social exclusion, discrimination, violence & poverty than the general population. This includes, but is not limited to, ethnic minorities, migrants, refugees and asylum seekers, people with disabilities, isolated elderly people & children, and members of the LGBTQ+ community. We especially encourage applications from those who intend to use the funded services to reach these groups.

Global North & South: Distinctions have been made between 'Global North' and 'Global South' based on data from the United Nations Statistics Division (UNSD), and with the understanding that being part of either category is through sovereign decision of a state.

'Global North' refers to countries in Northern America and Europe, Israel, Japan, South Korea, Australia, and New Zealand. 'Global South' refers to countries in Africa, Central America, South America, the Caribbean, Asia (excluding Israel, Japan, and South Korea), and Oceania (excluding Australia and New Zealand).

What is the Community Pot?

Purpose of the Community Pot:

The Community Pot has been generated by existing organisations currently undertaking Carbon Literacy training. Larger organisations are charged an enhanced rate for Certificate Applications, a portion of which is directed toward the Community Fund. Its goal is to support the take-up of Carbon Literacy amongst communities and groups who would otherwise struggle to afford the cost of services associated with initiating training.

What the Community Pot covers:

Funds will be administered as a one-off allocation of free services, which can be accessed through a quarterly application process. We are offering subsidised services in the form of free Certificate Applications and/or the Criteria Checking costs associated with Course Accreditation. Criteria Checking costs are often heavily discounted or free for community groups and initiatives with very little funding, though we would consider covering Criteria Checking costs for a first course if there is an anticipated charge for the group based on their funding model.

The funded services must be used on a course developed by the applicant organisation, with a member from said organisation as their course trainer (unless recipients would prefer to independently arrange an external trainer on a voluntary or paid basis). We provide different models with varying levels of support throughout the course development process, please get in touch to discuss these options.

We will not distribute the fund monetarily.

Who can apply?

CL Initiatives we're expecting to fund:

As per the fund's goals, being able to demonstrate that the training is catalytic, that it will create something sustainable and be able to run multiple times rather than just a one-off will be key and will hugely strengthen an application. Therefore, we will be prioritising funding for applicants whose initiatives:

- Will boost levels of Carbon Literacy in their communities.
- Will boost levels of climate action in their communities.
- For which Carbon Literacy training will be the key to promoting and sustaining climate action.
- That have a self-sustaining payment model beyond the initial funding.

Who we're expecting to fund:

There will likely be different rounds with differing criteria which we will specify beforehand. Groups we're looking to engage will differ as we continue to grow, and sometimes rounds of funding will be aimed more directly at groups we are yet to work with. Up to date information on the current funding cycle's focus can be found on the application form. Criteria may also differ depending on other work we're doing, and with direct correlation as to how and when other CLP Toolkits projects appear and progress.

In Global North countries, we intend to support:

- Small community groups that have limited or no other funds, including but not limited to people in a parish/village, a local sports team, gardening group, faith group, groups making a positive contribution to society that work to bring people together but have limited funds.
- Publicly funded schools, particularly small schools with little budget. (This currently excludes UK schools due to ongoing work with Department for Education, unless money has been ringfenced by an organisation paying the higher fee for a UK school they have chosen directly to receive funding.)
- Other underrepresented groups.
- Charities in the sub £25k tier on the initiative funding model bracket.

In Global South countries, we intend to support:

- Small community groups that have limited or no other funds, or can't afford the pricing structure to initiate CL training.
- Publicly funded schools, particularly small schools with little budget.
- Other underrepresented groups.
- Charities in the sub £25k tier on the initiative funding model bracket, or relevant equivalent.

For groups with the least funding, we aim to fund the full cost of all CL services required. For groups with some funding in countries where the value of money differs considerably from UK, we would look to the top-up costs of services to make it equitable. See Key Terms for value conversion.

We intend the Pot to be used mainly to directly fund access to Carbon Literacy for small, local, community groups. If the funded services were to flow through a larger organisation/NGO it would be on the basis that we had a direct relationship with the recipient local project.

We cannot fund:

- Applicants that do not meet the eligibility criteria above.
- Applicants that do not fully complete the application form.
- Initiatives that do not deliver or support the delivery of CL training.
- Applications from individuals to cover their own certification, because we do not accept Certificate Applications from individuals. Therefore, Certificate Applications must be organised through a group or organisation wishing to cover funding for a group of learners they are delivering appropriate training to.
- The Carbon Literacy Trust would work *with* governments but not directly fund government bodies in other nations.
- We will not fund organisations undertaking activities that exacerbate climate change or are in direct opposition to climate action/solutions.

Application Process

Those wishing to apply for funded Carbon Literacy training should complete the online application form. Within the [application form](#), we will ask you:

- To describe your Carbon Literacy initiative in a few sentences, as well as basic information about what services you're hoping to get funded.
- Where else you have looked for funding to cover the costs associated with Carbon Literacy training, and whether you have been able to secure any match-funding. This could include the local council, National Lottery, or other local groups.
- To describe how your training will be catalytic and/or describe how the training can become self-sustaining, depending on aims & objectives and what you're hoping to achieve.

Initiatives with a plan to become financially self-sustaining will be prioritised. To support the creation of a rolling funding pot, hopefully enabling training to continue with groups past the initial grant, you may wish to consider:

- Giving learners the option to part or fully pay for their Certificate Application if they are able.
- Giving learners the option to 'pay forward' for the Certificate Applications of future learners.
- Looking for funding and match-funding from other sources

An organisation can only receive a maximum of one round of funded access per year, though if unsuccessful there is no limit as to how many times per year an application can be made.

Decisions and Conditions

The applications will be open quarterly, and applications must be submitted by the last working day of the quarter, i.e. for 2024, 28th March, 28th June, 30th September, 20th December. The decision to award funded access is at the complete discretion of the panel, which will include CLP team members and Trustees. Applications will be formally reviewed in the following month, with a decision and notification of funding by the end of that month. We must receive confirmation the applicant accepts the funded services within 2 weeks of being notified of the application's success.

This is a one-off allocation of funded services only. No ongoing or monetary funds will be distributed. You may not receive the full amount of funded services requested in the application.

The fund equivalent in services (Certificate Applications and possibly Criteria Checking costs) will be allocated to your internal CLP account, rather than transferring monetary funds externally. Funded services will stay active and available for use until either they are gone, the recipient withdraws interest, or a period of 12 months passes since the recipient organisation last used, or made plans to use, their allocated Certificate Applications. If this stage is reached, any unused funded services will automatically be returned to the Community Pot. We will contact you after 6, 9 and 11 months of inactivity to remind you of this.

A primary condition of funding requires that recipients collaborate with The CLP to gather data and content for our internal and external reporting. The Project will also seek to work with recipients to publicise their success and share externally to promote the fund and its work. Where possible, this may involve in-person visits from the CLP's Community Fund Coordinator, Communications Team or others as agreed between our organisations. Recipients will receive an info pack with guidance on how to supplement the following:

- **Quarterly Community Pot Update** – We'll share with the Community Pot's contributing organisations to champion your initiative and inform them on how their support is being used.
- **Quarterly Catch Up** (online or in-person, throughout the use of the funded services) - It is important to us to foster a strong relationship with Recipient Community Groups, staying in continued communication to support their CL journey & share their successes.
- **Initiative Outcomes Case Study** (either after 6 months or once the funds have all been distributed, whichever comes first) - Recipient Community Groups must complete a one-page case study (an optional template will be provided) explaining how they have used the funded access and what the impacts of Carbon Literacy have been within their initiative.